

## Special Assignments and Promotions

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Easton Police Department.

### 1002.2 POLICY

The Easton Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

### 1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Crisis Response Unit member
- (b) Criminal/Narcotics Investigator
- (c) Bicycle Patrol officer
- (d) Canine handler
- (e) Accident Reconstructionist
- (f) Field Training Officer
- (g) Evidence Collection Unit

#### 1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Relevant experience and training
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Maryland Police Training and Standards Commission (MPTSC) or law
- (d) Exceptional skills, experience or abilities related to the special assignment

#### 1002.3.2 EVALUATION CRITERIA

The entire selection process is subject to the review and approval of the Chief of Police who based on the needs and best interested of the Department may waive the process and appoint an officer to a specialized unit.

The Deputy Chief is responsible for the administration of the process and all questions should be directed to that office.

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The selection process is competitive. Several steps in the process involve dependent work by the candidate. Any candidate who submits work other than his own will be eliminated from the process and may be subject to disciplinary action.

Information associated with the selection process is confidential. The Selection Committee is responsible for maintaining the confidentiality of the assessment methods, interview questions, candidates' scores, and other material and information in order to keep the process fair, impartial and competitive.

The Commanding Officer of the specialized unit is responsibly for maintaining a current list of qualified applicants certified by the Deputy Chief. Commanders must anticipate the possible effects of the promotions and drafts on their units and ensure that certified lists to fill potential vacancies in their unit are established prior to the occurrence of these events.

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making
  - 4. Personal integrity and ethical conduct
  - 5. Leadership skills
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to department goals and objectives in a positive manner

#### 1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police.

Specialized assignment openings are advertised agency-wide and all interested and qualified members are encouraged to apply. This process provides employees with a greater choice of career opportunities and is a critical step in career development.

The Specialized Unit Commander will review the Assignment description for the position to determine if it is current and accurately reflects the particular job.

The Deputy Chief will distribute a Personnel Announcement advertising the position and the deadline for applicants to be submitted.

The notice will include descriptions of:

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- (a) Minimum qualifications
- (b) Selection criteria, based on knowledge, skills, and abilities necessary to perform in that position
- (c) Examples of duties
- (d) Other exams (e.g., urinalysis, polygraph, ect.) and practical exercises, if any, which must be reviewed and approved by Deputy Chief on a unit-by-unit basis each time the unit wants to utilize the exercise
- (e) Application procedures
- (f) Selection process
- (g) Include a deadline for submission of required information

#### 1002.3.4 SELECTION COMMITTEE

The Deputy Chief will establish a selection committee who will remain the same throughout the entire process.

Selection committee members should hold at least the rank of the advertised position, if applicable, and be sufficiently knowledgeable about the position's requirements in order to effectively assess the candidate's qualifications.

Non-sworn personnel may participate as selection committee members.

Each committee will have a chairman who will serve as the coordinator and interact with the Deputy Chief.

The selection committee screens all materials submitted to determine that the applicants meet the minimum qualifications listed in the Assignment description, and to evaluate any materials requested in the Personnel Announcement, such as a writing sample.

Selection criteria that are determined by means other than an interview question may be rated prior to the interview.

The Selection Committee is responsible for reviewing the application package and personnel folder of each applicant.

After the initial screening, the Selection Committee may find that some applicants do not meet the minimum qualifications contained in the notice. The Chairman of the Committee will notify the Deputy Chief, in writing, of the reason why those applicants are being disqualified. The Deputy Chief will notify, in writing, those applicants who do not meet the minimum qualifications.

Unless a large number of applications are received, the screening of applications should be completed by three weeks after the announced deadline.

#### 1002.3.5 PREPARATION OF SELECTION METHODS

Using the information contained in the Assignment description, the Selection Committee will:

- (a) Identify and list the selection criteria based on knowledge, skills, and abilities essential for the performance of relevant and important job duties.

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- (b) Formulate and list assessment methods which, whether in the form of an interview question, writing sample, or practical exercise, must be job related and realistically measure a person's ability to perform the job duties. Rating a candidate in any criterion on the basis of a single interview question will not be approved. The repeated use of the same set of questions that were asked in a previous interview generally will not be approved.
- (c) Identify benchmarks that are acceptable responses or performances. Identifying benchmarks ensures that each selection committee member will rate the candidates consistently. Benchmarks must identify what responses will be considered to exceed, meet, or be below the desired level.

Each selection method chosen, including questions and benchmarks planned for use, must be reviewed and approved by the Deputy Chief, for suitability to the particular selection criteria and compliance with the legal requirements.

