

**Stevensville Police Department
General Orders**

Chapter 17

Promotion

Date Effective 5/10/21	By The Order of:	M. Sosa, Jr., Chief of Police
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Date Revised 5/10/21	Date Reissued 5/10/21	Pages 3
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The Stevensville Police Department shall seek to identify and promote those employees who demonstrate the potential for assuming greater responsibility and possess the skills, knowledge, and abilities required to perform at higher levels within the Agency.

17.1.1 AGENCY ROLE AND ADMINISTERING AUTHORITY

CALEA Standard: 34.1.1, 34.1.2

The Chief of Police is vested with the authority and responsibility for administering the Stevensville Police Department promotional process.

The Chief of Police or a designee will develop, coordinate, and administer the promotion processes for all positions including Corporal and Sergeant.

17.1.2 ELEMENTS OF THE PROMOTION PROCESS

CALEA Standard: 34.1.3

The Stevensville Police Department Chief of Police shall maintain a separate publication, *Promotion Process Manual*, which provides detailed procedures for the promotion process, to include:

- ☐ Evaluating the promotional potential of candidates
- ☐ Determining promotional eligibility for vacancies where lateral entry is permitted
- ☐ Conducting oral interviews, if any
- ☐ Defining exceptions, if any, to the probationary period
- ☐ Identifying procedures for review and appeal of results for each promotional element by candidates

17.1.3 JOB RELATED AND NONDISCRIMINATORY TESTING PROCEDURES

CALEA Standard: 34.1.4

The Stevensville Police Department will promote persons for all job vacancies without regard to race, color, religion, sex, national origin, age, handicapped status, or any other non-merit factor, except where sex or physical condition constitutes a genuine qualification necessary to properly and efficiently function in the job.

Stevensville Police Department promotional processes shall satisfy professional, legal, and administrative requirements to ensure that all elements used to evaluate candidates for promotion are job related and nondiscriminatory.

17.1.4 PRE-ANNOUNCEMENTS

CALEA Standard: 34.1.5

When vacancies exist and a decision to fill the positions is made, written announcements requesting letters of interest will be posted and distributed to all affected employees.

Announcements will include:

- ☐ A description of the positions or job classifications for which vacancies exist
- ☐ A description of eligibility requirements, including any time-in-grade and/or time-in-rank requirements
- ☐ Eligible candidates shall be provided with detailed information of the promotional process to include:
- ☐ A schedule of dates, times, and locations of all elements of the process
- ☐ A detailed description of the process to be used in selecting personnel for the vacancies

17.1.5 DEVELOPMENT AND USE OF ELIGIBILITY LIST

CALEA Standard: 34.1.6

Eligibility List

Upon completion of the promotion process, the Chief of Police may establish a written eligibility list. The eligibility list shall be valid for one year. The Chief of Police may extend the validity of the list by six (6) months.

Eligibility lists will be maintained in the Office of the Chief of Police. An employee on the eligibility list may be promoted from any position or ranking on the eligibility list at the discretion of the Chief of Police.

17.1.6 PROBATION

CALEA Standard: 34.1.7

The Chief of Police may establish a probationary status and evaluation following promotion to include:

- ☐ Newly promoted employees will serve a probationary period of at least six (6) months
- ☐ Individuals who do not complete the probationary period for performance reasons may be returned to the rank or position held prior to promotion or be released from employment.
- ☐ Adherence to the Town of Stevensville Personnel Policy Manual