

Annapolis Police Department



GENERAL ORDER

Number: N.2

Issue Date: April 2017

TO: All Personnel

SUBJECT: Promotional Process

PURPOSE

The purpose of this General Order is to establish policy and procedures relating to the promotion of sworn personnel to the ranks of officer first class, corporal, sergeant, and lieutenant.

POLICY

The success of any organization is primarily dependent on the competence of its personnel. Therefore, it shall be the policy of the Annapolis Police Department to ensure that only the best qualified personnel are promoted to positions of greater authority and responsibility. To this end, the Department will make every effort to obtain/develop and administer promotional tests, with the assistance of the City of Annapolis Human Resources Department, which are valid and fair. All elements used to evaluate candidates for promotion are job related and nondiscriminatory.

I. Eligibility for Promotion

In order to be eligible for promotion to the rank of:

- A. **Officer First Class (OFC)** - Any police officer who has satisfactorily completed their probationary period is eligible to test for promotion to Officer First Class. The promotional process will consist of only a written test. Officers attaining a score of 60% or better will be placed on an eligibility list, ranked by their test score.
- B. **Corporal** - Any Police Officer First Class (PFC) who has satisfactorily completed the probationary period for their current rank prior to the written testing date for Corporal is eligible to test for promotion to Corporal. Applicants must pass the written test with a score of 60% or better in order to proceed to the assessment exercise and/or interview board.

- C. **Sergeant** - Any Corporal who has satisfactorily completed the probationary period for their current rank prior to the written testing date for Sergeant is eligible to test for promotion to Sergeant. Applicants must pass the written test with a score of 60% or better in order to proceed to the assessment exercise and/or interview board.
- D. **Lieutenant**, Any Sergeant who has satisfactorily completed the probationary period for their current rank prior to the written testing date for Lieutenant is eligible to test for promotion to Lieutenant. Applicants must pass the written test with a score of 70% or better in order to proceed to the assessment exercise and/or interview board.

II. **Promotional Testing**

- A. The current promotional eligibility list will be in effect for 18 months from the time it is posted. The replacement list shall be effective on the day after the expiration of the prior list.
- B. The Chief of Police shall set new written and oral testing dates for promotional testing to begin and end prior to the expiration of the current promotional list.
- C. The Commander of the Administrative Services Division in conjunction with the City of Annapolis Human Resources Department is responsible for administering all promotional tests. The Administrative Services Division will maintain all promotional records in a secure location. Access to these records will be limited to the Commander of the Administrative Services Division.
- D. Sworn personnel will be provided with a written announcement of the promotional process, which will include but not be limited to the last date by which promotional applications must be submitted, the date, time and location of the written test and oral interview and/or an assessment process.
- E. Promotional materials for all portions of the testing process will be developed from Annapolis City Code, Maryland State law, Maryland Transportation Article, city rules and regulations, Department General Orders, and other job-related texts. A list of reference materials from which the promotional materials were developed will be published with the announcement of the test, and at least ninety (90) days in advance of the written test date.
- G. Promotional testing will consist of a written examination, an oral board and/or an assessment process and a personnel jacket review.

III. **Written Examination**

- A. The written examination shall be the first step in the testing process.
- B. The written test will be administered by the City of Annapolis' Human Resources Department in conjunction with the Administrative Services Section.
- C. The envelope containing the written test results shall be opened in the presence of the Human Resources Director or his/her designee, a member of the Union and the Police Chief or his/her designee. Human Resources will maintain the scores and forward a copy of the results to the Commander of the Administrative Division. The scores

shall be posted, using a previously assigned identifier, in a conspicuous manner out of the view of the public.

IV. Oral Board and/or Assessment

- A. The oral board and any assessment process will be administered by the Administrative Services Division in conjunction with the City of Annapolis' Human Resources.
- B. Assessment is defined as an in-basket or preparatory exercise taken the same day as, and just prior to, the oral interview portion of the exam.
- C. At least ten days prior to the oral board/assessment process, a candidate schedule will be posted. Candidates who are scheduled for the oral interview and/or assessment process and fail to appear without prior notification, or within a reasonable time will be eliminated from the process and will not be eligible for promotion from the new eligibility list. Reasonable time is defined as realistic, based on the circumstances given by the candidate who failed to appear. The Director of Human Resources or the designee shall have sole discretion in deciding if notification was reasonable.
- D. Individuals shall be selected by Director of Human Resources and/or his or her designee as assessor or oral board members. These assessors will be at least one rank above that being tested. The assessors or board members will be active members of an outside agency. Each board will consist of three (3) members. In cases where a member is not available due to unforeseen circumstances, the board may consist of two (2) members, but never less.
- E. Members of the oral interview board shall be the same for all candidates for promotion to a particular rank, unless an exception to a member of a board is exercised as described below.
 - 1. Candidates may challenge an assessor or board member for cause. Only one challenge is permitted for a board member or assessor by a candidate. Any challenge must be submitted in writing to the Commander of the Administrative Services Division within 3 days of the posting of the schedule.
 - 2. Each oral board member shall grade each candidate's interview and/or assessment on a 100 point scale per candidate. Each board member's total score for each candidate will be added together and divided by the number of board members to produce an Oral Interview Board score. Each Board member will sign the score sheet.
- F. Oral Boards will be either video or audio taped.
- G. There is no failing score for the oral interview.
- H. Oral interview scores will be calculated by Human Resources. The envelope containing the oral/assessment test results shall be opened in the presence of the Human Resources Director or his/her designee, a member of the Union and the Police Chief or his/her designee. Human Resources will maintain the scores and forward a copy of the results to the Commander of the Administrative Division.

