

	ROSENBERG POLICE DEPARTMENT	
	General Order 4.03 Career Development, Promotions, and Transfers	
	Effective Date: 04-05-2013	Replaces: N/A
	Approved:  Chief of Police	
Reference: TBP: 4.06 and 4.07		

I. POLICY

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

II. PURPOSE

To establish guidelines for career development of employees to include training and promotions.

III. PROCEDURES

A. Responsibilities of the Chief of Police and Supervisors

1. Annually, the direct Supervisor 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:
 - a. The employee's performance record.
 - b. A review of training programs applicable to the employee's duties.
2. The Chief shall ensure that at least one department employee:
 - a. Achieves and maintains certification as a firearms instructor.
 - b. Receives advanced instruction in evidence collection techniques.
3. All officers shall maintain current First Aid/cardiopulmonary resuscitation certifications.

4. The Chief shall ensure the availability of a trained Armorer, either through training 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 ability. The Armorer shall also repair broken or malfunctioning weapons.
5. The Chief of Police shall ensure that any employee, upon receiving a promotion or a new assignment, attend training specific to that position within 12 months of assignment.

B. Promotions (TBP: 4.06)

1. When a vacancy exists for the position of Corporal, Sergeant, Lieutenant, Detective, or FTO, the Chief or designee shall post an advertisement of the position, the qualifications required, and a description of the selection process to be used for a minimum of two weeks prior to any selection process. During that time, officers may request, in writing, consideration for the position.

C. Eligibility for Promotion

1. Employee must meet the following minimum requirements to be eligible for promotion to any increased level of responsibility or compensation:
 - a. In order to compete for Corporal, FTO, or Detective, an employee must have a minimum of 2 years police experience prior to the posted vacancy and an Intermediate Peace Officer Certification or higher.
 - b. In order to compete for Sergeant, a candidate must have an Advanced Peace Officer Certification or higher.
 - c. In order to compete for Lieutenant, a Candidate must have a minimum of 5 years police experience, and 12 months time in grade in the next lower position. The applicant must also have either:
 - i. An Advanced Peace Officer Certification with a minimum of 3 years supervisory experience, OR,
 - ii. A Master Peace Officer Certification with a minimum 2 years prior supervisory experience, OR,
 - iii. A Bachelor's Degree from an accredited College or University and a minimum of 1 year supervisory experience.
2. Performance evaluations overall score of at least satisfactory for the 12 months prior to the promotional examination process.

3. Candidate must submit a "letter of intent" to the office of the Chief of Police or designee, which requests participation and consideration in promotional selection process.
4. The Chief of Police may go outside the department to fill ranking positions if circumstances dictate.

D. Process for Promotion

1. Corporal, Sergeant, Detective positions:
 - a. Meet eligibility
 - b. Submit "letter of intent"
 - c. Participate in an Assessment Center
 - d. Review by Chief of Police
 - i. The "rule of three" shall apply. As promotions become available, the top three candidates will be sent to the Chief for consideration. The Chief may promote candidates in ranking order, or in any order, depending on which candidate best meets the needs of the Department.
 - ii. The eligibility list will be valid for 6 months from the date of the Assessment. (TBP: 4.07)
2. Lieutenant position
 - a. Meet eligibility
 - b. Submit "letter of intent"
 - c. May be required to participate in an Assessment Center if not directly appointed to the position at the discretion of the Chief of Police.
 - d. Review by Chief of Police
 - i. If an Assessment Center is used, the "rule of three" shall apply. As promotions become available, the top three candidates will be sent to the Chief for consideration. The Chief may promote candidates in ranking order, or in any order, depending on which candidate best meets the needs of the Department

- ii. The eligibility list will be valid for 6 months from the date of the Assessment. (TBP: 4.07)

3. Promotional Probation

- a. The Chief of Police will announce promotions along with the effective date. All promotions are conditional that the employee satisfactorily completes a one year probation period.

- E. Transfers

1. The Chief may assign or transfer any employee to a duty assignment that is deemed to be in the best interest of the department.
2. Employees who request a transfer shall write a memorandum to the Chief to that effect.
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 he or she deems 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.