

## Salisbury University Police Department

### CHAPTER 34 - PROMOTION

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# Salisbury University Police Department

## CHAPTER 34 - PROMOTION

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*Promotion relates to the vertical movement in an organizational hierarchy from one rank classification or position to another, usually accompanied by increases in duties and responsibilities as well as salary. This directive outlines the promotional process, to include the criteria for same, of the department.*

### **34.1 Professional and Legal Requirements**

#### **34.1.1 Agency Role in Promotional Process**

The promotional process within the department is under the direction of the Chief of Police and begins with the identification of officers who have the skills, knowledge, abilities and initiative to perform in a supervisory role. The selection process considers such qualifications as work history and job performance, educational background, job-related training and certifications, testing and oral interview.

The promotional process for sworn personnel is applicable for the ranks of Corporal and Sergeant. The rank of Lieutenant is an appointed rank.

Refer to 34.1.5 - Eligibility

#### **34.1.2 Authority and Responsibility**

Whenever a business need for the position(s) of Corporal or Sergeant are identified, approval to fill the position will be sought by the Chief of Police from the Vice-President of Administration and Finance. Once approved, a position announcement will be distributed to all eligible police employees no later than 30 days prior to the scheduled written examination date when a position becomes available to be filled.

All interested, qualified officers eligible to participate in the promotional process will apply, in writing, to the Chief of Police within ten (10) days of the date of the position announcement. Anyone who applies for testing after the specified time period will not be considered. An exception may be made by the Chief of Police if an officer was on scheduled leave or sick leave during the deadline.

The Administrative Commander shall be responsible for the promotional process which includes preparing, scheduling and monitoring the examinations and each phase of the process.

#### **34.1.3 Promotional Process Procedures**

The promotional process for the ranks of Corporal and Sergeant shall consist of the following parts, weighted accordingly:

- A. Written Examination *Total Maximum Points - 25 pts*

The written examination, the first phase of promotional testing, consists of questions from the Department's Written Directive manual, Salisbury University Employee Handbook and the Maryland Criminal Digest. Other sources which may be used will be provided to each candidate prior to the test date. Candidates must attain a score of 75% or above to advance to the next phase.

1. Qualified officers choosing not to take a scheduled examination forfeit such eligibility for promotional consideration.
2. Absence on a Scheduled Test Date – If an officer knows in advance that he/she will be unable to take the written examination, he/she shall notify the Chief of Police, in writing, prior to the test date. Only certain conditions will warrant an officer’s failure to appear on a scheduled test date:
  - a. Court Appearance - supported by a court summons;
  - b. Military Leave – supported by military orders;
  - c. Jury Duty – supported by court summons;
  - d. Illness – supported by physician’s documentation;
  - e. Bereavement leave; and
  - f. Job-related circumstance (on-view arrest, etc)

It shall be the officer’s responsibility to notify the Chief of Police, or his designee.

**B. Oral Interview *Total Maximum Points - 60 pts***

1. An Oral Interview board will consist of three (3) police officers from allied agencies, one of whom will be at the rank of Lieutenant or higher appointed by the Chief of Police. The remaining two members of the board will be of the same rank for which the officer is being interviewed.
2. The Oral Interview board will be provided with instructions relevant to the interview process and scoring method in order to provide consistent evaluation of the candidates.
3. All questions and/or exercises will be the same for all officers being interviewed. Each board member will complete a scored evaluation for each candidate interviewed. The four total scoring sheets will be averaged for a final numerical score.

**C. Work History and Job Performance *Total Maximum Points - 3 pts***

1. The most current employee performance management process (PMP) appraisal and the (one) PMP immediately preceding the current shall be a factor in the overall score of the candidate. Categories to be considered shall include, but not be limited to, officer initiative, productivity, workload, uniform/equipment maintenance and compliance with departmental policies.

Candidates will be assessed points based upon the average score on the two PMPs as follows:

Above standards	=	3 points
Meets standards (2.0 through 2.9)	=	2 points

External applicants considered for a supervisory position will be required to provide his/her performance appraisals/evaluations from his/her current employer and must have attained a “meets standards” or “satisfactory” evaluation depending upon their agency’s performance evaluation process.

2. Candidates for promotional consideration will be required to submit a resume listing all educational achievements.

D. Educational Background

*Total Maximum Points - 8 pts*

1. The level of education of each candidate, attained by the date of the written test, will be assessed a number of points as follows:

60 college credits or more	=	4 points
Bachelors or Masters degree	=	8 points

Only one of the above will apply and candidates who have 59 credits or less will be assessed zero points.

2. The Chief of Police shall verify any educational degrees which must be attained from an accredited college or university.
3. Candidates for promotional consideration will be required to submit a resume listing all educational achievements.

E. Job Related Training, Certifications and Awards

*Total Maximum Points - 4 pts*

1. Specialized training as well as certifications will be weighted accordingly based upon the skill, knowledge and abilities of the candidate. (ie. specialized training/assignments or instructor certifications compared to candidates who possess little or no specialized training/assignments.)
2. Awards for which the candidate has been recognized in the performance of his/her duties at this department or the University. External candidates will also fulfill the requirements of this section.
3. Points will be assessed as follows:

One or more specialized assignments/instructor certifications/awards	=	1 point
Two or more specialized assignments/instructor certifications/awards	=	2 points
Three or more specialized assignments/instructor certifications/awards	=	3 points
Four or more specialized assignments/instructor certifications/awards	=	4 points

Candidates who do not possess either specialized assignment/instructor certification, award or any combination thereof, shall receive zero points.