V. Personnel Folders

- A. Personnel folders will be examined by the Commander of the Administrative Division or their designee, in concert with the Director of Human Resources or his or her designee, and will score each candidate's folder as described in the scoring portion of this order.
- B. Candidates will be scored on the 12 months prior to the deadline date set for submitting an application for promotion. This is limited to Section V.D.1 and V.D.2 below.
- C. Candidates may review their file in the presence of the Commander of the Administrative Services Division or their designee, prior to the personnel jacket review process.
- D. The candidate's personnel folder counts five percentage (5%) points of the total score. Personnel evaluations will not be included in the factoring process. Points will be awarded as follows:
 - 1. Commendations- Maximum of 1.25 points complied as follows:
 - .10 Commendatory Letter
 - .20 Unit or Meritorious Service Commendation
 - .30 Special Services Commendation
 - .40 Distinguished Service Commendation
 - .50 Medal of Valor
 - 1.00 Medal of Honor
 - 2. Discipline - Maximum of 1.25 point reduction as follows:
 - .10 Oral reprimand
 - .20 Letter of reprimand
 - .30 Loss of leave
 - .40 Loss of pay
 - .50 Suspension without pay
 - 1.00 Demotion
 - 3. Education - Maximum of 2.5 points complied as follows:
 - .50 Associates Degree
 - 1.00 Bachelors Degree
 - 1.50 Masters Degree
 - 2.00 LLB Degree
 - 2.50 Doctorate

** College or University must be listed in the accreditation database of the U.S. Department of Education's Office of Postsecondary Education.

VI. Scoring

Human Resources will total the scores of the following factors in the calculation of the eligibility list:

- A. The written examination score counts forty percentage (40%) points of the total score.
- B. The oral interview and/or assessment process will count fifty percentage (50%) points of the total score.
- C. Seniority counts five percentage (5%) points of the final score with one point for every two years of service (additional months pro-rated). Seniority will be counted for a maximum of 10 years of service through the deadline date set for submitting applications for promotions.
- D. Personnel folder review will count five percentage (5%) points of the final score based on the scoring as described in Section V.

VII. Eligibility Roster/List

- A. An eligibility roster/list will be posted by the Commander of the Administrative Division after the test results have been compiled using a composite of the scores of all the categories listed in Section III of this policy. The list will contain each candidate's score for all phases of the promotional process as well as a total score.
- B. A total cumulative weighted score of 70% or better is required to be on the eligibility list for promotion.
- C. The Chief of Police will make his/her selection in accordance with the "Rule of Four." The "Rule of Four" requires the Police Chief to make his/her selection from those applicants who place within the top or highest four positions on the eligibility list. When an applicant is so appointed, the Chief, to fill the next vacancy in the department, if any, from a list of applicants composed of the remaining and available three highest candidates on such list, plus the next or fifth highest scoring available applicant appearing on the eligibility list. All subsequent promotional appointments shall be made only in accordance with this procedure. If an applicant is eligible for promotion but is skipped, the Chief shall provide a written explanation to the applicant after being skipped three (3) times from the same eligibility list.
- D. The Chief will fill all open positions in excess of one, for Officer First Class, Corporal, Sergeant, and Lieutenant within 60 (sixty) days of the vacancy. One vacancy for each rank may remain vacant for an indeterminate amount of time.
- E. The Annapolis Police Department does not fill promotional vacancies through lateral entries.

VIII. Review and Appeal

- A. Candidates may challenge specific questions or the promotional process to the Director of Human Resources. The challenge must be filed within five (5) business days of the posting of the score of that portion of the process being challenged. Each challenge must be in writing and must set forth the nature of the challenge.
- B. Applicants may reapply for any new test when a new promotional process has been announced.

Scott Baker

A/Chief of Police

References: 1. Accreditation Standards 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6
2. United Food and Commercial Worker Union, Local 400 Contract

Revision: This General Order replaces General Order N.2 dated April 2010.