


# Rockville City Police Department

## GENERAL ORDER



<b>Subject</b> PROMOTIONAL PROCESS		<b>Procedure</b> G.O. # 5 - 3
<b>Authorizing Signature</b> 	<b>Effective 02-26-2010</b> <b>Revised 08-31-2020</b> <b>Revised 05-28-2021</b>	<b>Total Pages</b> 6

### I. POLICY

The Rockville City Police Department (RCPD) determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

RCPD will continue to establish high standards for promotional eligibility and selection. The promotional process and selection will be in line with a focused delivery of services in an impartial and transparent manner while maintaining high quality service in the most efficient and effective manner possible.

### II. PURPOSE

To establish policies and procedures for the promotion and selection of sworn personnel in the Rockville City Police Department. The goal of the promotional process is to select the best qualified candidates in a valid, fair, and equitable manner ensuring all elements used to evaluate the candidate are job related and non-discriminatory.

### III. ADMINISTRATIVE RESPONSIBILITIES

The RCPD and the City Human Resources Department will ensure that promotional decisions are in accordance with the principles of equal employment opportunity, by imposing only valid requirements on promotional opportunities.

#### A. Human Resources Department

1. Announce promotional opportunities/position vacancies.
2. Responsible for the recruitment, screening, qualifying, and administering of any promotional testing of candidates as well as the security of testing materials.
3. Responsible for applications submitted for promotions by internal candidates as well as applications from external applicants, when applicable, and will determine all candidates in the process meet minimum qualifications for the position.
4. Create, provide and maintain any active promotional lists as a result of a testing process.

B. RCPD

1. Ensure promotional opportunities are posted via the daily bulletin.
2. The Chief of Police is vested with the authority and responsibility for administering the Department's role in the promotion and/or selection process. This role includes performing appropriate liaison activities to carry out the process by the Chief or their designee.
3. The Chief of Police, or their designee, will provide input on the various stages of the promotional process to include but not be limited to, source material for written tests and selection of participants for any oral boards.
4. The Chief of Police may personally interview each applicant prior to any final selection.
5. **The Chief of Police maintains the right of final selection in all promotion(s) and/or selection(s) based on consideration of the needs of the community, the City, the Department, and the applicant's overall qualification to include but not limited to: past work performance, discipline history, current duty status and potential for future development.**

C. No aspect of the promotional process is a guarantee or entitlement for promotion.

IV. ELIGIBILITY

A. Police Corporal

1. Five years of progressively responsible work as a police officer.
2. Successful completion of probationary status.

B. Police Sergeant

1. Five years of progressively responsible work as a police officer.
2. Successful completion of probationary status.

C. Police Lieutenant

1. Associates Degree or a minimum of 60 credits from an accredited college or university.
2. Minimum of six (6) years of progressively responsible work as a police officer, minimally one (1) year of which in a supervisory position equivalent to a Police Sergeant or higher.

D. Police Major

1. Bachelor's Degree or a minimum of 120 credits from an accredited college or university.
2. Minimum of seven (7) years of progressively responsible work as a police officer, minimally one year of which in a command position equivalent to a Police Lieutenant or higher.

V. PROMOTIONAL/SELECTION PROCESS

A. Police Corporal

1. The application for this noncompetitive proficiency advancement is a memo through the chain of command to the Administrative Bureau Commander expressing a desire to take the RCPD generated skills and knowledge written exam.
2. RCPD officers meeting the minimal requirements for the position and in good standing will be notified of the exam date and time.
3. RCPD officers who meet the minimal requirements, score 70% or higher on the exam and have completed all training requirements, to include ICS-200, will receive the proficiency advancement to Corporal after final approval by the Chief of Police.

B. Police Sergeant

1. Once announced the application process for this position will be through the City of Rockville's website.
2. Applicants meeting the minimal requirements for the position and in good standing will be notified of the exam process and associated dates.
3. Testing Process
  - a. Written Exercise
    - (1) The written exercise will consist of questions developed from a source list. The list of the source material used for test development will be provided to each applicant not less than sixty (60) days prior to the scheduled examination date.
  - b. Structured Oral Interview
    - (1) The oral interview will be conducted by a panel interview who will ask a series of questions of each candidate.
  - c. Scoring/Ranking
    - (1) Applicants will be scored based upon their performance in each phase of the testing process. Each component, written and oral interview, will be worth 50% of their overall score.

