



City of Johns Creek Police Department

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| <i>Subject:</i> Promotions, Demotions, Specialized Assignments, and Master Patrol Officer | | <i>Number:</i> 01-10 |
| <i>Reference:</i> See also Performance Appraisals | | <i>Amends:</i> |
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PURPOSE:

Establish procedures and guidelines for the promotion of sworn personnel for the Johns Creek Police Department.

POLICY: (01-10)

It is the policy of the Johns Creek Police Department to participate in a promotion process that is valid, non-discriminatory, and will identify the best candidates eligible for promotion. All stages in the promotion process will be conducted within federal, state, and City of Johns Creek guidelines. The Chief of Police is responsible for administering the promotion process for the department; the Chief of Police is the final authority in all promotions.

DEFINITIONS:

Continuous Service: Uninterrupted employment by the Johns Creek Police Department as a sworn officer (breaks in service for military duty, medical purposes, family emergencies, or kindred purposes authorized by the Chief of Police shall not be construed as interruptions of continuous service).

Department Test Coordinator: An identified person/position within the Police Department who assists the Chief of Police with the administration of the promotion process. This task is normally assigned to a person who is not involved in any facet of the promotion process.

Formal Disciplinary Action: Any disciplinary action that results in a Letter of Reprimand, Suspension, Plan of Improvement (PIP), or demotion.

Test Consultant: A service provider contracted by the Police Department to provide job-related, non-discriminatory test(s), assessment centers, and scoring used for the evaluation of promotion candidates.

PROCEDURES:

Qualifications for Seeking Promotion (01-10-01)

Officers seeking promotion to a higher rank must meet the following minimum eligibility qualifications by the date the written test is administered to participate in any promotion process:

1. Personnel desiring promotion to Sergeant must currently be a certified Police Officer with a minimum of two (2) years of experience as a sworn law enforcement officer and successful completion of the probationary period at the Johns Creek Police Department;
2. Personnel desiring promotion from Sergeant to Lieutenant must have a minimum of one year of continuous service as a Sergeant with the department. Personnel must also have an associate's degree or 60 credit hours from an accredited college or university, or four (4) years of military service;
3. Personnel desiring promotion from Lieutenant to Captain will be tested at the discretion of the Chief of Police. The Chief of Police will determine the desired testing format;
4. Personnel will need to reference the Captain job description for minimum and desired qualifications;
5. Personnel desiring promotion from Captain to Major will be tested at the discretion of the Chief of Police. The Chief of Police will determine the desired testing format.

Personnel will need to reference the Major job description for minimum and desired qualifications;

6. Personnel desiring promotion from Major to Deputy Chief will be tested at the discretion of the Chief of Police. The Chief of Police will determine the desired testing format. Personnel will need to reference the Deputy Chief job description for minimum and desired qualifications;
7. Each candidate must have completed the probationary period in their existing rank;
8. Each Candidate must receive a favorable recommendation from their Unit Captain/Lieutenant and Division Major/ Deputy Chief;
9. Personnel desiring promotion, for any rank, must have earned an overall “meets standards” on their most recent performance evaluation; and
10. Personnel desiring promotion, for any rank, cannot have received any formal disciplinary action for twelve (12) months. For the purpose of this policy the 12 months begin on the issue date of the Notice of Discipline as defined in SOP 01-12.

Notification of Promotion Process (01-10-02)

Announcements of all the elements/phases of the promotion process will be made electronically to all personnel of the Department. Additionally, copies of the notification announcement shall be placed in prominent places (such as bulletin boards). The official notification is sent from the Office of the Chief. The date the written test is administered shall serve as the cut-off date for all minimum eligibility requirements.

The official announcement of the upcoming promotional process shall include the following:

1. Information regarding the eligibility process and the steps for candidates to complete to verify eligibility to compete in the promotional process.
2. Designated test coordinators and any other pertinent information needed to begin the promotions process.
3. Any and all filing deadlines corresponding with each phase of the process.
4. At least thirty (30) days prior to the date of the written Job Knowledge Test, the Test Coordinator will announce the opening and closing dates for registering for the

promotion examination. The announcement will contain other pertinent facts related to the examination, including:

- a. A list of all test resource materials and recommended study materials;
- b. Registration process requirements; and
- c. Weight assigned to test components.

