

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

	Title: Testing Components and Scoring Process		Number: 14-2
	Effective: March 18, 2011	Revised: August 29, 2016	General Order # 16-006
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces General Order 16-003	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 4

14-2.0 PURPOSE

The purpose of this General Order is to establish policy and procedures regarding the testing components and scoring of those components for the Easton Police Department promotional process.

14-2.1 DEFINITIONS/ABBREVIATIONS

None

14-2.2 FORMS

None

14-2.3 POLICY

1. The following components will be used to comprise the testing components for the promotional process for the ranks of Corporal, Sergeant and Lieutenant.
 - a. Written examination.
 - b. Oral Interview Board.
 - c. Evaluations.
 - d. Seniority credits.
 - e. Education credits.
 - f. Military credits.

14-2.4 WRITTEN EXAMINATION

1. Application for testing:
 - a. 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.

- b. 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.
 - c. 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.
 - d. 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.
2. Absence on scheduled test date:
- a. 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.
 - b. 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:
 - 1) Court appearance.
 - 2) Military leave.
 - 3) Illness.
 - 4) Family personal emergency.
3. Tests:
- a. The questions on the written examination will be formulated from the following topics:
 - 1) Easton Police Department Written Directives (Administrative Manual, Field Manual, General Orders);
 - 2) Town Charter and Code Manual of Easton;
 - 3) Maryland Motor Vehicle Law Book;
 - 4) Maryland Digest of Criminal Laws;
 - 5) Specified textbook(s) related to supervision.
 - 6) Specified textbooks/material related to Constitutional Law and other relevant case law.
 - 7) The above topics may be amended or added to at the discretion of the Chief of Police.
 - b. Each candidate will be supplied with the necessary study material upon request.
 - c. Each test question shall be worth one (1) point, with a maximum of fifty (50) questions.
 - d. Written tests for the ranks of Corporal, Sergeant, and Lieutenant shall be geared toward the ranks being tested.
 - e. 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.
 - f. Scored written tests will be forwarded to the Chief of Police for review and approval.
 - g. 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.
 - h. 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.
 - i. 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.

14-2.5 ORAL INTERVIEW BOARD

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

2. 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.
3. 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.
4. A Chairman for the Board will be appointed by the Deputy Chief of Police.
5. All questions will be the same for all officers being interviewed for a particular rank.
6. 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.

14-2.6 EVALUATIONS

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

14-2.7 SCORING PROCESS

1. Scoring for the promotional process is based on a maximum aggregate score of eighty (80) Points.
2. **Candidates must attain a minimum score of sixty (60) points to be eligible for promotion.** Candidates who do not receive a passing score of 60 points will not be eligible for promotion
3. 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.**
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.**
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. Education Credits: **Worth a maximum of two (2) points towards the aggregate score.**
 - 1) Candidates will be given education points for college education as follows:
 - a) 1 point for an Associate's
 - b) 2 points for a Bachelor's Degree
 - 2) Candidates must provide documentation to receive education credits.
 - 3) 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.
 - f. Military Credits: **Worth a maximum of two (2) points,** earned as follows:
 - 1) 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.
 - 2) Candidates must present documentation of military service to receive credits.
 - 3) Candidates must not have been dishonorably discharged