


Rockville City Police Department

GENERAL ORDER



Subject PROMOTIONAL PROCESS		Procedure G.O. # 5 - 3
Authorizing Signature 	Effective 02-26-2010 Revised 8-31-2020	Total Pages 6

I. POLICY

- A. The Rockville City Police Department's promotional process is utilized for selecting first line supervisors and middle managers for the Department. The professionalism of the Department is established and maintained through the promotion of qualified personnel to supervisory positions of increased responsibility.
- B. It is the policy of the Department to establish standards specifying conditions for the evaluation and selection of qualified candidates for promotion and advancement. The promotional process is designed to ensure fairness in the selection of employees for promotion.

II. PROCEDURE

- A. The Rockville City Police Department will promote qualified persons for all job vacancies without regard to the following:
 - 1. Race.
 - 2. Creed.
 - 3. Color.
 - 4. Religion.
 - 5. Sex.
 - 6. National origin.
 - 7. Ancestry.
 - 8. Marital status.
 - 9. Disability.
 - 10. Presence of children.
 - 11. Sexual orientation.
 - 12. Age.

NOTE: A qualified individual with a disability is someone able to perform the "essential functions" of a job, with or without a reasonable accommodation.

- B. The Rockville City Police Department and the City Human Resources Department will ensure that promotional decisions are in accordance with the principles of equal employment opportunity, by imposing only valid requirements on promotional opportunities.
- C. The Rockville City Police Department will continue to establish high standards for promotional eligibility in order to ensure police services are delivered in the most efficient and effective manner possible.

III. RESPONSIBILITIES

A. Human Resources Department

- 1. The City of Rockville's Human Resources Department is responsible for: recruitment, screening, qualifying, coordinating and administering the testing of candidates in the promotion process and security of testing materials.
- 2. Applications for promotion submitted by officers will be evaluated by the Human Resources Department to determine that the minimum qualifications for the position are met.

B. Administrative Services Bureau Commander

Maintains a promotion manual which describes the following elements of the promotional process:

- 1. Evaluating the promotional potential of candidates.
- 2. Administering written tests.
- 3. Determining promotional eligibility for vacancies where lateral entry is permitted.
- 4. Conducting oral interviews prior to appointment to probationary status.
- 5. Defining exceptions to the probationary period.

C. Chief of Police

- 1. The Chief of Police is vested with the authority and responsibility for administering the Department's role in the promotion process. This role includes performing appropriate liaison activities to carry out the process.
- 2. The Chief of Police will provide input on the various stages of the promotional process to include but not be limited to, providing source material for written tests and selection of participants for any oral boards.

3. The Chief of Police may personally interview each applicant prior to any final selection.
4. The Chief of Police maintains the right of final selection in promotion from the three top ranked finalists based on consideration to the needs of the community, the City, the Department, and the applicant's overall qualification, past performance, and potential for future development.

IV. SELECTION PROCESS

A. Minimum requirements.

The following is a description of the minimum requirements required for each promotional position.

1. Police Sergeant.

Any combination of training and experience equivalent to an Associate of Arts degree in a field related to the administration of justice or government. Five years of progressively responsible experience as a Police Officer. Possession of an appropriate driver's license valid in the State of Maryland. Must possess a good driving record. Must be able to pass a thorough background investigation.

2. Police Lieutenant.

Any combination of experience and education equivalent to a Bachelor's degree in the field of criminal justice, law enforcement, public or business administration or a related field; with a minimum of three years of supervisory law enforcement experience at the rank of sergeant in a position with progressively more responsible duties; at least three years continuous police service with the City of Rockville. Must have a demonstrated knowledge of staff functions. No criminal conviction history. Possession of an appropriate driver's license valid in the State of Maryland. Must possess a good driving record. Must be able to pass a thorough background investigation. Must meet and maintain established physical fitness requirements. Must be a United States citizen.

