

City of Johns Creek Police Department

<i>Subject:</i>	Promotions, Specialized Assignments and Demotions	<i>Number:</i>	01-10
<i>Reference:</i>	See also Performance Appraisals	<i>Amends:</i>	
<i>Effective:</i>	10/08	<i>Review Date:</i>	Annually
<i>Revised:</i>	01/10		<i># of Pages:</i> 10
	02/11		
	11/11		
	06/12		
	05/13		
	10/13		
	06/15		
	09/17		
	01/18		
	05/18		
	06/19		
	01/20		

PURPOSE:

Establish procedures and guidelines for the promotion of sworn personnel for the Johns Creek Police Department.

POLICY: (01-10)

It is the policy of the Johns Creek Police Department to participate in a promotion process that is valid, non-discriminatory, and will identify the best candidates eligible for promotion. All stages in the promotion process will be conducted within federal, state, and City of Johns Creek guidelines. The Chief of Police is responsible for administering the promotion process for the department; the Chief of Police is the final authority in all promotions.

DEFINITIONS:

Continuous Service: Uninterrupted employment by the Johns Creek Police Department as a sworn officer (breaks in service for military duty, medical purposes, family emergencies, or kindred purposes authorized by the Chief of Police, shall not be construed as interruptions of continuous service).

Department Test Coordinator: An identified person/position within the Police Department who assists the Chief of Police with the administration of the promotion process. This task is normally assigned to a person who is not involved in any facet of the promotion process.

Formal Disciplinary Action: Any disciplinary action which results in a Letter of Reprimand, Suspension, Plan of Improvement (PIP) or demotion.

Test Consultant: A service provider contracted by the Police Department to provide job-related, non-discriminatory test(s), assessment centers and scoring used for the evaluation of promotion candidates.

PROCEDURES:

Qualifications for Seeking Promotion (01-10-01)

Officers seeking promotion to a higher rank must meet the following minimum eligibility qualifications, by the date the written test is administered, to participate in any promotion process:

1. Personnel desiring promotion to Corporal must currently be a certified Police Officer with a minimum of one year of continuous service as a Police Officer with the department.
2. Personnel desiring promotion from Corporal to Sergeant must have a minimum of one year of continuous service as a Corporal with the department. Personnel must also have an associate's degree from an accredited college or university.
3. Personnel desiring promotion from Sergeant to Lieutenant must have a minimum of one year continuous service as a Sergeant with the department. Personnel must also have a Bachelor's degree from an accredited college or university.
4. Each candidate must have completed the probationary period, in their existing rank.
5. Each Candidate must receive a favorable recommendation from their immediate supervisor(s) to include the Division Major.

6. Personnel desiring promotion, for any rank, must have earned an overall “meets standards” on their most recent performance evaluation.
7. Personnel desiring promotion, for any rank, cannot have received any formal disciplinary action six (6) months prior to the announcement of the promotion process. For the purpose of this policy the six months begins on the **final date of the completion** of the formal discipline.

Notification of Promotion Process (01-10-02)

Announcements of all the elements/phases of the promotion process will be made electronically to all personnel of the Department. Additionally, copies of the notification announcement shall be placed in prominent places (such as bulletin boards). The official notification is sent from the Office of the Chief. The date the written test is administered shall serve as the cut-off date for all minimum eligibility requirements.

The official announcement of the upcoming promotional process shall include the following:

1. Information regarding the eligibility process and the steps for candidates to complete to verify eligibility to compete in the promotional process.
2. Designated test coordinators and any other pertinent information needed to begin the promotions process.
3. Any and all filing deadlines corresponding with each phase of the process.
4. At least thirty (30) days prior to the date of the written Job Knowledge Test, the Test Coordinator will announce the opening and closing dates for registering for the promotion examination. The announcement will contain other pertinent facts related to the examination, to include:
 - a. A list of all test resource materials and recommended study materials;
 - b. Registration process requirements; and
 - c. Weight assigned to test components.

Promotion Qualification (01-10-03)

Promotion shall be based on qualifications, merit and promotion potential. The following guidelines shall be used when evaluating a candidate’s potential for promotion:

Corporal and Sergeant's Promotion Process

1. Written Examinations: Each Candidate must take a written examination prepared by a qualified firm or organization. The written examination shall be job-related as well as administered and scored in a uniform manner. The purpose of the examination shall be to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for remaining portions of the promotion process.
 - b. The written examination is weighted at 60% of the overall total score for promotional eligibility.

