



Germantown Police Department

Policy and Procedure

Subject	Date of Issue	TACP SCD Reference	Amends	Rescind	Dist.	Number
Promotion Process: Public Safety Dispatcher/Jailer Lieutenant	August 15, 2012	15.2	NO	ALL	ALL	13-9
	Effective Date		By order of...			
	August 15, 2012		Richard L. Hall, Chief of Police			
			Previously Revised Date: May 1, 2007			

I. PURPOSE

The purpose of this policy is to set forth guidelines to outline the process used to determine promotion to the rank of Public Safety Dispatcher Jailer (PSDJ) Lieutenant within the Germantown Police Department.

II. POLICY

It is the policy of the Germantown Police Department to provide guidelines to all PSDJ employees of the process to determine promotions to the rank of PSDJ Lieutenant. 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 following process will be followed upon a vacancy announcement for the rank of PSDJ Supervisor.

- A. The Chief of Police will announce the estimated date and location that the written test will take place at the beginning of the promotional process.
 1. **Established Criteria** – All eligibility criteria must be satisfied as of the written test date. Eligibility requires three consecutive years of service as a PSDJ with the Germantown Police Department. The three years of consecutive service must be immediately prior to the established written test date. Candidates must continue to meet all eligibility criteria while participating in the promotional process or risk disqualification.
 2. No candidate shall be on disciplinary probation at the time the established written test date is posted. *(Note: Candidates who, in the 12 months immediately prior to the established written test date have been suspended or incurred more than two sustained written reprimands are ineligible to participate.)*

3. **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.
 4. **Promotion Information Packet**- Each candidate will receive a promotion information packet that will contain the outlined process.
- B. **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.
1. A candidate must achieve the minimum passing score as established by the test creator in order to participate in the remaining promotional process.
 2. The score on the written test will be weighed as **75%** of the candidate's overall score.
- C. **Interview** – Each candidate will be given an opportunity to answer a series of questions and will be rated on his/her performance.
1. An Oral Review board consisting of law enforcement professionals and/or communications/ correctional professionals will conduct the interview of the candidate and assess his/ her performance.
 2. The size of the board will depend upon the availability of assessors, but normally will be made up of at least three (3) members.
 3. Questions such as, but not limited to, Leadership, Policy and Procedures, handling of specific situations, work history, accomplishments, and personal philosophy may be queried.
 4. The Interview 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 written test date for reference during the assessment.
 5. The Interview 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 PSDJ 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.