Promotion Qualification (01-10-03)

Promotion shall be based on qualifications, merit, and promotion potential. The following guidelines shall be used when evaluating a candidate's potential for promotion:

Sergeant and Lieutenant's Promotion Process

1. Written Examinations: Each Candidate must take a written examination prepared by a qualified firm or organization. The written examination shall be job-related as well as administered and scored in a uniform manner. The purpose of the examination shall be to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for the remaining portions of the promotion process.
 - b. The written examination is weighted at 40% of the overall total score for promotional eligibility.
2. Oral Board and Practical Exercise: Each candidate must complete the oral board and job-related practical exercise. The purpose of the oral board and practical exercise is to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for the remaining portions of the promotion process.
 - b. The oral board score and practical exercise will be weighted at 60% of the overall total score for promotional eligibility.
 - c. The oral board will be comprised of a minimum of three external law enforcement professionals and/or community leaders. The Chief will approve **all** oral board members.
 - d. Practical exercises are used to determine the candidate's promotional potential. All practical exercises shall be job-related and non-discriminatory and will

consist of actions required by the desired rank. Practical exercise scores shall be considered an element of the oral board.

Administration of the Assessment Center (01-10-04)

The assessment center is comprised of job-related exercises during and/or after which each participant's performance is evaluated by two or more trained assessors. If an assessment center is used, the Chief of Police shall determine the percentage of the total overall score as it applies to each promotion process. The agency may also choose to use an organization or firm to administer the assessment center. The following are the minimum requirements for administering an assessment center:

1. Use of Assessors

Multiple assessors will be used in each exercise of the Assessment Center. All Assessors will be selected by the Test Coordinator/Consultant and approved by the Chief of Police. All Assessors will be selected from police departments other than the JCPD.

2. Qualification of Assessors

Assessors for the Assessment Center must be at least in rank and responsibility to the rank being evaluated. Assessors will be trained by the test consultant for their duties in the promotion process.

3. Examination of Candidates

Assessment Center candidates shall be presented to the assessor panel in an order determined necessary to maintain adequate staffing of the department. Final grading by the assessor panel shall be accomplished outside the presence of the candidate.

4. Receipt of Results

Candidates will receive Assessment Center results by or through the Test Coordinator/Consultant.

Eligibility List (01-10-05)

An eligibility list shall be established from the total weighted scores of the written examination, oral board/practical exercise, and assessment centers, if applicable. Each candidate shall be rated in each area, and these scores shall be used to determine the candidate's overall rating.

1. Candidates shall be placed on a promotion eligibility list based on their overall rating.
2. The eligibility list shall be made available for inspection. Candidates will be notified of their respective position on the list and their score and percentile for each test component.
3. The list will be divided into two eligibility categories: **Highly Promotable** and **Promotable**. The top three (3) candidates with the highest overall scores for each position will be placed in the highly promotable category. The remaining eligible candidates will be placed in the promotable category. If there is a tie for the third position in the Highly Promotable eligibility list, the Chief may allow for both candidates to be placed in the Highly Promotable eligibility category. Once candidates have been placed into the respective eligibility categories, the candidates will be listed alphabetically.
4. The eligibility list shall be certified by the Test Consultant/Coordinator and forwarded to the Chief of Police. The Chief of Police will select for promotion from the eligibility list. The Chief may promote any candidate, in any order, from the Highly Promotable eligibility list; however, the Highly Promotable eligibility list must be exhausted prior to promoting a candidate on the Promotable List.
5. The testing procedure shall be administered every two years to establish an eligibility list. The list shall be completed prior to the expiration of the previous list, unless the list is extended. The Chief of Police can extend an eligibility list at his discretion.
6. The eligibility list shall remain in effect for two years or as described by this policy.
7. If the eligibility list is exhausted, prior to the two-year mark, a new testing procedure may be administered, at the discretion of the Chief of Police.
8. The Chief of Police is the only person authorized to remove a candidate from an eligibility list. A candidate who receives formal disciplinary action, is placed on a PIP, or receives an unacceptable performance evaluation, may be removed from the eligibility list.

