

**DIRECTIVE 34.1
PROMOTION - PROFESSIONAL AND LEGAL
REQUIREMENTS**

Issue Date: 09/10/2020	By Order of Chief of Police
Rescinds: (Issue 05/06/2020)	CALEA Standards
Pages: 7	Referenced: 34.1.1; 34.1.2; 34.1.3; 34.1.4; 34.1.5 & 34.1.6

This directive consists of the following sections:

- [34.1.1 Agency Role, Authority and Responsibility](#)**
- [34.1.2 Promotional Process Described](#)**
- [34.1.3 Job Relatedness](#)**
- [34.1.4 Promotional Announcement](#)**
- [34.1.5 Eligibility Lists](#)**
- [34.1.6 Promotional Probation](#)**

POLICY AND PROCEDURE:

The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction and added responsibilities. A standardized system is essential to both the department and the individual. Every effort has been made to make the Miami Township promotional process job related, fair and nondiscriminatory. It is the policy of the Miami Township Police Department to promote personnel without regard to race, creed, sex, age or national origin.

[34.1.1 Agency Role, Authority and Responsibility](#)

Miami Township Police Department shall maintain standardized procedures pertaining to the promotion of employees to authorized supervisory positions. Such procedures shall be developed in accordance with this directive; the general policies and practices adopted by the Miami Township Board of Trustees and generally accepted practices for promotion of employees to positions of supervision within law enforcement agencies.

The department shall maintain a role in the development and/or selection of the measurement instruments that are used in determining the skills, knowledge and abilities of employees for such supervisory positions.

The Miami Township Police Department has responsibility for the role of conducting a promotional process for its employees. The Township does not have a Civil Service Commission and does not use an external Human Resources Office that can assist with this process.

The Chief of Police is designated by The Board of Trustees and department directive as the principle person responsible for the administration and execution of the promotion process.

The department will maintain the primary role and responsibility for the administration of the promotional system, but the Miami Township Board of Trustees shall retain final approval of any and all candidates recommended for promotion by the Chief of Police.

34.1.2 Promotional Process Described

To identify and select the employees who have the potential for assuming greater responsibility and who possess the skills, knowledge and abilities for promotion to and performance in, a higher rank classification, the Miami Township Police Department has developed a promotional examination process. All procedures used in the promotional process will be job-related and non-discriminatory. The Promotional Process is voluntary and may require off duty testing, interview dates and times. Candidates wishing to receive compensation for such time shall notify their Division Supervisor at least 7 days in advance so scheduling adjustments can be made to accommodate such requests.

Evaluating the Promotional Potential of Candidates

Any sworn employee, who has completed probation, is eligible for promotion if the employee meets the eligibility requirements as set forth in the promotion process.

Sergeant

- A candidate must possess a combination of full-time experience and a degree from an accredited College or University if the candidate has less than 15 years of full-time experience. The College or University must be accredited by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA). The following are the minimum combination requirements to be eligible for the promotion process:
 - a) An Associate Degree with not less than 8 years full-time experience with any police department, or;
 - b) Not less than 15 years full-time experience with any department.
- Have not received sustained department disciplinary action stronger than a written reprimand within the year prior to the start of the promotional process.
- Have received an overall assessment of exceptional or satisfactory or a similar suited evaluated ranking during the last three years evaluations.

Ranks Above Sergeant

The Chief of Police and the Township Administrator shall determine criteria for eligibility for positions above the rank of Sergeant. Such criteria shall be established based on the skills, knowledge and abilities necessary to perform the job functions as outlined in the job description for the position.

Administering Written Tests

Written tests may be essay, multiple choices, true or false, fill-in the blank or any combination of those listed. The written examination may be obtained from a private testing service. Unless otherwise specified by the Chief of Police and announced in the position announcement, the passing score of any written promotional examination shall be eighty percent. Total score value twenty percent (20 %) of FAS.

Study material will be provided, or a list of material from which examination questions are derived will be provided. These materials shall be made available to potential candidates at the time the position vacancy is posted.

Physical Assessment

The physical assessment shall be the same test administered for entry-level police applicants, adjusted for applicant age and gender. {MTPD 31.4} This phase is scored as a pass/fail.

Previous Evaluations & Seniority Review

The final evaluation for the past 3 years will be used for scoring.

Previous evaluations will be scored as follows:

Exceptional/Superior ratings	4 points per year
Satisfactory/Acceptable ratings	2 points per year
Unsatisfactory/Not Acceptable ratings	0 point per year

Seniority is defined as total years of experience as a full-time police officer with Miami Township Police Department.

Seniority will be scored as follows:

18 months to ten years of service	1 point
Eleven to twenty years of service	2 points
Twenty-one to twenty-five years of service	3 points

Total score value fifteen (15%) of FAS.

Oral Interviews

Oral Review Board - Oral interviews shall be conducted utilizing a series of standardized questions asked of each candidate interviewed. The questions shall be scored using a rating scale to assess a defined set of personal behaviors. The oral interview may include means to assess an applicant's ability to organize and conduct a presentation on a work-related topic to a group of people. Each candidate's interview results shall be recorded on a rating form and results maintained for the duration of the eligibility list. Total score value sixty (60%) of FAS.

Interview with the Chief of Police and/or Designee – The Chief of Police shall set the criteria and questions for this interview. This interview is not scored.

Educational Credits

Master's Degree or above	5 points
Bachelor's Degree	3 points
Associate Degree	1 point
*Employee's highest degree earned	

Total score value five (5%) of FAS

Promotional Assessment

At the discretion of the Chief of Police, up to the top three candidates will participate in a promotional assessment exercise.

Review and Appeal Process

Candidates are permitted to review and appeal adverse decisions concerning their eligibility for appointment to promotional vacancies.

