

P.O. 705 Promotions

Effective From:	7-15-2012	Effective To:	Current
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E. P.O. 705 - Promotions

1. PURPOSE

- i) The purpose of this order is to set forth policies and procedures applicable to the operations of the Promotion Panel. The Promotion Panel is designed to supplement and not replace the Civil Service Commission.
- ii) Essentially, the Promotion Panel is charged with the responsibility of selecting one candidate from a pool of applicants who have satisfied Civil Service testing requirements and meets the minimum Civil Service qualifications for promotion.
- iii) Only those applicants who have satisfied the minimum requirements will be considered for promotion.

2. RESPONSIBILITIES OF THE DEPUTY SUPERINTENDENT OF SUPPORT

- i) The Deputy Superintendent of Support shall be designated as the Facilitator of the Promotion Panel and is responsible for its administration.
- ii) He shall ensure that members of the Promotion Panel receive adequate notification of their selection to serve on the panel and that the Promotion Panels are convened in a timely manner.

3. DPS SERGEANT, LIEUTENANT AND CAPTAIN AVAILABILITY PROCEDURES

- i) When a vacancy is announced, the following procedures shall be followed:
 - a) The Deputy Superintendent of the section in which a vacancy exists shall notify Human Resources of the vacancy through the chain-of-command.
 - b) Human Resources shall post the announcement for all promotional opportunities on the Civil Service "Job Search" Web site (www.dscs.state.la.us) for seven (7) to fourteen (14) days.
 - c) During this period all eligible candidates who are interested in the position shall complete a Civil Service Application (SF-10) availability form and return it to Human Resources prior to the closure of the announcement period.
 - d) At the close of the announcement period, Human Resources will compile a list of eligible candidates and forward same to the Deputy Superintendent of Support.
 - e) The Commander of the 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.
 - f) Once a promotion has been made, the certificate shall be sent back to Human Resources.

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 Support.
 - d) The Deputy Superintendent over the section in which the vacancy exists.
 - e) The Major over the section in which the vacancy exists, if applicable.
 - f) The DPS Commander over the section in which the vacancy exists.
 - g) 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 due to illness, prior engagement or duty.

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) Members of the Promotion Panel will review the provided data pertinent to each candidate, which shall contain:
 - 1) Service rating reports.
 - 2) Educational background, both in-service and outside agency.
 - 3) Awards and letters of recommendation and commendation.
 - 4) Disciplinary actions.
 - 5) Personal history file, including military record.
 - 6) Record of leave taken.
 - 7) Other relevant data requested by the Promotion Panel.
 - c) Interpretations of this order and any matters not covered herein shall be left to the discretion of the Promotion Panel Chairperson.
- ii) Conduct of the Promotion Panel
 - a) The Chairperson is responsible for the decorum of the Promotion Panel.
 - b) The Chairperson will vote only in the event of a tie.
- iii) Completion of Forms
 - a) A Promotional Panel Summary Form will be completed by the Promotion Panel Chairperson on each candidate that should reflect the opinion of the majority of the Promotion Panel.
- iv) Notification of Applicants
 - a) Certified candidates who were not selected for promotion will be notified by the Promotion Panel that they were considered for the position.
- v) Confidentiality of Proceedings
 - a) Every member of the Promotion Panel shall be reminded that all proceedings are strictly confidential.
 - b) Members revealing any information about the proceedings are subject to disciplinary action.
- vi) The Superintendent reserves the right to select the candidate for promotion.