#### 1002.3.6 ORAL INTERVIEWS

The Selection Committee will establish a schedule to interview all qualified applicants, allowing sufficient time between the interviews to avoid rushing applicants through their interviews.

Each Selection Committee member is to have a copy of the prepared list of interview questions and benchmarks for each candidate.

All applicants will be asked the same pre-approved questions.

Each applicant will be rated independently by each interviewer without discussion with the other committee members.

#### 1002.3.7 POST-INTERVIEW EXAMINATIONS

The Selection Committee will schedule any post-interview examinations (drug screen, polygraph, practical exercise, ect.) identified in the Assignment Notice. Post-interview examinations that are considered medical inquiries under the Americans with Disabilities Act will be administered only after a conditional selection of the qualified candidates is made.

#### 1002.3.8 FINAL EVALUATION

After all the previous steps of the selection process are completed, the Selection Committee will forward all documents and materials associated with the selection process to the Deputy Chief.

The Selection Committee will submit to the Deputy Chief a Form 48, listing the names of the candidates, in alphabetical order, who were found to be qualified.

On a separate Form 48, a list of the names of those candidates who were found to be not qualified and a brief summary explaining why.

Candidates will not be informed of their rank or standing by the Selection Committee.

The Deputy Chief will review the materials for compliance with protocols. Deputy Chief will retain the selection process documents as confidential files for two years.

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Commanders may request a file for review or for discussion with an applicant at any time.

#### **1002.3.9 NOTIFICATION AND TRANSFER**

After certifying the eligible list, the Deputy Chief will authorize the Specialized Unit Commander to notify each candidate, in writing, of his status of qualified or not qualified.

All ineligible candidates will be informed, in writing, that they may contact the Specialized Unit Commander with any questions and should be encouraged to apply again in the future.

The Chief of Police must first approve any selections made from the eligibility list. Only after this approval is secured can the selected candidate be notified.

Candidates selected will serve in a probationary status for a period of 90 days. During the 90-day probationary period, the candidate should be evaluated at 30, 60, and 90-day intervals.

Transfer of an employee into a specialized unit will cancel all of that employee's outstanding transfer requests. New transfer requests will not be honored until one year after the transfer into the specialized unit.

#### **1002.4 PROMOTIONAL REQUIREMENTS**

The Easton Police Department provides an equal opportunity for all sworn members to be considered for promotion, based upon components and procedures tailored to meet the needs of the Department, which are job-related and non-discriminatory.

The Chief of Police will annually assess the promotional process to ascertain if there has been any adverse impact.

The selection of personnel for promotion begins with the identification of officers who appear to have the potential for assuming greater responsibility and who have the skills, knowledge and abilities to perform at a higher level. The selection process considers such factors as testing, oral interview, evaluations, seniority, and allows credits for education and military service. The rank of Captain and above is an appointed rank.

The Deputy Chief of Police is responsible for the promotional process and shall have the responsibility and authority for preparing, scheduling, and monitoring the promotional process.

The promotional process for the rank of Patrolman First Class shall be held on the third Thursday of each month, unless otherwise posted, if there are eligible candidates to establish an eligibility list, which will remain effective for thirty (30) days.

The promotional process for the ranks of Corporal, Sergeant and Lieutenant will be announced by the Chief of Police to fill a vacancy for a promotable position, for the purpose of establishing an eligibility list for each rank. The eligibility list will remain effective for one year from the date on the eligibility list signed by the Chief of Police.

Promotions shall be made at the discretion of the Chief of Police, based on the needs of the Department.

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Candidates for promotion will have the opportunity for promotion to a position in any Division of the Department, based on the Division's criteria for filling the open position.

Lateral entry above the rank of Patrolman requires approval of the Chief of Police.

#### **1002.5 ELIGIBILITY**

Members eligible to be considered for promotion must:

- (a) Meet the stated criteria for each rank.
- (b) Successfully complete all phases of the promotion process.
- (c) Be on active duty on the date of promotion. Members who are on light duty status may participate in the promotional process and be placed on the eligibility list pending return to active duty.
- (d) Not be under any type of investigation, either internal or criminal, on the date of promotion. Members who have a pending investigation may participate in the promotional process and be placed on the eligibility list pending the outcome of the investigation.
- (e) Patrolman must be off probationary status prior to taking the written examination for Patrolman First Class.
- (f) Members who are testing for the rank of Corporal, Sergeant, or Lieutenant must meet the eligibility requirements for the rank being tested for, prior to taking the written examination.