Procedures for the review and appeal of adverse decisions are as follows:

- Written Examinations – All candidates are permitted to review the questions and answer key to the written examinations after all tests have been completed and scored. Questions concerning the answer, or the validity of any question utilized on a written examination shall be submitted in written form and directed to the Chief of Police. Questions submitted by an examination participant shall include their reasoning for questioning the answer for or validity of an examination question.
- Oral Review Board – All candidates are permitted to review the questions and rating scales to the oral review boards after all interviews have been completed and scored. Questions concerning the answer, or the validity of any question utilized on an oral board examination shall be submitted in written form and directed to the Chief of Police. Questions submitted by an examination

participant shall include their reasoning for questioning the answer for or validity of an examination question.

- All Other Examination Procedures – Any candidate who has a question concerning the answer to or the validity of any question, or the validity of a section of any procedure used in the testing process may submit in written form such question and direct it to the Chief of Police. Questions submitted by an examination participant shall include their reasoning for questioning the answer for or validity of an examination question or procedure. The Chief of Police shall respond in writing to any question submitted concerning the correctness or validity of an examination question or procedure. The decision of the Chief of Police shall constitute the final decision to such questions and may not be appealed to any other person or body.
- All candidates are permitted to review the written results of scored elements of the selection process. Examination and review must take place within five calendar days after notification of results of the examination being questioned. The review shall be during regular office hours under the supervision of the Chief of Police.

Reapplication, Retesting or Reevaluation on Sustained Appeals

If a candidate is successful in his/her appeal of a portion of the promotional process, the following general guideline for remedy will be applied:

- If the appeal is sustained on an error on a score which may be corrected, (i.e. an error on a mathematical calculation) the scores of all persons tested will be examined for accuracy, scores corrected as needed, recalculations made and lists corrected, if needed.
- If the appeal is sustained on an uncorrectable error that only affects a small portion of one particular test, (such as one or two questions on a written test), that portion affected by the appeal will be eliminated, all scores recalculated and promotion lists corrected, if needed.
- If the appeal is sustained on an uncorrectable error that affects a major portion of a test, the Chief of Police will decide one of the following:
 - The Chief (or the testing administrator) is of the opinion that the overall test battery is still valid without the appealed test, the single promotional test will be eliminated, all scored recalculated and promotion lists corrected, if necessary.
 - If the Chief (or the testing administrator) is of the opinion that the overall test procedure is no longer valid without the appealed test, all test scores will be eliminated, and entire testing procedure will be rescheduled and re-administered.

Promotional Eligibility for Vacancies Where Lateral Entry is Permitted

Lateral entry is permitted for ranks above Sergeant. The Chief of Police and the Township Administrator shall determine criteria for eligibility for positions above the rank of Sergeant. Such criteria shall be established based on the skills, knowledge and abilities necessary to perform the job functions as outlined in the job description for the position.

Security of Promotional Materials

All promotional materials used in the promotion process and records of the process shall be maintained and secured by the Chief of Police during the selection process.

At the conclusion of the promotion process, all promotional materials and records of the process shall be maintained and secured by the Accreditation Manager.

34.1.3 Job Relatedness

All elements used to evaluate candidates for promotion are job-related, fair and non-discriminatory.

All elements used are based upon the skills, knowledge and abilities identified as performance standards in the position job description and the candidate's knowledge of department directives, rules, policy and procedure, bargaining agreements and professional law enforcement topics and practices.

34.1.4 Promotional Announcement

Whenever a vacancy exists in a supervisory position and the department has declared that the position is to be filled, a written announcement shall be posted on the department bulletin board in the squad room of the police building for no less than ten calendar days prior to the last day in which a person may declare their candidacy for such position.

The announcement shall be posted no less than thirty days prior to the first testing date for the position vacancy.

The announcement shall include all the following:

- Minimum Qualifications;
- Process for Selection;
- Application Procedures.

Miami Township Directive 34.1 shall be attached to the announcement to provide a detailed description of the promotional process, elements utilized and criteria and procedures for the development and use of eligibility lists.

34.1.5 Eligibility Lists

The testing format for developing an eligibility list for promotional purposes shall be as follows:

- A Written Test;
- A Physical Assessment;
- An Oral Review Board;
- Previous Evaluations & Seniority Review & Highest degree earned;
- An Interview with the Chief of Police and/or designee.

The following percentiles will be assigned to the scored phases of the testing procedure to determine the final average score (FAS) of a candidate:

- A Written Test – Total score value twenty percent (20 %) of FAS.
- A Physical Assessment – This phase is scored as a pass/fail.
- An Oral Review Board – Total score value sixty percent (60%) of FAS.
- Previous Evaluations – Total score value fifteen (15%) of FAS.
- Educational Credits – Total score value five (5%) of FAS.
- Promotional Assessment - Ranked
- An Interview with the Chief of Police and/or designee – Not scored.

Members competing for promotion shall be ranked successively, starting with the highest score, according to the final average score computed from the numerically scored sections of the promotional test procedure.

The promotional eligibility list shall remain in effect as determined by the Chief of Police.

The Chief of Police may recommend for promotion any applicant in the ranking of 1 through 5 for each position vacancy. For multiple vacancies, additional candidate may be considered for promotion.

- For One Vacancy – Ranks 1 through 3 Are Eligible
- For Two Vacancies – Ranks 1 through 6 Are Eligible
- For Three Vacancies – Ranks 1 through 7 Are Eligible, etc.

34.1.6 Promotional Probation

For the position of Sergeant and above, the probationary period shall be for 12 months from the date of appointment. During this probationary period if the employee is absent from work more than ten (10) workdays during their probation their probationary period shall be extended by the amount of days they are absent.