Grounds for Disqualification (01-10-06)

Any applicant disqualified from the promotion process will not be entitled to continue in the promotion exam process. Grounds for disqualification are, but not limited to:

1. Failure to participate in any phase of a promotion exam;
2. Achieving a score less than 70% on the written examination, a score of less than 70% on the oral board and practical exercise, or a score of less than 70% on the Assessment Center, if applicable.
3. Arriving at a test site after the appointed starting time for any part of an exam or oral board;
4. Cheating on any part of the promotion exam; and
5. Failure to complete required paperwork or requirements within the established timeline.

Probationary Period (01-10-07)

Prior to promotion, the Chief of Police shall conduct a final interview with the candidate. An officer promoted to Sergeant, Lieutenant Captain, Major or Deputy Chief shall be placed on probation for one (1) year of service in the higher rank. During the probationary period, the Chief of Police may demote, for cause, a Sergeant, Lieutenant Captain, Major or Deputy Chief to their former rank. Any Sergeant, Lieutenant Captain, Major or Deputy Chief who is demoted shall be notified, in writing, by the Chief of Police, of the reasons for the demotion. No officer shall be demoted for arbitrary or discriminatory reasons.

Each newly promoted supervisor will receive a quarterly evaluation during the one (1) year probationary period. The quarterly evaluation will be conducted by the probationary supervisor's immediate chain of command.

Salary (01-10-08)

An employee who is promoted to a higher position shall normally receive the minimum of the new pay grade or 5% above his/her current salary, whichever is greater. The employee's salary may not exceed the maximum salary for the position.

Promotional salary increases apply to the promotion to the ranks of MPO, Sergeant, Lieutenant, Captain, Major, and Deputy Chief. Assignment to specialized assignments are not promotions and are therefore not subject to this policy.

Administrative Procedures and Responsibilities (01-10-09)

The Chief of Police and the Test Coordinator(s) shall oversee the promotion process of all employees. The Test Coordinator(s) will administer the following stages of the process:

1. Post testing dates, times, and locations;
2. Accept applications;
3. Select and conduct written examinations;
4. Tabulate scores for all stages of the process;
5. Ensure all elements of the promotion process are job-related;
6. Select the civilian contingent of the oral boards;
7. Oversee oral boards and scoring;
8. Establish and certify eligibility lists; and
9. Coordinate all assessment centers, examinations with Test Consultant; and

The Chief of Police, being the department director, is vested with the authority by the City of Johns Creek to promote department personnel from certified eligibility lists provided by the Test Coordinator.

The Chief of Police may recommend to the City Manager when the promotion process will occur to ensure there is an adequate number of personnel on eligibility lists to meet department requirements. All promotion eligibility lists that have not been exhausted will remain active in accordance with approved policies.

The Chief of Police or his/her designee will have the following responsibility and authority in the promotion process:

1. Identify minimum requirements for eligibility for each rank, including establishing the minimum promotion potential based on past performance evaluations, if applicable.
2. Assist in the preparation of oral boards.
3. Maintain liaison with the Human Resources Department concerning the promotion process.
4. Provide for internal security of promotion materials and/or comply with security guidelines as required by outside testing companies.

Review, Appeals and Reapplication of the Promotion Process (01-10-10)

A. Employees shall have the right to review, grieve, or appeal each phase or any aspect of this process through proper channels. This may include, but is not limited to:

1. Adverse decisions concerning eligibility;
 2. Review written examinations;
 3. Review the written results of scored elements or components of the process;
 4. Contesting performance evaluations or promotion potential reports used in the selection decision; and
 5. Reapplication, retesting, and/or reevaluation.
- B. To review any element of the process, the candidate must submit a request in writing to the test coordinators. To grieve or appeal any element, the grievance/appeal must be in writing and presented to the Chief of Police through the chain of command as outlined in the Grievance Procedure section of the City Handbook.
- C. Employees who were not selected or promoted and who remain eligible for promotion may reapply during the next announced promotion process.

Demotions (01-10-11)

A. Demotions for Cause

An employee shall be subject to demotion when said employee does not perform the duties and responsibilities of his/her assignment or position at an acceptable level of competence as determined by the Chief of Police.

