



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 4-9 PROMOTION**

DATE: 7/7/2016

Pages: 3

◇

New

◇

Amended

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Revised—4-9

**I. PURPOSE**

The purpose of this order is to state the eligibility requirements and establish the procedures that will be used for promoting and appointing employees to supervisory positions.

**II. POLICY**

The policy of the Chevy Chase Village is to have an equitable system that has as its objective the selection of qualified people for advancement, informs its employees of how selections are made, and utilizes procedures that are job-related and non-discriminatory.

The Chief of Police will be responsible for the administration of each promotional process, will approve each process before it is announced, is responsible for administering each competitive part of the promotional process and will be responsible for the security of all promotional materials. The Village Manager is the promoting authority.

**III. POSITION ANNOUNCEMENT**

- A. The Chief of Police will announce by memorandum a promotional process for various ranks/positions. The memorandum will provide qualification standards which include at least two (2) years of police service, specific information on the date and time that an application must be submitted, and the specific date for the written test (if required) and the use of assessment centers (if any). The Chevy Chase Village Police Department currently has the following as promotional ranks: Lieutenant and Sergeant.
- B. In most cases the initial memorandum will be followed by subsequent memoranda that will add specific information such as the time and location for the written test and oral interviews. Position descriptions for the available position(s) are in the General Order Manual.
- C. The announcement will be placed on the memoranda board, a copy will be placed in each employees' mail drawer, and a message will be sent to each employees' email address. Qualified employees who are

interested shall apply by submitting the appropriate document(s) to the Chief's office by the closing date and time.

**D. Lateral Entry**

- 1. In order to ensure a comprehensive field of candidates, the Chief may expand the eligibility for the position to police officers outside the Village.
- 2. Should the Chief decide to consider officers outside the Village, the position will be advertised or circulated so that eligible and qualified individuals will learn of the opportunity (Village website; job websites; distributed to MCPA and MSA membership, etc.).

**E. Promotional candidates who unexpectedly experience an incapacitating, duty-connected injury, personal illness or serious family emergency MAY be permitted to take the written test or oral interview on an alternate date.**

The Chief will evaluate the authenticity of the emergency and make a recommendation to the Village Manager. If adverse to the employee, the Village Manager's decision may be appealed in accordance with the Village Code.

**IV. PROCEDURES**

- A. The promotional process will be evaluated prior to beginning a process, for the rank/position. The evaluation will be conducted by the Chief and the Lieutenant. The purpose of the evaluation is to determine if the process is meeting its objectives.

Particular emphasis will be placed on insuring that the procedures used are job related and non-discriminatory. If necessary, revisions will be made and announced in the announcement at the beginning of each process. Anyone who wishes to comment or to provide input may do so by sending a memorandum, via the chain of command, to the Chief.

B. Promotional Potential Evaluations

A promotional potential evaluation will be completed based on an interview of each candidate by the Chief of Police and *Lieutenant* who will rate the candidates as either **Exceptional, Above Average, Average, Needs Improvement, or Not Acceptable** using the following criteria:

1. Human Relations Skills
2. Initiative and Performance of Duty
3. Knowledge of Responsibilities
4. Personal Appearance
5. Professional Conduct
6. Practical Judgment
7. Oral Communications
8. Supervisory Experience and Skills
9. Knowledge of Maryland Criminal Law
10. Knowledge of Maryland Traffic Law

Rating	Point Value
EXCEPTIONAL	10
ABOVE AVERAGE	8
AVERAGE	6
NEEDS IMPROVEMENT	4
NOT ACCEPTABLE	0

The maximum possible total would be 100 points. The Chief and the Lieutenant will score the candidates separately. The average of the two total scores will be the final score for an individual candidate.

C. Written Test

1. If a written test is to be given, the Chief will notify the candidate(s) of the written test date and time.
2. The written test may be obtained from an outside vendor, using bibliography sources provided by the Department to derive questions for the test and/or the Chief of Police may use a written test comprised of questions developed within the Department.

D. Experience

Experience will account for five percent (5%) of the total promotion testing scores. One-half (.5) point for each year of police service up to a total of 5 points.

E. Oral Interviews

Each eligible candidate will be afforded the opportunity to continue in the process and be interviewed by the Chief of Police.

The Chief will rate each candidate in six (6) general areas. Those areas will include:

Rating	Point Value
Communication Skills	10
Demeanor <u>and Interpersonal Skills</u>	10
<u>Performance and disciplinary history</u>	10
<u>Emotional maturity and judgment</u>	10
Decision Making	10
<u>Leadership</u>	10

Maximum total = 60 points

E. Any employee who wishes to review or question any score or phase of the process, to include initial eligibility, may do so by requesting, in writing, a meeting with the Chief. The written request should specify the issue to be discussed. The Chief will meet with the employee and attempt resolve the matter. If the employee is not satisfied with the Chief's response, he/she may request, in writing, to meet with the Village Manager. Further grievance procedures and appeals will be in accordance with the Village Code.

G. If any part of the promotion process is declared invalid on appeal or through a grievance, the process will be declared null and void. A new process will be initiated and candidates will be encouraged to reapply, be retested, and reevaluated.

V. PROMOTION

A. The Chief will make a recommendation for promotion in writing to the Village Manager who will make the selection for promotion. Recommendations will generally be made in score order (highest

to lowest). Exceptions to score order may be made for good cause and the reason(s) for the exception must be incorporated in the written recommendation memo to the Village Manager.

- B. Individuals selected for promotion shall be required to sign a contract that they will remain in the Village employment for a period of twelve (12) months.
- C. Individuals selected for promotion will be required to successfully complete a twelve (12) month probationary period to determine:
  - 1. Their desire to remain in the position;
  - 2. Their ability to perform the position.
- D. During the twelve (12) month probationary period, the employee shall have the right to revert back to their former position if there is such a vacancy.
- E. If the employee is found to be unsatisfactory in the new position, notice and reason will be submitted in writing to the employee.
- F. Those promoted shall be placed into the appropriate pay grade as required.
- G. Promotion eligibility lists will be in effect for twelve (12) months. During this time, eligible candidates will be considered for promotion without retesting unless there are fewer than three (3) candidates on the list, in which case the Chief may require a new list.

This directive voids the previous version dated 1/24/2013.