

# Germantown Police Department

## Policies and Procedures

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**Number:** 1-13  
**Effective Date:** January 2, 2007  
**Subject:** Promotion Process (Police Lieutenant)  
**Previous Revisions:** December 27, 2006; January 1, 2003

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### **I. PURPOSE**

The purpose of this policy is to set forth guidelines to outline the process used to determine promotion to the rank of Police Lieutenant within the Germantown Police Department.

### **II. POLICY**

It is the policy of the Germantown Police Department to provide guidelines to law enforcement employees of the process to determine promotions that will be made within the Department. A fair and impartial procedure for promotion is essential for ensuring that the best-qualified person is selected for promotion opportunities within this Department.

### **III. PROCEDURE**

The procedures outlined herein are established for the Germantown Police Promotion Process. Although the Chain of Command and the organizational structure will be within the discretion of the Chief of Police, the following process will be followed upon vacancy announcement for the rank of Police Lieutenant. The Chief of Police will announce the estimated date that the promotion(s) will take place at the beginning of the promotional process.

- A. Established Criteria – Eligibility requires five consecutive years of service with the Germantown Police Department. No candidate shall be on disciplinary probation at the time the vacancy announcement is posted. Candidates who, in the 12 months immediately prior to the vacancy announcement, have been suspended or incurred more than two sustained written reprimands are ineligible to participate. (Note: Five years of consecutive service will apply only to officers hired on or after January 1, 2003. Officers hired prior to January 1, 2003, must have at least three consecutive years of service).
- B. Letter of Intent – Upon a vacancy announcement, candidates that meet the minimum requirements will have a specified time to submit their letter of intent to participate in the promotional process. Each candidate will receive a promotion information packet that will contain the outlined process.

- C. Written Test – All candidates that have submitted a letter of intent shall take a written multiple choice test that will be obtained from an accredited source. A candidate must achieve the minimum passing score as established by the test creator in order to participate in the remaining promotional process. The score on the written test will be weighed as 50% of the candidate’s overall score.
  
- D. Assessment Phase – The remaining components of the promotional process will be as follows:
  - 1. Oral Review Board – A board consisting of law enforcement professionals from outside agencies will conduct an assessment of the candidate through an oral interview. The size of the board will depend upon the availability of assessors, but normally will be made up of at least three (3) members. Each candidate will be given a rating on his/her performance in the interview process. Questions such as, but not limited to, leadership style, handling of specific situations, work history, accomplishments and personal philosophy may be queried. The oral review board will have access to the candidate’s most recent performance evaluation and any disciplinary actions in the twelve (12) month period immediately to the date the vacancy was announced for reference during the assessment. The oral review board will be weighed as 25% of the candidate’s overall score.
  
  - 2. Problem Analysis Exercise – Candidates will participate in a problem analysis exercise to demonstrate their ability to analyze and solve problems. This exercise will present a situation that may be encountered by a Police Lieutenant, to which the candidate must prepare a written analysis evaluating the situation and offering solutions as to how to rectify the problem. All candidates will be given one (1) hour to complete their written response. Law enforcement professionals from outside agencies will conduct a blind evaluation of the written responses. While the candidate’s problem solving ability will be the focus of this exercise, the raters may also consider organization, spelling, grammar, and punctuation. The problem analysis exercise will be weighed as 25% of the candidate’s overall score.

#### **IV. SELECTION**

Promotions will be made based upon the highest cumulative overall score, rounded to the nearest whole number. In the event that two (2) or more candidates receive the same final score, seniority with the Germantown Police Department will be the determining factor on who is promoted.

**V. PROBATIONARY PERIOD**

Candidates who successfully complete the promotion process and who are promoted to the rank of Police Lieutenant will serve a 12 month probationary period from the effective date of promotion.

**VI. ELIGIBILITY LIST**

Qualified candidates who successfully complete all stages of the promotional process will be ranked in numerical order according to overall scores and remain eligible for promotion for a period of six months after the conclusion of the process, as targeted positions become available.

**VII. REVIEW PROCESS**

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.