#### **1002.6 PROMOTION CRITERIA BY RANK**

Patrolman First Class:

- (a) Successful completion of the two (2) year probationary patrolman status, which is determined by written recommendations for permanent status from each Squad Supervisor who has supervised the probationary officer for a minimum of three (3) months and from the probationary officer's Division Commander.
- (b) Two (2) most recent performance evaluations must be satisfactory.
- (c) Must pass the Patrolman First Class written examination with a minimum score of 75%.
- (d) The written test will consist of fifty (50) questions on general police knowledge with each question being worth two (2) points.
- (e) Candidates who fail the written test may re-test the following month when the test is scheduled to be offered again. If the second test is also failed the candidate must wait 90 days before retesting.

Corporal:

- (a) Three (3) years time in grade as Patrolman First Class.
- (b) Two (2) most recent performance evaluations must be satisfactory.

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- (c) Must successfully complete the promotion process.

#### Sergeant:

- (a) Two (2) years time in grade as Corporal.
- (b) Two (2) most recent performance evaluations must be satisfactory.
- (c) Must successfully complete the promotion process.

#### First Sergeant:

- (a) Two (2) years time in grade as Sergeant.
- (b) This position is an appointment within the rank of Sergeant, made at the discretion of the Chief of Police to the position of Executive Officer to the Patrol Division Commander.
- (c) Will include a 5% pay increase while serving in the position. If the candidate is transferred from this position, he will revert to his normal place in the pay scale based on his service time at the Sergeant level which will include the time served as First Sergeant.
- (d) Will not affect the promotion requirements or policy for the rank of Lieutenant. The time served in the First Sergeant position will count as time served in the Sergeant position for seniority points.
- (e) The person appointed may request to be transferred, or at the discretion of the Chief of Police, be transferred to another position within the authority of a Sergeant, whichever is in the best interest of the Department. Such a transfer is not considered to be a demotion.

#### Lieutenant:

- (a) Three (3) years' time in grade as Sergeant.
- (b) Two (2) most recent performance evaluations must be satisfactory.
- (c) Must successfully complete the promotion process.

#### Captain:

- (a) The rank of Captain will be an appointed rank, made at the discretion of the Chief of Police.

#### Major:

- (a) The rank of Major will be an appointed rank, made at the discretion of the Chief of Police.

#### Appointments:

- (a) Members who are appointed to a rank by the Chief of Police will serve at the pleasure of the Chief of Police, but cannot be demoted without cause.
- (b) If the current Chief or a future Chief desires to demote an officer holding an appointed rank, then the Chief of Police must show cause, and he cannot demote the officer to a

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rank lesser than his permanent rank. A permanent rank is the last rank that the officer held, prior to the appointment that he tested for.

- (c) A member who is appointed to a rank by the Chief of Police is afforded the full protection of the Law Enforcement Officer's Bill of Rights. Any disciplinary action taken against that officer must be done in accordance with the Law Enforcement Officer's Bill of Rights.

#### **1002.7 ELIGIBILITY LIST FOR CORPORAL, SERGEANT, AND LIEUTENANT**

An eligibility list shall be submitted to the Chief of Police for the ranks of Corporal, Sergeant and Lieutenant following the promotional process for each rank, within thirty days of the conclusion of the promotional process, by the Deputy Chief of Police.

The successful candidates shall be placed on the eligibility list for each rank in alphabetical order by last name.

The eligibility list shall remain in effect for one year from the date on the eligibility list signed by the Chief of Police and shall be posted on the bulletin board.

All promotions to rank of Corporal, Sergeant and Lieutenant shall be made from the current eligibility list.

Candidates must complete the promotional process with a minimum aggregate score of fifty seven (57) points to be eligible for placement on the eligibility list.

#### **1002.8 MASTER RANK DESIGNATION**

An officer who meets the following criteria may be appointed to Master Rank designation for his current rank:

- (a) 10 years time in grade as Patrolman First Class, Corporal or Sergeant.
- (b) Satisfactory evaluations on the last four (4) bi-annual evaluations.
- (c) Written recommendation for designation from the officer's immediate supervisor and commander.
- (d) This is not considered a promotion and does not include a pay increase.
- (e) Will be referred to as Master Pfc., Master Corporal or Master Sergeant.
- (f) Appointment to and removal of designation is at the discretion of the Chief of Police.

#### **1002.9 ACTING RANK**

In the event that the department has a need for a supervisory ranked officer where no eligibility list currently exists for promotion to that rank, the Chief of Police may appoint an officer of his choosing to an "Acting" rank until such time as a promotional process has occurred and an eligibility list is created.

An officer appointed to an "acting" rank:

- (a) Is temporary in nature.