2. Oral Board and Practical Exercise: Each candidate must complete the oral board and job related practical exercise. The purpose of the oral board and practical exercise is to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for remaining portions of the promotion process.
 - b. The oral board score and practical exercise will be weighted at 40% of the overall total score for promotional eligibility.
 - c. The oral board will be comprised of a minimum of three external law enforcement professionals and/or community leaders. The Chief will approve ***all*** oral board members.
 - d. Practical exercises are used to determine the candidate's promotional potential. All practical exercises shall be job related and non-discriminatory and will consist of actions required by the desired rank. Practical exercise scores shall be considered an element of the oral board.

Lieutenant's Promotion Process

1. Written Examinations: Each Candidate must take a written examination prepared by a qualified firm or organization. The written examination shall be job-related as well as administered and scored in a uniform manner. The purpose of the examination shall be to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for remaining portions of the promotion process.
 - b. The written examination is weighted at 60% of the overall total score for promotional eligibility.

2. Oral Board and Practical Exercise: Each candidate must complete the oral board and job related practical exercise. The purpose of the oral board and practical exercise is to determine the officer's suitability for promotion.
 - a. Applicants must score a minimum of 70% or better to qualify for remaining portions of the promotion process.
 - b. The oral board score and practical exercise will be weighted at 40% of the overall total score for promotional eligibility.
 - c. The oral board will be comprised of a minimum of three external law enforcement professionals and/or community leaders. The Chief will approve *all* oral board members.
 - d. Practical exercises are used to determine the candidate's promotional potential. All practical exercises shall be job related and non-discriminatory and will consist of actions required by the desired rank. Practical exercise scores shall be considered an element of the oral board.
3. Assessment Centers: The Chief of Police shall decide if an assessment center is to be used for the position of lieutenant. If the Chief of Police chooses to utilize an assessment center the information shall be detailed in the promotional announcement.

Administration of the Assessment Center (01-10-04)

The assessment center is comprised of job-related exercises during and/or after which each participant's performance is evaluated by two or more trained assessors. If an assessment center is used the Chief of Police shall determine the percentage of the total overall score as it applies to each promotion process. The agency may also choose to use an organization or firm to administer the assessment center. The following is the minimum requirements for administering an assessment center:

1. Use of Assessors

Multiple assessors will be used in each exercise of the Assessment Center. All Assessors will be selected by the Test Coordinator/Consultant and approved by the Chief of Police. All Assessors will be selected from police departments other than the JCPD.

2. Qualification of Assessors

Assessors for the Assessment Center must be at least in rank and responsibility to the rank being evaluated. Assessors will be trained by the test consultant for their duties in the promotion process.

3. Examination of Candidates

Assessment Center candidates shall be presented to the assessor panel in an order determined necessary to maintain adequate staffing of the department. Final grading by the assessor panel shall be accomplished outside the presence of the candidate.

Each candidate will receive performance feedback based on assessor comments and scores.

4. Receipt of Results

Candidates will receive Assessment Center results by or through the Test Coordinator/Consultant.

Eligibility List (01-10-05)

An eligibility list shall be established from the total weighted scores of the written examination, oral board/practical exercise, and assessment centers, if applicable. Each candidate shall be rated in each area and these scores shall be used to determine the candidates overall rating.

1. Candidates shall be placed on a promotion eligibility list based on their overall rating.
2. The eligibility list shall be made available for inspection. Candidates will be notified of their respective position on the list and their score and percentile for each test component.
3. The list will be divided into two eligibility categories; **Highly Promotable** and **Promotable**. The top three (3) candidates with the highest overall scores, for each position, will be placed in the highly promotable category. The remaining eligible candidates will be placed in the promotable category. If there is a tie for the third position in the Highly Promotable eligibility list the Chief may allow for both candidates to be placed in the Highly Promotable eligibility category. Once candidates have been placed into the respective eligibility categories, the candidates will be listed alphabetically.

4. The eligibility list shall be certified by the Test Consultant/Coordinator and forwarded to the Chief of Police. The Chief of Police will select for promotion from the eligibility list. The Chief may promote any candidate, in any order, from the Highly Promotable eligibility list; however, the Highly Promotable eligibility list must be exhausted prior to promoting a candidate on the Promotable List.
5. The testing procedure shall be administered every two years to establish an eligibility list. The list shall be completed prior to the expiration of the previous list, unless the list is extended. The Chief of Police can extend an eligibility list at his discretion.
6. The eligibility list shall remain in effect for two years or as described by this policy.
7. If the eligibility list is exhausted, prior to the two year mark, a new testing procedure may be administered, at the discretion of the Chief of Police.
8. The Chief of Police is the only person authorized to remove a candidate from an eligibility list. A candidate who receives formal disciplinary action, is placed on a PIP or receives an unacceptable performance evaluation may be removed from the eligibility list.