3. Police Major.

Any combination of experience and education equivalent to a Bachelor's degree in the field of criminal justice, law enforcement, public or business administration or a related field. Not less than five years experience in an organized police department, with three years at the rank of Police Lieutenant. No criminal conviction history. Possession of an appropriate driver's license valid in the State of Maryland. Must possess a good driving record. Must be able to pass a thorough background investigation. Must meet and maintain established physical fitness requirements. Must be a United States citizen.

B. Type of Tests.

1. Written Exam.

Applicants will be required to take a written examination when deemed appropriate. The City of Rockville uses written examinations, which are obtained from International Personnel Management Association (IPMA). The examination will consist of multiple choice questions developed from material related to specific positions. A listing of the source material used for test development will be provided to each applicant not less than thirty (30) days prior to the scheduled examination date.

2. Oral Board(s).

Officers will participate in an oral board(s). Participants of the oral board(s) will be rated in the following manner.

- a. Well qualified.
- b. Qualified.
- c. Marginally qualified.
- d. Not qualified.

V. USE OF ELIGIBILITY LIST

Criteria and procedures for the use of eligibility lists are established as follows:

- A. A promotional list will be established for a period of one year or until it is exhausted, whichever comes first. The Chief of Police may extend the promotional list up to six more months. The actual list will be maintained on file in the City of Rockville Human Resources Department.
- B. All appointments will be made from a promotion list provided by the Human Resources Department.
- C. The Chief of Police will select an officer for a promotion from the qualifying list. Consideration will be given to: the needs of the community, the City, the Department, and the applicant's overall qualification, past performance, and potential for future development.
- D. The Chief of Police may personally interview each application prior to any final selection. The Chief of Police may elect to use a discretionary provision, such as the "Rule of 3" when making the final selection for promotion.
- E. A written explanation of the reasons for appointing an eligible employee to a vacancy will be provided to the employee upon appointment by the Chief of Police.

VI. PROMOTIONAL OPPORTUNITIES ANNOUNCEMENTS

- A. When vacancies exist for the rank of Sergeant, Lieutenant or Major and a decision to fill the position(s) is made, a written announcement will be posted on the Department's bulletin boards. This announcement, published by the City of Rockville Human Resources Department, will include:
1. A description of the position(s) or job classification for which the vacancy exists.
 2. A description of eligibility requirements.
 3. Salary information.
- B. The description of the promotion process will be as detailed as necessary to indicate precisely what is to be expected. The Director of Human Resources will ensure a schedule of dates, times and locations of all elements of the process will be provided to each eligible candidate.

VII. PROBATION

- A. Sworn applicants selected for promotion to the rank of Sergeant and above will serve a probationary period of six months. At the end of this period a performance evaluation will be completed to determine suitability for regular appointment
- B. Individuals whose performance has been determined to be unsatisfactory during the probationary period will be returned to the rank held prior to promotion provided a suitable vacancy exists within the division class.

VIII. REVIEW AND APPEAL PROCESS

- A. It is the policy of the Rockville City Police Department to permit individuals participating in a promotional process to review their performance in various aspects of the process in accordance with the procedures herein, to include, but not be limited to, the following:
1. Contesting promotional-potential reports used in the selection decision if applicable.
 2. Reapplication, retesting, and/or re-evaluation for subsequent position announcements and vacancies.
 3. An employee who wishes to review/contest any portion of the promotional process should submit a memorandum to the Chief of Police via their normal chain of command. The Chief of Police will schedule an appointment with the employee to discuss the promotional process.

- B. Since the Rockville City Police Department uses written tests that are obtained from International Personnel Management Association, review of the written test is governed by their policies.
1. Review only the items that the candidates answered incorrectly.
 2. Candidates may be told which incorrect answer they selected.
 3. Candidates may not be told what the correct answer is - they are there to defend their answer, or to challenge all provided answers.
 4. Candidates may bring in reference materials from which documentation can be provided for their selected answer.
 5. Candidates may not review their answer sheet or the answer stencil.
 6. Candidates may not copy down or reproduce items.
 7. The review must take place one-on-one with an authorized individual from the Human Resources Department.

IX. ASSESSMENT CENTER

The Rockville City Police Department may utilize an assessment center-testing format. Outside agencies proficient in assessment center testing will be invited to bid their services.