

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Promotion</b>	Order Number
		<b>34.1</b>  Date <b>11-14-19</b>

### 34.1 Promotion

- A. A promotion is the movement of an *employee* from one *classification* to a different *classification* that is compensated with a higher salary. All promotional opportunities that are open to a competitive testing process *shall* be announced in writing, with identification and description of the position, a starting and ending date for applications, the method of application, eligibility requirements (including the numerical weight, if any, assigned to each requirement), time-in-grade and/or time-in-rank eligibility requirements, if any, the duration of any promotion list that results from the process and the system for selection from the list.
- B. The selection process for any promotion *shall* be determined by the *Chief*, in consultation with the Town Human Resources Department, regardless whether lateral entry is permitted. Each selection process *shall* be detailed in the promotional announcement and *shall* include a schedule of dates, times, and locations for all elements of the process, and the name of the person supervising the administration of the process. The announcement *shall* include all elements within the process and the weight assigned to each element, for example and as applicable:
1. evaluations of previous performance
  2. written tests (including a list of all required study materials, if any)
  3. assessment centers
  4. oral interview
- In addition, there *shall* be a follow-up announcement that describes procedures for review and appeal of the results and reapplication of scoring following appeal, if any. All elements of the process *shall* be reviewed by Town Human Resources to ensure that they are job-related and nondiscriminatory.
- C. The probation period for promoted employees, sworn and civilian, is addressed in 32.4