Grounds for Disqualification (01-10-06)

Any applicant disqualified from the promotion process will not be entitled to continue in the promotion exam process. Grounds for disqualification are, but not limited to:

1. Failure to participate in any phase of a promotion exam;
2. Achieving a score less than 70% on the written examination, a score of less than 70% on the oral board and practical exercise, or a score of less than 70% on the Assessment Center, if applicable.
3. Arriving at a test site after the appointed starting time for any part of an exam or oral board; and
4. Cheating on any part of the promotion exam.
5. Failure to complete required paperwork or requirements within the established timeline.

Probationary Period (01-10-07)

Prior to promotion, the Chief of Police shall conduct a final interview with the candidate. An officer promoted to Corporal, Sergeant or Lieutenant shall be placed on probation for one (1) year of service in the higher rank. During the probationary period, the Chief of Police may

demote, for cause, a Corporal, Sergeant or Lieutenant to their former rank. Any Corporal, Sergeant or Lieutenant who is demoted shall be notified, in writing, by the Chief of Police, of the reasons for the demotion. No officer shall be demoted for arbitrary or discriminatory reasons.

Each newly promoted supervisor will receive a quarterly evaluation during the one (1) year probationary period. Appointed positions in the grade of Captain and above, are exempt from quarterly evaluations.

Administrative Procedures and Responsibilities (01-10-08)

The Chief of Police and the Test Coordinator(s) shall oversee the promotion process of all employees. The Test Coordinator(s) will administer the following stages of the process:

4. Post testing dates, times, and locations;
5. Accept applications;
6. Select and conduct written examinations;
7. Tabulate scores for all stages of the process;
8. Ensure all elements of the promotion process are job related;
9. Select the civilian contingent of the oral boards;
10. Oversee oral boards and scoring; and
11. Establish and certify eligibility lists.
12. Coordinate all assessment centers, examinations with Test Consultant; and

The Chief of Police, being the department director, is vested with the authority by the City of Johns Creek to promote department personnel from certified eligibility lists provided by the Test Coordinator.

The Chief of Police may recommend to the City Manager when the promotion process will occur to ensure there are an adequate number of personnel on eligibility lists to meet department requirements. All promotion eligibility lists that have not been exhausted will remain active in accordance with approved policies.

The Chief of Police or his/her designee will have the following responsibility and authority in the promotion process:

1. Identify minimum requirements for eligibility for each rank; including establishing the minimum promotion potential based on past performance evaluations, if applicable.
2. Assist in the preparation of oral boards.
3. Maintain liaison with the Human Resources Department concerning the promotion process.

4. Provide for internal security of promotion materials and/or comply with security guidelines as required by outside testing companies.

Review, Appeals and Reapplication of the Promotion Process (01-10-09)

- A. Employees shall have the right to review, grieve or appeal each phase or any aspect of this process through proper channels. This may include, but not limited to:
 1. Adverse decisions concerning eligibility;
 2. Review written examinations;
 3. Review the written results of scored elements or components of the process;
 4. Contesting performance evaluations or promotion potential reports used in the selection decision; and
 5. Reapplication, retesting and/or reevaluation.
- B. To review any element of the process the candidate must submit a request in writing to the test coordinators. To grieve or appeal any element the grievance/appeal must be in writing and presented to the Chief of Police through the chain of command as outlined in the Grievance Procedure (Employee Dispute Resolution Guidelines) section of the City Handbook.
- C. Employees who were not selected or promoted and who remain eligible for promotion may reapply during the next announced promotion process.

Demotions (01-10-10)

A. Demotions for Cause

An employee shall be subject to demotion when said employee does not perform the duties and responsibilities of his/her assignment or position at an acceptable level of competence as determined by the Chief of Police.

B. Demotions without Cause

It is the policy of this Department that any officer, employee or member who has been appointed to an exempt or appointed position of higher status, retain that rank, status or grade as long as deemed applicable by the Chief of Police. Those exempt officers or employees that are (or may be) demoted without cause shall, without testing being required, ~~may~~ be demoted to the next rank, status or grade below their current position for which testing is provided, if applicable.