B. Demotions without Cause

It is the policy of this Department that any officer, employee, or member who has been appointed to an exempt or appointed position of higher status, retain that rank, status, or grade as long as deemed applicable by the Chief of Police. Those exempt officers or employees who are (or may be) demoted without cause shall, without testing being required, be demoted to the next rank, status, or grade below their current position for which testing is provided, if applicable.

C. Procedures

1. The Chief of Police shall notify the non-exempt supervisor of the demotion in writing and shall state the reason for the demotion. The employee shall be afforded an administrative hearing (pre-action) or informal conference in the presence of the Chief of Police to present his/her arguments why the action should not occur. The original copy of the notification with the employee's acknowledgment and reply will be included in the employee's personnel file.

2. Any non-exempt employee who is demoted shall receive a reduction in pay, status, and other privileges. Pay, status, and privileges shall be commensurate with the reduced or demoted grade or rank.
3. An employee may grieve a demotion pursuant to the procedures that are outlined in the Grievance Procedure section of the City Handbook. This procedure shall be initiated within the prescribed time period in a formal, written grievance and submitted through the chain of command.

Lateral Entry/Acting Assignments (01-10-12)

- A. The Chief of Police may, at any time, transfer laterally an employee from one position to another which is in the same rank, grade, or classification within the Police Department. Employees requesting a transfer shall do so in writing through the chain of command to include the Chief of Police.
- B. Commanders or Command Staff personnel may, at the direction of the Chief, assume command of any division, section, or unit. Lateral movement or transfers shall be at the discretion and direction of the Chief of Police based upon assignment, including supervisory positions.
- C. Typically, the department does not allow for lateral entry for supervisory positions. However, if the need should arise, the Chief of Police is authorized to decide when a supervisor position should be filled via lateral entry. The steps for a lateral entry supervisor position shall be detailed in the promotion announcement, if applicable.

Specialized Assignments (01-10-13)

- A. The department recognizes that certain positions within the department, which are often characterized by increased levels of responsibility and specialized training, are considered invaluable opportunities for all employees. The following selection process will apply to all specialized assignments identified in this policy.
- B. Specialized Assignment Selection:
 1. The department will announce anticipated openings for specialized assignments through electronic media to all personnel.
 2. The announcement will include the minimum qualifications, application procedures, and training requirements specific to the position applied for.

3. The following minimum requirements must be met for personnel to be eligible for specialized assignments:
 - a. Two years of experience as a sworn law enforcement officer and successful completion of the Johns Creek Police Department Field Training Program (except for civilian applicants for applicable specialized assignments);
 - b. Completion of the probationary period in an existing specialized assignment;
 - c. No formal disciplinary actions for a period of 12 months;
 - d. Letter of recommendation from the employee's Unit Commander;
 - e. Qualifications specific to the position applied for, if any (Example- CIT training for Hostage Negotiator applicants); and
 - f. The date the oral interview and/or other testing exercise are administered shall serve as the cut-off date for all minimum eligibility requirements.
4. Applicants for specialized assignments will be required to submit a letter of interest to the Unit Commander specified in the announcement.
5. Applicant eligibility will be evaluated and confirmed based on the minimum requirements and qualifications for the position applied for.
6. The selection process for each specialized assignment will include an oral interview. Certain assignments may require the use of practical exercises and/or testing.
7. Announcements, interview questions, and evaluation activities will be approved by the Chief of Police. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
8. The Chief of Police is the final appointing authority for all specialized assignments.

C. The department has identified the following positions as specialized assignments:

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| 1. Canine Officer | 9. Fitness Training Coordinator |
| 2. Motor Officer | 10. Crime Scene Technician - Patrol |
| 3. Traffic Safety Officer | 11. Robot Operator – North Metro Tactical Team |

- 4. Bicycle Patrol/COPS
- 5. CID Detective
- 6. Task Force Positions
- 7. Tactical Officer
- 8. Crisis Negotiator
- 17. Polygraph Examiner
- 19. Crime Suppression (CSU) Officer
- 12. Crisis Intervention Officer
- 13. Recruiter/ Background Investigator
- 14. Intelligence Officer
- 15. Peer Support Team Leader
- 16. Peer Support Team Member
- 18. Real Time Information Center Investigator/Analyst

