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|  | <b>SFASU POLICE DEPARTMENT</b>                                   |                            |
|   | <b>Policy 4.3 Career Development, Promotions and Transfers</b>   |                            |
|   | <b>Effective Date: 4/24/19</b>                                   | <b>Updated: 03/17/2021</b> |
|   | <b>Approved: John Fields, Jr. Chief of Police</b>                |                            |
|   | <b>Reference: 4.06 and 4.07 / IACLEA 3.1.3a – e &amp; 4.3.1c</b> |                            |

## I. POLICY

The department encourages employees to seek opportunities to develop their knowledge, skills, and abilities. Promotions are based on performance, longevity, and the growth of skills through training and experience. Although in a small department promotion opportunities are rare, the department promotion process is fair and equitable.

## II. PURPOSE

The purpose of this policy is to establish guidelines for career development of employees, which includes training and promotions.

## III. PROCEDURES

### A. Responsibilities of the Chief of Police

1. Annually, the Chief of Police, or designee, will meet with each employee for career counseling. This counseling shall occur at the same time as the employee's annual performance evaluation. The counseling shall include an examination of the following:
  - a. the employee's performance record, and
  - b. a review of the training programs applicable to the employee's duties (IACLEA 4.3.1c).
2. The Chief shall ensure that at least one department employee:
  - a. achieves and maintains certification as a firearms instructor, and
  - b. receives advanced instruction in the techniques of evidence collection.
3. All officers shall maintain current first aid/cardiopulmonary resuscitation certifications.

4. The Chief shall ensure the availability of a trained armorer, either through the training of a department employee, contracting with an armorer in another jurisdiction, or contracting with a private armorer. The armorer shall inspect all firearms and ammunition at least annually for safety, reliability, and function. The armorer shall also repair broken or malfunctioning weapons.
5. The Chief of Police shall ensure that any employee who receives a promotion or a new assignment receives training specific to that position within 12 months of assignment.

#### B. Promotions

1. When a vacancy exists for the position of corporal, sergeant or lieutenant, the Chief shall post an advertisement of the position, the qualifications required, and a description of the selection process to be used (all promotional processes must be approved in advanced by the university's Human Resources office). This advertisement must run for a minimum of two weeks prior to any selection process. During that time, officers may request, in writing, consideration for the position.
2. All promotional opportunities will be advertised electronically through the department's email system and physical copies will be placed on bulletin boards throughout the police department (IACLEA 3.1.3d).
3. The Deputy Chief is responsible for administering the promotional process for the ranks of Corporal, Sergeant and Lieutenant (TBP 4.06 and IACLEA 3.1.3a).

#### C. Eligibility for Promotion. An employee must meet the minimum requirements as listed below to be eligible for promotion to a higher level of responsibility and increased compensation:

1. Corporal: In order to obtain the rank of corporal, an employee must have three years of law enforcement experience and have been in good standing 12 months prior to their appointment.
2. Sergeant: In order to compete for sergeant, a candidate must have a minimum of five years law enforcement experience and have been in good standing 12 months prior to their appointment.

3. Lieutenant: In order to compete for lieutenant, a candidate must have a minimum of seven years of law enforcement experience and have been in good standing 12 months prior to their appointment.
4. All candidates: Their overall performance evaluation rating must be at least acceptable for the 12 months prior to the promotional examination process.
5. Each candidate must submit a "Letter of Intent" to the office of the Chief of Police that requests participation and consideration in the promotional selection process.
6. If circumstances dictate, the Chief of Police may go outside the department to fill ranking positions.

D. Process for Promotions for Corporal, Sergeant and Lieutenant.

1. Meet eligibility.
2. Submit "letter of intent."
3. The police department will perform an assessment center. The assessment process will be made up of university employees (within and outside the police department) and/or law enforcement representative(s) from an outside police agency. The assessment center will score all applicants and forward the results to the Chief of Police.
4. The elements of the promotional process include a letter of intent, resume, written responses from four (4) questions provided to candidates in advance of the actual assessment date (candidates will be given seven business days to complete their responses), written response to one (1) question on the date of the assessment, five to seven-minute PowerPoint presentation, leaderless exercise and traditional interviews (IACLEA 3.1.3b).
5. All elements of the promotional process will be job related and nondiscriminatory (IACLEA 3.1.3c).
6. In the event of a tie during the assessment process, the following tiebreakers will be used (in the order listed below) until the tie is broken.
  - a. Time in grade.
  - b. Time with the department

7. Review by Chief of Police
  - a. Assessors will provide a list (ranking candidate list from most ready to least ready) of qualified candidates that were identified during the process as “Ready” for promotion. If a list of candidates is determined “Ready” for promotion, the list will be valid for one year from the date of the assessment process (TBP: 4.07).
  - b. The Chief of Police may pass over any person on the list if there is a compelling reason to do so, such as poor evaluations or extensive discipline.
  - c. Promotional Probation. The Chief of Police will announce promotions and the effective dates. All promotions are conditional in that the employee must satisfactorily complete a six-month probation period.
  
7. All candidates are allowed to review and receive feedback on their candidacy from the university’s Human Resources department (IACLEA 3.1.3e).

#### E. Transfers

1. The Chief may assign or transfer any employee to a different duty when he/she deems that such action will be in the best interests of the department.
2. Any employee may request a transfer by writing a memorandum to the Chief.
3. Occasionally, some job assignments require minimum assignment periods so that the department may sufficiently benefit from investments in specialized training or education. Minimum periods of assignment shall be determined by the Chief and specified in a departmental order. The Chief reserves the right to establish minimum and maximum terms of service for selected duty assignments when he/she deems it to be in the best interest of the department.
4. Officers engaged in undercover assignments are subject to rotation after a period of three years, although they may continue to perform investigative work.