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- (b) Must have sufficient time in grade to normally be eligible for promotion to the rank.
- (c) Two (2) most recent performance evaluations must be satisfactory.
- (d) Will include a 5% pay increase while serving in the position. If the candidate is transferred from this position, he will revert to his normal place in the pay scale based on his service time.
- (e) Will not affect the promotion requirements or policy for the rank appointed to. The time served in the position will count as time served in the original rank position for seniority points.
- (f) The person appointed may request to be transferred, or at the discretion of the Chief of Police, be transferred to another position within the authority of the original rank, whichever is in the best interest of the Department. Such a transfer is not considered to be a demotion.
- (g) Will revert back to original rank once the promotional process has been completed and the eligibility list has been created and a full time permanent promotion has been made for the position.

#### **1002.10 WRITTEN EXAMINATION**

A memorandum from the Deputy Chief of Police shall be given to all eligible candidates and posted in the building at least thirty (30) days prior to the scheduled examination date. The memorandum shall include the time and location where the test shall be administered and what pertinent material will be included.

Members who intend to take the written examination must provide written notice of their intent to take the examination to the Deputy Chief of Police within fourteen (14) days of the date on the posted notice.

Members that fail to provide written intent to take the test within the specified time period will not be permitted to take the test or continue through the promotional process. Members who are unable to reply within the specified time period due to extended illness or leave may request a waiver for this requirement from the Deputy Chief of Police.

Eligible candidates who choose not to take the written examination or fail to take the test on the scheduled date, without a waiver, will not appear on the eligibility roster for promotion and will forfeit their eligibility for promotion until the next scheduled examination.

Absence on scheduled test date:

Candidates who know in advance that they will be unable to take the test on the scheduled date and time shall notify, in writing, the Deputy Chief of Police before that date and request an alternative date, which may or may not be granted at the discretion of the Chief of Police.

Candidates who are absent on the date of the test due to circumstances beyond their control, shall notify the Deputy Chief of Police as soon as possible, stating the reason for their absence. Usually, only four (4) conditions will warrant an officer's failure to appear on the scheduled date and time, but each situation will be evaluated on a case-by-case basis by the Chief:

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- (a) Court appearance.
- (b) Military leave.
- (c) Illness.
- (d) Family personal emergency.

#### 1002.10.1 TESTS

The questions on the written examination will be formulated from the following topics:

- (a) Easton Police Department Written Directives (Policy Manual, Procedure Manual, General Orders);
- (b) Town Charter and Code Manual of Easton;
- (c) Maryland Motor Vehicle Law Book;
- (d) Maryland Digest of Criminal Laws;
- (e) Specified textbook(s) related to supervision.
- (f) Specified textbooks/material related to Constitutional Law and other relevant case law.

The above topics may be amended or added to at the discretion of the Chief of Police.

Each candidate will be supplied with the necessary study material upon request.

Each test question shall be worth one (1) point, with a maximum of fifty (50) questions.

The written test will be proctored by the Deputy Chief of Police, or his designee, who will score written tests with another witness of his choice.

Scored written tests will be forwarded to the Chief of Police for review and approval.

The Deputy Chief of Police shall notify candidates of their written test score within five (5) working days, or as soon as practical, after the conclusion of the test.

All members will be afforded the opportunity to review their own answer sheet and a copy of the examination after it has been scored and approved by the Chief of Police prior to the oral interview date.

Members who take the examination are prohibited from bringing any study material to the testing location or from removing any of the testing material from the testing location and may not possess a copy of the test or answer sheet.

#### 1002.10.2 ORAL INTERVIEW BOARD

The oral interview for candidates will be conducted by a three member board.

The members of the Board will be comprised of officers from inside and/or outside the Department, at the discretion of the Deputy Chief of Police.

At least one (1) member of the Board will be of the same rank for which the officer is being interviewed. The other members will be of the same rank or higher.

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A Chairman for the Board will be appointed by the Deputy Chief of Police.

All questions will be the same for all officers being interviewed for a particular rank.

All candidates will be notified, in writing, when and where to appear before the Board. The same restrictions and requirements regarding attendance for the written test shall guide attendance at the oral board.

#### 1002.10.3 EVALUATIONS

Each candidate's two (2) most recent bi-annual performance evaluations will be added together for the evaluation portion of the process.

The Deputy Chief of Police will review the evaluations to determine if the evaluation is satisfactory. A satisfactory evaluation is one that has an aggregate evaluation score of 2.0 or higher.

#### 1002.10.4 SCORING PROCESS

Scoring for the promotional process is based on a maximum aggregate score of seventy six (76) Points.

