



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

SWORN ADMINISTRATIVE AND SUPERVISORY PROMOTIONS

GENERAL ORDER: 03.08

CREATED: December 1, 2000

ISSUE DATE: October 4, 2024

CALEA STANDARDS: 34.1.1

EFFECTIVE DATE: October 11, 2024

ACTION: Amends general order dated May 6, 2024.

03.08.0 **PURPOSE**

The purpose of the general order is to establish a standard method by which eligibility for promotion and the promotion process is determined.

03.08.1 **POLICY**

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

03.08.2 **MASTER POLICE OFFICER**

A. ELIGIBILITY CRITERIA

1. A candidate must have at least three (3) years of experience as a police officer, or the Chief of Police may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job and possess their Intermediate Law Enforcement Certification issued by the State of North Carolina.
2. It is the coworker's responsibility to request interest in becoming a Master Police Officer. This shall be done by submitting a memorandum 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 **SERGEANT**

A. ELIGIBILITY CRITERIA

1. Candidates 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. Candidates must currently hold the rank of Master Police Officer with a minimum of one year of service in that position on or before the date of the promotional process announcement. The one year of Master Police Officer service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN).
4. Candidates must have an Associate's Degree from an accredited college or; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Sergeant will be made at least (30) 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 LIEUTENANT**A. ELIGIBILITY CRITERIA**

1. Candidates 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. Candidates must currently hold the rank of Sergeant with a minimum of three (3) years' service in that position on or before the date of the promotional process announcement. The three years of Sergeant service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN).
4. Candidates must possess an Intermediate Law Enforcement Certificate awarded by N.C. Criminal Justice Education and Training Standards Commission, and demonstrate progress towards the completion of their Advanced Law Enforcement Certificate.
5. Candidates must have an Associate's Degree from an accredited college or; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Lieutenant will be made at least (30) 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 CAPTAIN

A. ELIGIBILITY CRITERIA

1. Candidates 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. Candidates must currently hold the rank of Lieutenant with a minimum of two (2) years' service in that position on or before the date of the promotional process announcement. The two years of Lieutenant service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN).
4. Candidates must possess an Advanced Law Enforcement Certificate awarded by N.C. Criminal Justice Education and Training Standards Commission.
5. Candidates must have an Associate's Degree from an accredited college or; and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

NOTE: All educational degrees must be recognized by the United States Department of Education or the Council for Higher Education for Accreditation.

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Captain will be made at least (30) 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 choose from the pool of existing lieutenants that meet qualifications by a process of his/her discretion.
4. This process can be amended at the discretion of the Chief of Police.

03.08.6 MAJOR

A. ELIGIBILITY CRITERIA

1. Candidates 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. Candidates must currently hold the rank of captain with a minimum of two (2) years' service in that position on or before the date of the promotional process announcement. The two years of captain service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN).
4. Candidates must possess an Advanced Law Enforcement Certificate awarded by N.C. Criminal Justice Education and Training Standards Commission.
5. Candidates must have a Bachelors of Art or Bachelors of Science degree from an accredited college or university or; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

B. PROMOTIONAL PROCESS

1. Announcement of a promotional process for Major will be made at least (30) 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 choose from the pool of existing captains that meet qualifications by a process of his/her own discretion.
4. This process can be amended at the discretion of the Chief of Police.

03.08.7 DEPUTY CHIEF

A. ELIGIBILITY CRITERIA

1. Candidates 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. Candidates must currently hold the rank of Major with a minimum of one (1) year of service in that position on or before the date of the promotional process announcement. The one year of Major service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN) or;

4. Candidates must currently hold the rank of Captain with a minimum of three (3) years' service in that position on or before the date of the promotional process announcement. The three years of Captain service will be determined by the effective date listed on the candidate's Personnel Action Notice (PAN).
5. Candidates must possess an Advanced Law Enforcement Certificate awarded by N.C. Criminal Justice Education and Training Standards Commission.
6. Candidates must have a Bachelors of Art or Bachelors of Science degree from an accredited college or; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job (Master's degree or higher is preferred).

NOTE: All educational degrees must be recognized by the United States Department of Education or the Council for Higher Education for Accreditation.

B. PROMOTIONAL PROCESS

The Chief of Police will choose from a qualified pool of captains and/or majors by a process of his/her own 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 agency. The Chief may delegate selected duties to other members 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