

P.O. 229 Promotions

Effective From:	10-15-2012	Effective To:	Current
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CC. P.O. 229 - Promotions

1. PROMOTION PANEL

- i) The Promotion Panel is designed to supplement and not replace the State Police Commission.
- ii) The Promotion Panel is responsible selecting one candidate from an Eligibility List of qualified applicants to a position as reported by the State Police Commission in accordance with its rules.
- iii) Only those names that appear on the State Police Commission Eligibility List will be considered for promotion.
- iv) When an officer takes a voluntary demotion to return to a previous work assignment, or to move to a different work location, he must apply through the State Police Commission for any future promotions.

2. RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT

- i) The Assistant Superintendent is designated as the Facilitator of the Promotion Panel and as such is responsible for its administration.
- ii) He shall ensure that Promotion Panels are convened in a timely manner.
- iii) He shall ensure that members of the Promotion Panel receive adequate notification of all scheduled Promotion Panels.

3. AVAILABILITY PROCEDURES

- i) When a vacancy is announced, the following procedures shall be followed:
 - a) The Deputy Superintendent over the Troop/Section in which the vacancy exists shall notify Human Resources through the chain-of-command.
 - b) Human Resources shall contact the State Police Commission to obtain a Certified Eligibility List.
 - c) Human Resources shall request the State Police Commission to post an availability form on the Bulletin Board in Lotus Notes for seven (7) days.
 - d) During this period all eligible candidates who are interested in the position shall complete an availability form and return it to the State Police Commission prior to the closure of the announcement period.
 - e) At the close of the announcement period, the State Police Commission will compile the list of eligibles and forward same to the Superintendent.
 - f) The Commander of the Troop/Section in which a vacancy exists should conduct an oral interview for any candidate on the Certified Eligibility List who desires to be interviewed. Commanders should utilize a uniform set of questions for each interview.
 - g) Once a promotion has been made, the name of the selected applicant shall be sent back to Human Resources and forwarded to the State Police Commission.

4. PROMOTION PANEL MEMBERS

- i) The Promotion Panel shall consist of:
 - a) The Superintendent or his designee as Chairperson.
 - b) The Assistant Superintendent.
 - c) The Deputy Superintendent over the Troop/Section in which the vacancy exists.
 - d) The Major over the Troop/Section in which the vacancy exists, if applicable.
 - e) The Commander over the Troop/Section in which the vacancy exists.
 - f) Any other person selected by the Superintendent.
- ii) Other Members of the Promotion Panel
 - a) The Chairperson of the Promotion Panel may appoint another member to the panel

when any member is unable to attend.

5. PROMOTION PANEL PROCEDURES

i) Preliminary Procedures

- a) The Promotion Panel will convene, making sure that all panel members are aware of the procedures to be followed.
- b) Internal Affairs will provide the panel a summary report pertinent to each candidate. An electronic copy of the report will be stored by Internal Affairs on an IA database.
- c) Members of the Promotion Panel will review the provided data pertinent to each candidate, which shall contain:
 - 1) Performance reports.
 - 2) Educational background, both in-service and outside agency.
 - 3) Training records.
 - 4) Awards and letters of recommendation and commendation.
 - 5) Disciplinary actions.
 - 6) Personal history file, including military record.
 - 7) Record of leave taken.
 - 8) Other relevant data requested by the Promotion Panel.
- d) Interpretations of this order and any matters not covered herein shall be left to the discretion of the Promotion Panel Chairperson.
- e) Conduct of the Promotion Panel:
 - 1) The Chairperson is responsible for the decorum of the Promotion Panel.
 - 2) The Chairperson will vote only in the event of a tie.
- f) A Promotion Panel Summary Form will be completed by the Assistant Superintendent on each candidate, which should reflect the opinion of the majority of the Promotion Panel.
- g) Notification of Applicants Certified candidates who were not selected for promotion will be notified by the Promotion Panel that they were considered for the position.
- h) Confidentiality of Proceedings:
 - 1) Every member of the Promotion Panel shall be reminded that all proceedings are strictly confidential.
 - 2) Members revealing any information about the proceedings are subject to disciplinary action.
- i) The Superintendent reserves the right to select the candidate for promotion.

6. PROMOTION TRAINING REQUIREMENTS

- i) Effective with the 2013 promotion testing cycle, all commissioned officers under the purview of the Louisiana State Police Commission and wishing to test for sergeant, lieutenant or captain must satisfy the requirements of this policy before being permitted to take the promotion test.
- ii) All prospective applicants must have successfully attended the LSP Leadership Development Program.
- iii) Officers may be detailed to a higher rank without completion of the training requirements.

7. EMPLOYEE'S RESPONSIBILITY

- i) Officers wishing to take the promotion test for sergeant, lieutenant or captain shall:
 - a) Know and understand the course requirements applicable to their desired rank.
 - b) Apply for the required courses well in advance of the promotion test to ensure adequate time to complete the courses before the promotion test date.

8. SUPERVISOR'S RESPONSIBILITIES

- i) Supervisors shall:
 - a) Allow time for subordinates to attend the required courses whenever possible.
 - b) Expedite training requests for required courses.