



CONCORD POLICE DEPARTMENT GENERAL ORDER

SWORN ADMINISTRATIVE AND SUPERVISORY PROMOTIONS

GENERAL ORDER: 03.08

CREATED: December 1, 2000

ISSUE DATE: March 27, 2025

CALEA STANDARDS: 34.1.1

EFFECTIVE DATE: March 27, 2025

ACTION: Amends general order dated October 11, 2024.

03.08.0 **PURPOSE**

The purpose of the general order is to establish eligibility criteria for a promotional process and procedures for the process.

03.08.1 **POLICY**

The policy of the Concord Police Department is to encourage the participation of qualified candidates in promotional processes, and to promote candidates who will best serve the City of Concord.

03.08.2 **MASTER POLICE OFFICER**

A. ELIGIBILITY CRITERIA

1. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Master Police Officer](#).
2. It is the coworker's responsibility to request interest in becoming a Master Police Officer. This shall be done by submitting a memorandum directly to the Police Administration Manager to express their interest. The memorandum shall be addressed to the Chief of Police and contain documentation of years of service in law enforcement, along with verification from North Carolina Training and Standards of the Intermediate Law Enforcement Certificate.

03.08.3 **POLICE SERGEANT**

A. ELIGIBILITY CRITERIA

1. A candidate must have received a minimum of achieved expectations or higher overall on their employee evaluation for a period of at least 12 months prior to the promotional process announcement.
2. A candidate that has received suspension totaling more than 24.0 hours in the 12 months immediately preceding the promotional process announcement, is not eligible to participate. A candidate who received a demotion or administrative decrease in the 12 months immediately preceding the promotional process announcement, is also not eligible to participate.
3. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Police Sergeant](#).

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Police Sergeant will be made no less than ten (10) days prior to the beginning of the process. Letters of intent to participate and the candidate's resume must be submitted according to the instructions outlined in the announcement.
2. Written Exam – Candidates with a score of at least 80% will proceed in the process. The written exam does not contribute to the final score.
3. The process and weight given to each phase will consist of:
 - a. Career review (10%)
 - b. Written exercise (30%)
 - c. Oral exercise (30%)
 - d. Practical exercise (30%)

The combination of these phases may equal a maximum of 100 promotional points.

4. Promotability will be determined by a passing score for each phase of the process. The Chief of Police, at his/her discretion, can select from the top five candidates. The results of the promotional process will be posted after the process is complete and will be valid for 12 months.
5. If the number of eligible candidates who apply for promotional consideration is equal to or less than five, suitability for promotion may be determined by a management interview or as decided by the Chief of Police.
6. This process can be amended at the discretion of the Chief of Police.

03.08.4 POLICE LIEUTENANT**A. ELIGIBILITY CRITERIA**

1. A candidate must have received a minimum of achieved expectations or higher overall on their employee evaluation for a period of at least 12 months prior to the promotional process announcement.
2. A candidate that has received suspension totaling more than 16.0 hours in the 12 months immediately preceding the promotional process announcement, is not eligible to participate. A candidate who received a demotion or administrative decrease in the 12 months immediately preceding the promotional process announcement, is also not eligible to participate.
3. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Police Lieutenant](#).

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Police Lieutenant will be made no less than ten (10) days prior to the beginning of the process. Letters of intent to participate and the candidate's resume must be submitted according to the instructions outlined in the promotional process announcement.
2. The process and weight given to each phase will be outlined in the promotional process announcement.
3. Promotability will be determined by a passing score of each phase of the process. The Chief of Police, at his/her discretion, can select from the top five candidates. The results of the promotional process will be posted after the process is complete and will be valid for 12 months.
4. If the number of eligible candidates who apply for promotional consideration is equal or less than five, suitability for promotion may be determined by a management interview or as decided by the Chief of Police.
5. This process can be amended at the discretion of the Chief of Police.

03.08.5 POLICE CAPTAIN**A. ELIGIBILITY CRITERIA**

1. A candidate must have received a minimum of achieved expectations or higher overall on their employee evaluation for a period of at least 12 months prior to the promotional process announcement.
2. A candidate that has received suspension totaling more than 8.0 hours in the 12 months immediately preceding the promotional process announcement, is not eligible to participate. A candidate who received a demotion or administrative decrease in the 12 months immediately preceding the promotional process announcement, is also not eligible to participate.
3. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Police Captain](#).

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Police Captain will be made no less than ten (10) days prior to the beginning of the process. Letters of intent to participate and the candidate's resume must be submitted according to the instructions outlined in the promotional process announcement.
2. A candidate will also be required to submit documentation in paragraph form stating the reason for their interest in the promotion. The documentation should consist of no more than two pages, doubled-spaced.
3. The Chief of Police will select from the eligible candidates who meet the qualifications through a process of his/her discretion.
4. This process can be amended at the discretion of the Chief of Police.

03.08.6 **POLICE MAJOR**

A. ELIGIBILITY CRITERIA

1. A candidate must have received a minimum of achieved expectations or higher overall on their employee evaluation for a period of at least 12 months prior to the promotional process announcement.
2. A candidate that has received a suspension totaling more than 8.0 hours in the 12 months immediately preceding the promotional process announcement, is not eligible to participate. A candidate who received a demotion or administrative decrease in the 12 months immediately preceding the promotional process announcement, is also not eligible to participate.
3. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Police Major](#).

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Police Major will be made no less than ten (10) days prior to the beginning of the process. Letters of intent to participate and the candidate's resume must be submitted according to the instructions outlined in the promotional process announcement.
2. Candidates will also be required to submit documentation in paragraph form stating the reason for their interest in the promotion. The documentation should consist of no more than two pages, doubled-spaced.
3. The Chief of Police will select from the eligible candidates who meet the qualifications through a process of his/her discretion.
4. This process can be amended at the discretion of the Chief of Police.

03.08.7 **DEPUTY POLICE CHIEF**

A. ELIGIBILITY CRITERIA

1. A candidate must have received a minimum of achieved expectations or higher overall on their employee evaluation for a period of at least 12 months prior to the promotional process announcement.
2. A candidate that has received suspension totaling more than 8.0 hours in the 12 months immediately preceding the promotional process announcement, is not eligible to participate. A candidate who received a demotion or administrative decrease in the 12 months immediately preceding the promotional process announcement, is also not eligible to participate.
3. A candidate must meet the criteria outlined in the [City of Concord Human Resources Class Specification for Deputy Police Chief](#).

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Deputy Police Chief will be made no less than ten (10) days prior to the beginning of the process. Letters of intent to participate and the candidate's resume must be submitted according to the instructions outlined in the promotional process announcement.
2. The Chief of Police will select from the eligible candidates who meet the qualifications through a process of his/her discretion.

03.08.8 MANAGEMENT RIGHT

The Chief of Police, as he/she deems necessary, may amend any part of a promotional process before or during any of the processes outlined in this general order. The Chief of Police retains the authority and responsibility for the administration of the promotion process within the department. The Chief of Police may delegate selected duties to other coworkers of the department to facilitate the process. When deemed necessary, assistance may be utilized from other entities, both within and outside of the City of Concord.



JAMES S. HUGHES
CHIEF OF POLICE