

**Burleson Police Department
Administrative Policy and Procedures**

Number: 01-008

Document Title: Promotions

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CALEA Standards Referenced: 34.1.1; 34.1.2a-h; 34.1.3; 34.1.4; 34.1.5a-e; 34.1.6;
33.8.1; 33.8.2; 33.8.3

ISSUING AUTHORITY: Chief Billy Cordell 8-25-2022
Billy Cordell, Chief of Police

I. Purpose:

The purpose of this policy is to establish clear and precise mechanisms for the promotional process of sworn personnel, and selection or promotion process for non-sworn personnel. It shall provide for fair opportunities to promote, and define the process for evaluating members with the skills, knowledge, and abilities required to perform in a supervisory capacity.

II. Policy:

Promotions denote vertical advancement in the organizational structure from one rank or position to another, usually accompanied by an increase in responsibility and salary. It is the policy of the Burleson Police Department to use fair and valid process in selecting employees for promotion.

III. The Burleson Police Department in conjunction with the Human Resource Department share responsibility for administering the promotional process. [34.1.1]

A. Responsibility of the Promotional Process: [34.1.1 / 34.1.2]

1. The promotional process is the responsibility of the Chief of Police. The Deputy Chief will be designated by the Chief of Police to administer/ oversee the promotional process which includes:
 - a. Notification of the promotional process;
 - b. Establishing a testing schedule;
 - c. Ensuring any provided study material are current;
 - d. Coordinating any assessment center activities; if any; [34.1.2c]
 - e. Coordinating Oral Interview Boards
 - f. Ensuring that any promotional material is stored in a secured manner, and;
 - g. Coordinating the psychological evaluation.

B. Promotional Process Announcement: [34.1.4 / 34.1.5]

1. All eligible employees will be provided with a copy of the promotional announcement. The promotion announcement shall include:
 - a. A description of the position or job classification;
 - b. A schedule of all elements of the process;
 - c. A description of eligibility requirements;
 - d. A list of reading material to assist in preparing for the test, if any, and
 - e. A description of the process to be used in selecting personnel for the vacancies.

C. Promotional Process Procedures:

The Burleson Police Department shall strive to promote the most qualified candidate in each selection process. All elements used to evaluate candidates

for promotion are job related and nondiscriminatory. [34.1.3] The department does not normally use assessment centers. [34.1.2c]

1. Selection materials are stored in the City of Burleson Human Resources Department in a secure area (whether electronic storage with limited access or physically in locked cabinets) when not in use and disposed of in a manner that does not allow disclosure of the information captured therein. The Deputy Chief will be responsible for securing all other promotional materials. [34.1.2h]
2. The Burleson Police Department has no provisions for lateral entry into promotional positions for sworn personnel. [34.1.2g]
3. Minimum eligibility requirements for Sergeant Positions are as followed. [34.1.2a]
 - a. Must have a minimum of four year experience at the Patrol Officer level in the Burleson Police Department. [34.1.5c]
 - b. Must possess current Texas certification as a police officer.
 - c. Must have a High school diploma or equivalent & 30 semester hours of college.
4. Minimum eligibility requirements for non-sworn supervisory positions are as followed. [34.1.2a]
 - a. Minimum of two years of experience with the Burleson Police Department. [31.1.5c]
 - b. High school diploma.
3. The promotional process is described as follows:
 - a. Personnel must submit a letter of intent to participate in the process.
 - b. Personnel must submit a resume with a copy of their college transcript
 - c. Past Performance – Only those employees within the department that are in “good-standing” (previous yearly performance evaluation of at least expected level and no pending disciplinary actions at the time of the written test), are eligible to participate in the process.
 - d. Written Test – A job-related, validated, non-discriminatory, test for sworn supervisory positions will be administered by the City of Burleson Human Resource Department. The written examination will comprise 60% of the candidate’s overall score. [34.1.2b; 34.1.3; 34.1.5a]
 - e. Oral Board Interview – The Oral Board score will comprise 30% of the candidate’s overall score. [34.1.2d; 34.1.5a] Board Members must be at least one rank level above the position being reviewed. All board members shall be appointed from cities of equal or larger size within the metroplex law enforcement community. No board member shall serve in more than one promotional process per year.
 - f. Longevity - Candidates may receive one point for each year of experience with the department for up to ten (10) year of service. [34.1.5a/c]
 - g. An overall total passing score of 70% must be obtained to be considered eligible for promotion.

D. Division Head Appointments:

All promotions below the division head level are to be accomplished by this procedure. Promotions to the rank of Lieutenant and above are appointed at the discretion of the Police Chief.

E. Probationary Period: [34.1.6]

Any member who is promoted shall serve a six-month probationary period. Upon justification, with approval from the Police Chief, a probationary period may be extended up to 60 days. This should allow the candidate the opportunity to receive remedial training, counseling or specialized assistance.

F. Eligibility Lists: [34.1.5b]

1. An eligibility list will be maintained for each promotional process. The list will be in effect for one year or until the top five scorers are promoted, whichever comes first. The list will then be considered to have expired [34.1.5d]
2. Promotions will be in strict order of their ranking on the list, and the final scores shall determine the ranking, with the highest score first on the list. [34.1.5e]
3. The eligibility list shall be publicly posted following the tabulation and announcement.

G. Psychological Evaluations:

Each of the top scoring candidates will be required to take a psychological evaluation to determine their suitability for that position. The psychological evaluation will be given by a departmental approved licensed psychologist.

H. Employee Right of Review: [34.1.2e]

1. Any employee has the right to review their Oral Board questions / answers / scores; criteria / material utilized to determine past performance scores; written examination score (and where contractual agreements allow, the answer guide itself).
2. All employees are encouraged to review their tests with the Chief of Police. This is an excellent source of learning for future promotional opportunities.

I. Employee Right of Appeal: [34.1.2e]

1. Any employee may appeal the results of their promotional examination. This appeal must be made within five working days of the final test score posting.
2. The employee shall appeal to the Police Chief.

J. Reapplication, Retesting, Reevaluation: [34.1.2f]

1. If the employee can provide evidence or through the appeal procedure, it is determined that they should be retested or a portion(s) of the testing should be reevaluated, the Chief of Police shall accomplish this task as soon as practical.

K. Training: [33.8.1 / 33.8.2 / 33.8.3]

1. All newly promoted personnel will receive appropriate training to meet requirements of the position.