D. Personnel appointed to specialized positions shall be placed on probation for one (1) year of service in the specialized position. Personnel appointed to specialized positions will receive a quarterly evaluation during the one (1) year probationary period. During the probationary period, the Chief of Police, or unit commander, may return to their former position if it is determined that the employee is not showing competency or meeting the requirements of the position. The employee may also request reassignment to their former position during this probationary period. Any personnel removed from a specialized position shall be notified, in writing, by the Chief of Police or designee, of the reasons for the reassignment. No officer shall be reassigned for arbitrary or discriminatory reasons.

Staffing Positions from Outside Sources (01-10-14)

This policy does not preclude candidate searches from sources other than within the current roster of personnel. When a position within the Department is announced or posted, necessitating specific criteria or qualifications, the Chief of Police may also seek that candidate by other means and resources, including advertising in various periodicals and publications.

Master Patrol Officer (MPO) Program (01-10-15)

A. The purpose of this program is to acknowledge and reward experienced, knowledgeable police officers through alternative opportunities in his/her career. The following procedures will outline the process for attaining Master Patrol Officer Status.

B. Eligibility:

- 1. Applicants for Master Patrol Officer must meet the following eligibility requirements:

- a. Sworn, Georgia P.O.S.T. certified police officer for a minimum of three (3) years:
 - i. The 3-year minimum service requirement can be achieved with a combination of time served as a full-time P.O.S.T. certified police officer at a prior law enforcement agency and time served at the Johns Creek Police Department.
 - ii. Half of the time served at a previous law enforcement agency as a full-time sworn officer will be counted toward the 3-year requirement. (For example, 4 years served at a prior law enforcement agency will equate to 2 years credit toward the 3-year MPO requirement for JCPD. When added to the first year served and successful completion of the probationary period at JCPD, the officer meets the 3-year total service requirement.)
- b. Successful completion of the probationary period at the Johns Creek Police Department
- c. Must hold both Intermediate and Advanced Certifications through Georgia P.O.S.T.
- d. Must have no formal disciplinary actions for a period of 12 months
- e. Must have earned an overall “meets standards” on their most recent performance evaluation
- f. The officer must meet these eligibility requirements as of the date of application for MPO status.

C. Application and Selection Procedures:

1. Police officers desiring Master Patrol Officer Status and who meet the eligibility requirements must submit a completed Master Patrol Officer Application form to the Training Coordinator, who will verify the officer’s years of service, Intermediate and Advanced Certifications.
2. The Training Coordinator will forward the MPO application to the employee’s Division Deputy Chief for review and approval.
3. The Division Deputy Chief will review the Master Patrol Officer application and forward the application along with his/her recommendations to the Chief of Police for approval.

4. The Chief of Police will forward the approved MPO application to Human Resources for processing.
5. Master Patrol Officer Status will be documented in the officer's Guardian Tracking System file, along with a copy of the completed application.

D. Compensation:

1. Police officers who achieve Master Patrol Officer Status shall receive a pay increase commensurate with the grade, rank, and classification assigned to the MPO Status on the approved City of Johns Creek Police Department Pay Scale, which is administered by the Human Resources Division of the city.

Pay, Premium Pay, and Salary Increases (01-10-16)

It shall be the policy of the Johns Creek Police Department that those officers, employees, and members shall receive salary or pay increases commensurate with the grade, rank, or classification to which he/she is promoted. The salary structure and/or payroll classification ranges are established by the City of Johns Creek and are administered by the Human Resources or Personnel Division of the City.

It shall be the policy of this Department that any officer, member, or employee who is temporarily elevated to a higher grade, rank, or classification shall receive the pay for the position assigned for the duration of the assignment for which they are temporarily elevated or transferred to.

In any instance wherein an officer, member, or employee is demoted or reassigned to a lower rank, grade, or classification, or is returned to his/her original grade, rank, or job classification from any temporarily assigned position that warrants premium pay, the pay or salary shall be commensurate with the salary or pay for which he/she is demoted or reassigned to.