- (2) Applicants will be ranked in order based upon their total score from the testing process and placed on the promotional eligibility list in ranked order. The promotional list will be good for a period of one year or until exhausted.
- (3) The Chief of Police may elect to extend the promotional list up to two (2) times in six (6) month increments.

4. Rule of Three

- a. The Chief of Police may apply the “rule of three” to the promotional eligibility list.
  - b. The Chief of Police may promote any candidate to the position of Sergeant who scores in the top three (3) slots of the respective promotional eligibility list.
  - c. Once a selection is made, the next rank-ordered name on the promotional eligibility list will advance into the top three. Candidates on the list who may have been passed over by the application of the “rule of three” will retain their relative positions on the list until promoted or upon the expiration of the promotional eligibility list.
5. Once selected for promotion to the rank of Sergeant the employee will serve a probationary period of six (6) months. At the end of the probationary period a performance evaluation for the individual will be completed to determine suitability for regular appointment. Individuals whose performance has been determined to be unsatisfactory during the probationary period will be returned to the rank held prior to promotion provided a suitable vacancy exists within the division class.
6. The newly promoted Sergeant must complete First Line Supervisor training and ICS 200 within one year of being promoted if it has not been previously completed.

C. Police Lieutenant

1. Once announced the application process for this position will be through the City of Rockville’s website.
2. Applicants meeting the minimal requirements for the position and in good standing will be considered for the next phase of the process after examination of their qualifications, education and experience by Human Resources and the Chief of Police and/or his designee.
3. Individuals deemed most qualified will be invited to a panel interview. The panel will also review the applicant’s resume.
4. Selection of the individual for the Lieutenant position shall be made by the Chief of Police after consultation with the interview panel and review of applicable documentation to include but not limited to: resume, prior work and/or discipline history, education, and references.

5. Once selected for promotion to the rank of Lieutenant the employee will serve a probationary period of one (1) year. During this year, if not already completed, the lieutenant must complete First Line Administrator training and ICS 300/400. At the end of the probationary period a performance evaluation for the individual will be completed to determine suitability for regular appointment. Individuals whose performance has been determined to be unsatisfactory during the probationary period and who were prior RCPD employees prior to appointment will be returned to the rank held prior to promotion provided a suitable vacancy exists within the division class. If the individual was an external candidate and determined not to be suitable after the probational period employment will be terminated.

D. Police Major

1. Once announced the application process for this position will be through the City of Rockville's website.
2. Applicants meeting the minimal requirements for the position and in good standing will be considered for the next phase of the process after examination of their qualifications, education and experience by Human Resources and the Chief of Police and/or his designee.
3. Individuals deemed most qualified will be invited to a panel interview. The panel will also review the applicant's resume.
4. Selection of the individual for the Major position shall be made by the Chief of Police after consultation with the interview panel and review of applicable documentation to include but not limited to: resume, prior work and/or discipline history, education, and references.
5. Once selected for promotion to the rank of major the employee will serve a probationary period of one (1) year. At the end of the probationary period a performance evaluation for the individual will be completed to determine suitability for regular appointment. Individuals whose performance has been determined to be unsatisfactory during the probationary period and who were prior RCPD employees prior to appointment will be returned to the rank held prior to promotion provided a suitable vacancy exists within the division class. If the individual was an external candidate and determined not to be suitable after the probational period employment will be terminated.

VI. REVIEW AND APPEAL PROCESS

A. Officer Right to Review

1. Once the process has been completed each officer has the right to review their scores received during the promotional process to ensure fairness and impartiality.
2. The review must take place one-on-one with an authorized individual from the Human Resources Department

B. Officer Right to Grieve/Appeal

1. Any officer may grieve/appeal the results of their promotional examinations and processes. The grievance/appeal shall be made in accordance with G.O. 2-7.