

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 14: PROMOTIONS**

	Title: Promotions - Eligibility		Number: 14-1
	Effective: March 18, 2011	Revised: August 29, 2016	General Order # 16-005
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces GO #16-002	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 4

14-1.0 PURPOSE

The purpose of this General Order is to establish policy and procedures regarding the eligibility requirements for promotion by members of this Department.

14-1.1 DEFINITIONS/ABBREVIATIONS

None

14-1.2 FORMS

None

14-1.3 POLICY

1. 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.
2. The Chief of Police will annually assess the promotional process to ascertain if there has been any adverse impact.
3. 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.
4. 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.
5. 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.
6. The promotional process for the ranks of Corporal, Sergeant and Lieutenant will be held thirty (30) days after the announcement of a vacancy for a promotable position, to establish an eligibility list for each rank, which will remain effective for one year from the date on the eligibility list signed by the Chief of Police. Oral boards will follow approximately 1 week later at the discretion of the Deputy Chief of Police.

7. Promotions shall be made during the fiscal year (July 1 - June 30), at the discretion of the Chief of Police, based on the needs of the Department.
8. 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.
9. Lateral entry above the rank of Patrolman requires approval of the Chief of Police.

14-1.4 ELIGIBILITY

1. 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.
2. Patrolman must be off probationary status prior to taking the written examination for Patrolman First Class.
3. 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.

14-1.5 PROMOTION CRITERIA BY RANK

1. 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%.
 - 1) The written test will consist of fifty (50) questions on general police knowledge with each question being worth two (2) points.
 - 2) For issues regarding absence on the testing date refer to Administrative Order 14-2.4; #2.
 - d. 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.
2. Corporal:
 - a. Three (3) years time in grade as Patrolman First Class.
 - b. Two (2) most recent performance evaluations must be satisfactory.
 - c. Must successfully complete the promotion process.
3. Sergeant:
 - a. Three (3) years time in grade as Corporal.
 - b. Two (2) most recent performance evaluations must be satisfactory.
 - c. Must successfully complete the promotion process.
4. First Sergeant:
 - a. Three (3) 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.
5. 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.
6. Captain:
- a. All members who meet the following requirements are eligible:
 - 1) All Lieutenants not on probationary status.
 - 2) A minimum of one year in grade.
 - b. The rank of Captain will be an appointed rank, made by the Chief of Police.
7. Major:
- a. All members who meet the following requirements are eligible:
 - 1) All Lieutenants, Captains not on probationary status.
 - 2) A minimum of one year in grade.
 - b. The rank of Major will be an appointed rank, made by the Chief of Police.
8. 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 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.

14-1.6 ELIGIBILITY LIST FOR CORPORAL, SERGEANT, AND LIEUTENANT

- 1. An eligibility list shall be submitted to the Chief of Police for the ranks of Corporal, Sergeant and Lieutenant following the ~~annual~~ promotional process for each rank, within thirty days of the conclusion of the promotional process, by the Deputy Chief of Police.
- 2. The successful candidates shall be placed on the eligibility list for each rank in alphabetical order by last name.
- ~~3.~~ 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.
- 4. All promotions to rank of Corporal, Sergeant and Lieutenant shall be made from the current eligibility list.
- 5. Candidates must complete the promotional process with a **minimum aggregate score of sixty (60) points** to be eligible for placement on the eligibility list.

14-1.7 MASTER RANK DESIGNATION

1. 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.
2. This is not considered a promotion and does not include a pay increase.
3. A star will be worn just below the rank chevron as designation of master rank.
4. Will be referred to as Master Pfc., Master Corporal or Master Sergeant.
5. Appointment to and removal of designation is at the discretion of the Chief of Police.

14-1.8 "ACTING" RANK

1. 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.
2. An officer appointed to an "acting" rank:
 - a. Is temporary in nature.
 - 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.