

CAMBRIDGE POLICE DEPARTMENT

Title: *PROMOTIONS*

Procedure: 3.800

Date Issued:

Revised: April 23, 2002

PURPOSE:

To define vertical movement in the organizational hierarchy from one rank classification or position to another.

POLICY:

The Police Department is committed to promote personnel in a manner that is consistent with State law, City ordinance, Departmental Rules and Regulations, and Equal Opportunity guidelines. Procedures used for promotions will be job related and nondiscriminatory.

PROCEDURE:

1. The Chief of Police is charged with the authority and responsibility for administering the police supervisory promotional process.

2. Promotion to the rank of Corporal, Sergeant, and Lieutenant is based on a competitive process including a written examination, oral board, and periodic evaluations.

3. The Chief of Police has the authority and is responsible for administering the Department's role in the promotional process. The Chief's function in the promotional process is limited to submitting performance evaluations, serving as an advisor and liaison to the Board of Police Commissioners and administering the promoted employee's training period.

4. The procedures governing promotions are outlined as indicated. These procedures will address the following:
Evaluating the promotional potential of candidates.

Administering written test.

Conducting oral interviews prior to appointment.

5. Candidates for promotions will be provided with an updated bibliography of reading materials used as the sources of questions on the written test.

6. Guidelines for eligibility to sit for a promotional exam are outlined in this procedure. Lateral entry is permitted only for the rank of Patrolman and Chief of Police. The position of Chief of Police is selected at the discretion of the Mayor and City Commissioners. Certified police officers may be selected after meeting all requirements and placed in a step grade above that of a non-certified applicant.

7. When the promotional process is scheduled to begin, a written announcement will be posted that includes:

Description of the position for which vacancies exist.

Schedule of dates, times, and locations of all elements of the written examination.

Description of eligibility requirements.

Description of the process to be used in selecting personnel for promotion.

8. Officers who submit themselves to promotional examinations will be graded according to the following schedule:

Written Test - 50% - The officer must meet the required score of 75% to continue with the process.

Oral Board- 25% - The selection of the Oral Board is the responsibility of the Chief of Police and shall be composed of law enforcement personnel not affiliated with the Cambridge Police Department and located outside of the physical boundaries of Dorchester County. The oral review board shall be comprised of three (3) persons, one (1) member should be of the rank above that of the position being sought. The composition of the oral board should not be made known to those persons qualifying for the promotion, prior to the interview.

Periodic Evaluations- 25% - Periodic evaluations shall be accomplished by the Chief of Police. Evaluations shall include evaluation forms, disciplinary actions, letters of commendations and recommendations, and sick time.

9. A list of eligible candidates will be Prepared and valid for eighteen (18) months from the date the list is posted. The Chief of Police has the option to select an officer for promotion from the qualifying list.

10. Candidates will be promoted only to positions and vacancies authorized by the Mayor and City Council.

11. All personnel promoted will be subject to a one year probationary period, during which their performance will be evaluated. Permanent status will be granted only if work performance has been adjudged to be satisfactory

12. In the event an employee wishes to have a review/appeal of adverse decisions concerning his eligibility for a promotional vacancy, he should direct a written request to the Chief of Police through the Administrative Lieutenant. The review/appeal may include, but is not limited to:

An officer making an appeal to review the answer key to the written examination and to review the written results of scored elements of the promotion process. His written request for review must contain his reasons, his comments and any documentation he may have pertinent to the area of complaint. The officer may also contest the performance evaluation reports used in the selection process.

Candidates failing to be promoted are permitted to reapply, test, and be reevaluated the next time a promotional examination is conducted.

13. In accordance with the Affirmative Action Program of Equal Opportunity in Employment the City of Cambridge and the Cambridge Police Department will operate on a non-discriminatory basis. The City will not discriminate against any employee because of race, color, religion, sex, national origin, age, mental or physical handicap, or any other non-merit factor. The City will also take affirmative steps to insure that employees are treated fairly during their tenure of employment without regard to the above named factors. This policy of affirmative action applies to every aspect of municipal policy and practice. The goal of the City of Cambridge's Affirmative Action Program is to promote the full realization of equal employment opportunity for all through a positive and continuing program with each department, division, agency, or component of the City of Cambridge.

PROCEDURES-WRITTEN EXAMINATION

1. If a qualified officer chooses not to take part in the promotional process the officer must notify the Chief of Police, in writing, of his/her intent.

2. Qualified officers not choosing to take a scheduled written examination will not appear on the eligibility list for promotion to the next rank and forfeit such eligibility until

they take the required examination. If the officer knows in advance that he/she will be unable to take the test the officer must notify, in writing, the Chief of Police before that date. If an officer is absent on the scheduled test date due to circumstances beyond his/her control the officer must notify the Chief of Police, as soon as possible, the reason for the absence.

ELIGIBILITY SCORING PROCEDURES

Patrolman First Class- Satisfactory completion of one year probationary patrolman and satisfactory completion of mandatory requirements as set forth by the Maryland Police and Correctional Training Commission. Evaluation system is 50% written examination and 50% periodic evaluation.

Detective First Class- The assignment to this position will be made by the Supervisor of the Detective Division and Administrative Lieutenant upon approval of the Chief of Police.

Corporal- Satisfactory completion of three (3) years of sworn service and holding the rank of Patrolman First Class or Detective First Class at the time of testing and satisfactory completion of mandatory requirements as set forth by the Maryland Police and Correctional Training Commission. Evaluation system is 50% written examination, 25% oral board and 25% periodic evaluation.

Sergeant- Satisfactory completion of five (5) years of sworn service and holding the rank of Corporal at the time of testing and satisfactory completion of mandatory requirements as set forth by the Maryland Police and Training Commission.

Lieutenant- Satisfactory completion of eight (8) years of sworn service and satisfactory completion of two (2) years as a Sergeant and satisfactory completion of mandatory requirements as set forth by the Maryland Police and Correctional Training Commission.

Any rank above that of Lieutenant will be an appointed rank made by the Chief of Police

Officers who are appointed to a rank by the Chief of Police will serve at the pleasure of the Chief, but they cannot be demoted without cause.

If the current Chief or future Chief desires to demote an officer holding an appointed rank, then the Chief of Police must show cause and he cannot demote the officer to a rank lesser than his permanent rank. A permanent rank is the last rank that the officer held prior to the appointment, that the officer tested for.

An officer who is appointed to a rank by the Chief of Police is afforded the full protection of the Law Enforcement Officer's Bill of Rights. Any disciplinary action taken against that officer must be done in accordance with the Law Enforcement Officer's Bill of Rights.

ELIGIBLE CANDIDATES FOR PROMOTION

Once all eligible officers have successfully completed all phases of testing, list with the officer's scores will be submitted to the Chief of Police. The Chief of Police has the option to select an officer from the qualifying list. The eligibility list will be prepared and valid for eighteen (18) months from the date of posting.

Permanent status to the rank of which the test was given requires a probationary period of one year, during which their performance will be evaluated. Permanent status will be granted only if work performance has been judged to be satisfactory. The promotion probation status may be extended on a case by case basis, by the Chief of Police, but not to exceed six (6) months.

APPEAL PROCESS

The right of an employee to appeal the promotional process is an integral part of the process itself. At a minimum, the officer may appeal adverse decisions concerning eligibility, review the answer key if any written examination is used, review of written results of scored elements of the selection decision, contest performance evaluation reports used in the selection decision.

Employees who wish to appeal will forward in writing, to the Administrative Lieutenant, their request for appeal or to review any portions of the promotional process.

The promotional process will be reviewed annually by the Chief of Police and revised as required.