



# COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **PROMOTION**

NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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## I. PURPOSE

The purpose of this order is to state the eligibility requirements and establish the procedures that will be used for promoting and appointing employees to supervisory positions.

## II. POLICY

The policy of Cottage City is to have an equitable system that has as its objective the selection of qualified people for advancement, informs its employees of how selections are made, and utilizes procedures that are job related and non-discriminatory.

The Chief of Police will be responsible for the administration of each promotional process, will approve each process before it is announced, is responsible for administering each competitive part of the promotional process and will be responsible for the security of all promotional materials. The Cottage City Commission is the promoting authority.

## III. POSITION ANNOUNCEMENT

- A. The Chief of Police will announce by memorandum a promotional process for various ranks/positions. The memorandum will provide qualification standards which include at least two (2) years of police service, specific information on the date and time that an application must be submitted, and the specific date for the written test (if required) and the use of assessment center (If any). The

Cottage City police department currently has the following as a promotional rank: Corporal, Sergeant and Lieutenant.

- B. In most cases the initial memorandum will be followed by subsequent memoranda that will add specific information such as the time and location for the written test and oral interviews. Position descriptions for the available position(s) are in the General Order Manual.
- C. The announcement will be placed on the memoranda board, and a copy will be placed in each employee's mail drawer, for a period of at least ten (10) calendar days. Qualified employees who are interested shall apply to the Chief's office within fifteen (15) calendar days of the posting period unless the deadline is extended by the Chief.
- D. Lateral Entry
  - 1. In order to ensure a comprehensive field of candidates, the Chief may expand the eligibility for the position to police officers outside the Town.
  - 2. Should the Chief decide to consider officers outside the Town, an advertisement will be placed in a newspaper of general circulation detailing the qualifications for the position. Deadlines shall be the same as III,C, above. Only Maryland certified police officers or those eligible for certification shall be considered. If an officer who is eligible for certification is selected, the officer must be certified within twelve (12) months.
  - 3. The written or oral phases of the process will not be changed or adjourned unless bona fide "emergency situations" occur.
  - 4. Promotional candidates who unexpectedly experience and incapacitating, duty connected injury, personal illness or serious family emergency MAY be permitted to make-up the written test or oral interview.

The Chief will evaluate the authenticity of the emergency and make a recommendation to the Commission. If adverse to the employee, the Commission's decision may be appealed in accordance with the Town Code.

#### **IV. PROCEDURES**

- A. The promotional process will be evaluated annually, or prior to beginning a process, for the rank/position. The evaluation will be conducted by the Chief, the Lieutenant, and/or the Sergeant. The purpose of the evaluation is to determine if the process is meeting its objectives.

Particular emphasis will be placed on insuring that the procedures used are job related and non-discriminatory. If necessary, revisions will be made and announced in the announcement at the beginning of each process. Anyone who wishes to comment or to provide input may do so by sending a memorandum, via the chain of command, to the Chief.

- B. Promotional Potential Evaluations

A promotional potential evaluation will be completed based on an interview of each candidate by the Chief of Police, Sergeant, and/or the Lieutenant who will rate the candidates as Exceptional, Above Average, Average, Needs Improvement, or Not Acceptable using the following criteria:

1. Human Relations Skills
2. Initiative and Performance of Duty
3. Knowledge of Responsibilities
4. Personal Appearance
5. Professional Conduct
6. Practical Judgment
7. Oral Communications
8. Supervisory Experience and Skills
9. Knowledge of Maryland Criminal Law

## 10. Knowledge of Maryland Traffic Law

- EXCEPTIONAL                      will have a value of 10 points
- ABOVE AVERAGE                will have a value of 8 points
- AVERAGE                         will have a value of 6 points
- NEEDS IMPROVEMENT         will have a value of 4 points
- NOT ACCEPTABLE                will have a value of 0 points

The maximum possible total would be 100 points. The candidates score would be the average total from those completing the evaluation.

### C. Written Test

1. If a written test is to be given, the Chief will notify the candidate(s) of the written test date and time.
2. The written test may be obtained from an outside vendor, using bibliography sources provided by the Department to derive questions for the test and/or the Chief of Police may use a written test comprised of questions developed within the Department.

### D. Experience

Experience will account for five percent (5%) of the total promotion testing scores. One/half (.5) point for each year of police service up to a total of 5 points.

### E. Oral Interviews

Each eligible candidate will be afforded the opportunity to continue in the process and be interviewed by the Chief of Police.

The Chief will rate each candidate in six (6) general areas. Those areas will include:

1. Communications Skills            up to 10 points
2. Appearance/Demeanor         up to 10 points
3. Knowledge of Responsibilities up to 10 points
4. Practical Judgment              up to 10 points

5. Knowledge of Police Duties up to 10 points

6. Supervisory Judgment up to 10 points

Total 60 points

F. Ratings

Based on the total points awarded for the various phases of the process, if there are more than three (3) candidates for the position, the candidates will be rated as "Well Qualified," "Qualified," or "Not Qualified." Those in the "Well Qualified" category will then be given a final interview by the Chief. If there are three or less than three candidates, they will be given a final interview by the Chief.

G. Any employee who wishes to review or question any score or phase of the process, to include initial eligibility, may do so by requesting a meeting with the Chief. The written request should specify the issue to be discussed. The Chief will meet with the employee and attempt to resolve the matter. If the employee is not satisfied with the Chief's response, he/she may request in writing to meet with the Police Commissioner. Further grievance procedures and appeals will be in accordance with the Town Code.

H. If any part of the promotion process is declared invalid on appeal or through a grievance, the process will be declared null and void. A new process will be initiated and candidates will be encouraged to reapply, be retested, and reevaluated.

**V. PROMOTION**

A. The Chief will make a recommendation(s) for promotion to the Commissioners who will make the selection for promotion.

B. Individuals selected for promotion shall be required to sign a contract that they will remain in the Town employment for a period of twelve (12) months.

C. Individuals selected for promotion will be required to successfully complete a twelve month (12) probationary period to determine:

1. Their desire to remain in the position;

2. Their ability to perform the position.

- D. During the twelve (12) month probationary period, the employee shall have the right to revert back to their former position if there is such a vacancy.
- E. If the employee is found to be unsatisfactory in the new position, notice and reason will be submitted in writing to the employee.
- F. Those promoted shall be placed into the appropriate pay grade as required.
- G. Promotion eligibility lists will be in effect for 12 months. During this time, eligible candidates will be considered for promotion without retesting unless there are fewer than three candidates on the list, in which case the Chief may require a new list.