


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

	Title: Selection Process		Number: 14-3
	Effective: March 18, 2011	Revised:	General Order #11-012
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 14-5.0 thru 14-8.0 (01-05)	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 3

14-3.0 PURPOSE

The purpose of this General Order is to establish policy and procedures regarding the selection of candidates for promotion of members of this Department.

14-3.1 DEFINITIONS/ABBREVIATIONS

None

14-3.2 FORMS

1. Form 48 Intra-Department Correspondence

14-3.3 POLICY

1. 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.
2. 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.
3. Lateral entry above the rank of Patrolman requires approval of the Chief of Police.

14-3.4 SELECTION PROCESS

1. 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:
 - 1) Review of personnel folders to include performance appraisals.
 - 2) Review of resumes containing training, education and experience.
 - 3) Review of Internal Affairs records, to include chargeable incidents.
 - 4) Recommendations from supervisors/commanders of the candidate.

- 5) Review of promotional process information.
- d. 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.
2. 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.
3. 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.

14-3.5 TEMPORARY APPOINTMENT

1. 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.
2. 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.

14-3.6 PROBATIONARY PERIOD FOR PROMOTED MEMBERS

1. 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.
2. Permanent status will be granted only if work performance has been adjudged to be satisfactory.
3. 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.

14-3.7 APPEALS PROCESS

1. The right of employees to challenge any aspect of the promotional process is an integral part of the process itself.
2. 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.
 - d. Contest performance evaluation reports used in the selection decision prior to the test.

14-3.8 CEREMONY ATTENDANCE

1. Attendance is mandatory for members being promoted, unless otherwise directed by the Chief of Police.

2. Members wishing to be excused must submit intra-department correspondence FORM 48, to the Deputy Chief of Police. Only unavoidable, compelling circumstances will be considered.
3. Only the Chief of Police will have the authority to excuse the member.
4. If a member must be absent due to an emergency (e.g., illness, death in the family, etc.), the member will contact the Deputy Chief of Police , via telephone, as soon as possible. Upon return to work, the member shall submit a FORM 48.