C. Procedures

1. The Chief of Police shall notify the non-exempt supervisor of the demotion in writing and shall state the reason for the demotion. The employee shall be afforded an administrative hearing (pre-action) or informal conference in the presence of the Chief of Police to present his/her arguments why the action should not occur. The original copy of the notification with the employee's acknowledgment and reply will be included in the employee's personnel file.
2. Any non-exempt employee who is demoted shall receive a reduction in pay, status and other privileges. Pay, status and privileges shall be commensurate with the reduced or demoted grade or rank.
3. An employee may grieve a demotion pursuant to the procedures that are outlined in the Grievance Procedure (Employee Dispute Resolution Guidelines) section of the City Handbook. This procedure shall be initiated within the prescribed time period in a formal, written grievance and submitted through the chain of command.

Lateral Entry/Acting Assignments (01-10-11)

- A. The Chief of Police may, at any time, transfer laterally an employee from one position to another which is in the same rank, grade or classification within the Police Department. Employees requesting a transfer shall do so in writing through the chain of command to include the Chief of Police.
- B. Commanders or Command Staff personnel may, at the direction of the Chief, assume command of any division, section, or unit. Lateral movement or transfers shall be at the discretion and direction of the Chief of Police based upon assignment, this includes supervisory positions.
- C. Typically, the department does not allow for lateral entry for supervisory positions. However, if the need should arise the Chief of Police is authorized to decide when a supervisor position should be filled via lateral entry. The steps for a lateral entry supervisor position shall be detailed in the promotion announcement, if applicable.

Specialized Assignments (01-10-12)

- A. The department recognizes that certain positions within the department, which are often characterized by increased levels of responsibility and specialized training, are considered invaluable opportunities for all employees. Therefore the department has identified the following positions as specialized assignments:
 1. Canine Officer
 2. Motor Officer
 7. Tactical Officer
 8. Hostage Negotiator

- | | |
|---------------------------|--|
| 3. Traffic Safety Officer | 9. Fitness Training Coordinator |
| 4. Bicycle Patrol/COPS | 10. Crime Scene Technician - Patrol |
| 5. CID Detective | 11. Robot Operator – North Metro Tactical Team |
| 6. Task Force Positions | 12. Crisis Intervention Team Member |

- B. The department will announce anticipated openings for specialized assignments through electronic media to all personnel. The positions will be filled in accordance with the approved selection process which will be included in the agency wide announcement. The Chief of Police is the final appointing authority for all specialized assignments.
- C. Personnel appointed to specialized positions shall be placed on probation for one (1) year of service in the specialized position. During the probationary period, the Chief of Police, or unit commander, may return to their former position, if it is determined the employee is not showing competency or meeting the requirements of the position. The employee may also request reassignment to their former position, during this probationary period. Any personnel removed from a specialized position shall be notified, in writing, by the Chief of Police, or designee, of the reasons for the reassignment. No officer shall be reassigned for arbitrary or discriminatory reasons.
- D. Annually the Police Operations Manager will complete a documented review of all specialized assignments which will include the following;
1. Listing of all authorized specialized assignments;
 2. Statement of purpose for each listed assignment;
 3. Evaluation of the initial problem or condition that required the implementation of the specialized assignment; and
 4. Whether or not the assignment should continue as designated.

Staffing Positions from Outside Sources (01-10-13)

This policy does not preclude candidate searches from sources other than within the current roster of personnel. When a position within the Department is announced or posted necessitating specific criteria or qualifications the Chief of Police may also seek that candidate by other means and resources, including advertising in various periodicals and publications.

Pay, Premium Pay and Salary Increases (01-10-14)

It shall be the policy of the Johns Creek Police Department that those officers, employees, and members shall receive salary or pay increases commensurate with the grade, rank, or classification for which he/she is promoted to. The salary structure and/or payroll classification ranges are established by the City of Johns Creek and are administered by the Human Resources or Personnel Division of the City.

It shall be the policy of this Department that any officer, member, or employee, who is laterally transferred to a position requiring a skill or expertise, specialized training, or is assigned to a function that has a premium or special pay rate for the position, or any officer or employee who is temporarily elevated to a higher grade, rank, or classification, shall receive the premium pay for the position assigned for the duration of the assignment for which they are temporarily elevated or transferred to.

In any instance wherein an officer, member, or employee is demoted or reassigned to a lower rank, grade, or classification, or is returned to his/her original grade, rank, or job classification from any temporarily assigned position that warrants premium pay, the pay or salary shall be commensurate with the salary or pay for which he/she is demoted or reassigned to.