4. Candidates for promotional consideration will be required to submit a resume listing all recognized achievements.

- F. Upon completion of all phases of testing, overall scores for each candidate will be calculated from each phase of testing in the promotional process and candidates will be placed on a promotional eligibility list in descending order from the highest overall score to the lowest. The overall score will be certified by the University's Office of Human Resources. Each promotional

candidate will be given his/her individual score in a sealed envelope by the Administrative Commander.

The Chief of Police shall interview the top three candidates based upon the eligibility list and consult with the Office of Human Resources and the Vice-President of Administration and Finance prior to the final decision regarding the candidate selected for promotion.

1. Selection of the candidate(s) for promotion will be based upon factors included in the promotional process and the Chief's interview and is solely the discretion of the Chief of Police. The eligibility list for promotions shall be valid for one year from the date posted.
- G. The department does not use an assessment center process.
- H. Appeal/Grievance Process
1. The right of employees to challenge any aspect of the promotional process is an integral part of the process itself. Candidates will receive a copy of all test scores which will include their scores in each category and the overall score. Candidates are permitted to review and appeal all scores and evaluations related to their performance in the process to ensure fairness and impartiality. This will be handled as a Step 1 grievance outlined in the Memorandum of Understanding. At a minimum, the following may be part of the appeal/grievance:
    - a. Adverse decisions concerning eligibility;
    - b. Review of answer keys for written examination; and
    - c. Review of written results/comments of scored elements.
  2. If any portion of the promotional process is declared invalid on appeal or through grievance by the Vice-President of Administration & Finance and the Office of Human Resources, that particular portion of the process will be null and void. A new process will be initiated.
  3. *Candidates failing to meet eligibility requirements or failing to be promoted may reapply, retest, and be re-evaluated during the next promotional process.*
- I. Security of Promotional Materials
1. The Administrative Commander shall maintain all testing materials related to promotions in a locked file when not in use to ensure confidentiality and to maintain the integrity of the process.

#### **34.1.4 Job-Related and Non-Discriminatory**

Salisbury University, along with the University Police Department, has a strong institutional commitment to diversity and is an Affirmative Action employer; providing equal employment, educational and promotional opportunities to all those qualified, without regard age, class, citizenship, color, disability ethnicity, gender, immigration status, national origin, race, religion, sexual orientation, and veteran status.

The Chief of Police, and the Office of Human Resources, shall ensure that the department's promotional process measures the skills, knowledge, abilities and traits needed to perform the specific job.

***(Revised 06/09/2015)***

### 34.1.5 Promotional Announcement

Upon approval of the Vice-President of Administration and Finance to fill a vacant position for any rank within the agency, a memorandum announcing the available position, will be distributed to all personnel at a minimum of 30 days prior to testing. The announcement shall include duties and responsibilities of the designated position; skills, knowledge and abilities required for the position; the closing date of the announcement and the date of the first phase of testing – the written examination. Eligibility will be based upon the University of Maryland Classification System and the Memorandum of Understanding (MCEA and the University) for Sworn Officers.

#### ELIGIBILITY

##### 1. Corporal – Non-Exempt Position

All officers must meet the following eligibility requirements:

- a. The requirements established by the Memorandum of Understanding (Sworn Officers);
- b. All officers not on probationary status;
- c. A minimum of one year as a sworn officer with the department; and
- d. Complete each phase of the promotional process.

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement if there are no internal (SUPD) candidates who meet the eligibility requirements or are interested in participating in the promotional process.

##### 2. Sergeant – Non-Exempt Position

All officers must meet the following eligibility requirements:

- a. The requirements established by the Memorandum of Understanding (Sworn Officers);
- b. All Corporals and Officers First Class not on probationary status;
- c. A minimum one year in grade; and
- d. Complete each phase of the promotional process.

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement if there are no internal (SUPD) candidates who meet the eligibility requirements or are interested in participating in the promotional process.

##### 3. Lieutenant – Exempt Position

All officers must meet the following eligibility requirements:

- a. All Sergeants not on probationary status;
- b. A minimum one year in grade; and
- c. Possess a Bachelor's degree from an accredited college or university.
- d. The rank of Lieutenant is an appointed rank made by the Chief of Police.

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement. The terms of an exempt position are in accordance with the University of Maryland Classification System.

4. If external candidates are sought, the position will be advertised through the University's on-line system through the Office of Human Resources and at other locations at the discretion of the Chief of Police.

Refer to 34.1.3

#### **34.1.6 Eligibility Lists**

Refer to 34.1.3 (F)

#### **34.1.7 Promotional Probation**

Individuals selected for promotion shall be required to successfully complete a six (6) month probationary period, during which time performance will be evaluated frequently. Permanent status will only be granted if work performance for the position has been adjudged to be satisfactory.

Unsatisfactory performance should be identified and corrected early through counseling, training or other suitable personnel actions to safeguard against the promotion of employees beyond their capabilities. The promotional probationary status may be extended for an additional six (6) months upon showing of just cause by the Chief of Police.

**\*The terms of probationary status may be modified subject to the terms of the current Memorandum of Understanding (non-exempt sworn employees.)**

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Edwin Lashley  
Chief of Police