Candidates must attain a minimum score of fifty seven (57) points to be eligible for promotion. Candidates who do not receive a passing score of 57 points will not be eligible for promotion

The following is a breakdown of the individual scoring components:

- (a) Written examination: Worth a maximum of fifty (50) points towards the aggregate score. 1 point per question answered correctly on a 50 question test.
- (b) Oral Interview: Worth a maximum of fifteen (15) points towards of the aggregate score.
  1. Example: A maximum of five (5) points awarded from each of the three (3) reviewers are added together for a maximum total of fifteen (15) points.
- (c) Evaluations: Worth a maximum of 6 points towards the aggregate score.
  1. Example: The candidate's two most recent performance evaluations are added together for the score used to determine the aggregate points. Evaluation number 1 had a cumulative average score of 2.3 and evaluation number 2 had an average score of 2.5, the combined average score would be 4.8 This would then be worth 4.8 points towards the candidate's aggregate score.
- (d) Seniority Credits: Worth a maximum of five (5) points towards the aggregate score, based on one point for each year in the candidate's current rank.
- (e) Bonus Points:
  1. Education Credits- Worth a maximum of two (2) bonus points towards the aggregate score. Candidates will be given education bonus points for college education as follows:
    - (a) One (1) point for an Associate's
    - (b) Two (2) points for a Bachelor's Degree

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- (c) Candidates must provide documentation to receive education credits.
  - (d) Candidates may only receive points for the highest credit they are eligible for. Example: A candidate that has an Associate of Arts Degree and a Bachelor's Degree. The candidate would receive 2 points for the Bachelor's Degree
2. Military Credits- Worth a maximum of two (2) bonus points, earned as follows:
- (a) Candidates may earn one (1) points for every two (2) years of active or one (1) point for each four (4) years of National Guard or Reserves military service completed in one of the Armed Forces of the United States, up to a maximum of two (2) points.
  - (b) Candidates must present documentation of military service to receive credits.
  - (c) Candidates must not have been dishonorably discharged.

#### **1002.11 SELECTION PROCESS**

Chief of Police:

- (a) Has sole authority to promote or appoint eligible candidates, based on the best interests and needs of the Department.
- (b) May select and promote any candidate on the eligibility list for that rank.
- (c) May employ any appropriate selection criteria to assist in the decision. Criteria may include, but is not limited to, any of the following:
- (d) Review of personnel folders to include performance appraisals.
- (e) Review of resumes containing training, education and experience.
- (f) Review of Internal Affairs records, to include chargeable incidents.
- (g) Recommendations from supervisors/commanders of the candidate.
- (h) Review of promotional process information.
- (i) Shall conduct a personal interview with each candidate on the current eligibility list for the rank being considered for promotion prior to making a promotion from the eligibility list.

Those candidates who successfully complete the process, but are not selected for promotion, will:

- (a) Be notified in writing.
- (b) Remain on the eligibility list, unless otherwise specified.
- (c) Be eligible for promotion when a position becomes available.
- (d) Seniority in rank for officers who are promoted to the same rank on the same date will be based on the total aggregate scores from the promotional process for the affected officers.

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#### **1002.12 TEMPORARY APPOINTMENT**

The Chief of Police:

- (a) May declare that an emergency situation exists.
- (b) May appoint an officer to an acting position, provided there are no eligible candidates on the current eligibility list for the rank where the emergency exists.

Appointed Officer:

- (a) Is entitled to all benefits, including pay, and would assume all authority and responsibility of the rank, the same as if it were a permanent appointment.
- (b) Would serve until an eligible candidate became available.
- (c) Would then revert back to the rank and commensurate pay that he received before the temporary appointment, unless he received the permanent promotion.

#### **1002.13 PROBATIONARY PERIOD FOR PROMOTED MEMBERS**

Permanent status to the rank for which the test was given requires a probationary period of one year, during which time, performance will be evaluated quarterly.

Permanent status will be granted only if work performance has been adjudged to be satisfactory.

The Chief of Police may extend the promotion probation status on a case-by-case basis. An example when the probation status might be extended is a long-term absence due to illness or injury or the member is performing unsatisfactorily in all phases. If a long-term absence occurs, the officer on probation could not be fairly evaluated on his job assignment.

#### **1002.14 APPEALS PROCESS**

The right of employees to challenge any aspect of the promotional process is an integral part of the process itself.

At a minimum, the following may be part of a grievance appeal:

- (a) Adverse decisions concerning eligibility.
- (b) Review of answer key for written examination.
- (c) Challenge written test questions.

All appeals will be made in writing to the Deputy Chief of Police.

The Chief of Police will have final decision making authority on all appeals.