

UPPER MERION TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

No. 1020

Supersedes: PD1-110.01

Effective: January 1, 2017

Page: All Section: All

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Dates: February 16, 1996

PROMOTIONS

- I. **PURPOSE:** To outline the eligibility requirements, procedures, rules, regulations, and methods of testing and selection which will be used to promote officers to the positions of Corporal, Sergeant and Lieutenant in the Upper Merion Township Police Department.
- II. **POLICY:** The Upper Merion Township Police Department will utilize a promotional process for the positions of Corporal, Sergeant and Lieutenant which is consistent with the stated promotional objectives and utilizes the following procedures, rules and regulations.
- III. **OBJECTIVES:** The objectives of the promotional process are:
- A. To recognize those officers who appear to have the potential for assuming greater responsibility and authority.
 - B. To recognize those officers who appear to have the skill, knowledge and ability required to perform in the positions of Corporal, Sergeant and Lieutenant.
 - C. To utilize a process for promotion to the ranks of Corporal, Sergeant or Lieutenant that is valid, objective and fair.
- IV. **SELECTION PROCESS FOR CORPORAL AND SERGEANT OF POLICE:**
- A. ELIGIBILITY:
 - 1. Corporal:
 - a. A minimum of three (3) completed years of service as a sworn police officer with the Upper Merion Township Police Department on the day of the written test; however, an officer must have completed five (5) years of service as a sworn

police officer with the Upper Merion Township Police Department to be promoted.

2. Sergeant:

- a. All active members holding the rank of Corporal at the time of the written test.

B. ELIGIBILITY LIST:

1. The results of the promotional process for Corporal and Sergeant will normally be in effect for a period of two (2) years commencing with the appointment date of the first Corporal and Sergeant selected as a result of the most recent promotion process.
2. The Township may extend the expiration of the eligibility list beyond the two (2) year period if there will be a vacancy within six (6) months of the original expiration date. This extension must be stated in the Special Order that is issued to announce the promotional process.
3. If a Sergeant's vacancy occurs after all of the eligible Corporals have been promoted, but before the expiration of the eligibility list, the highest scoring candidate on the list for promotion to Corporal will be promoted to the rank of Sergeant.

C. PROMOTIONAL RATING:

1. The Chief of Police shall assign a rating score which will account for 10% of the final grade in the promotional process. The rating is assigned to each promotional candidate by the Chief prior to the written test. The Chief will confer with Command Officers and Supervisors prior to assignment of the rating.

D. LONGEVITY:

1. Each candidate will receive one-fourth (1/4) point for each year of service as a sworn police officer with the Upper Merion Township Police Department **calculated from hired date as a sworn officer to the date of the written promotional test**; however, the maximum accumulation is five (5) points. These five (5) points will account for 5% of the final standing.

E. ORAL EXAMINATION:

1. An Oral Board, consisting of persons from the Law Enforcement/Criminal Justice professions, will conduct the oral examinations.

F. WRITTEN EXAMINATIONS:

1. A written examination will be prepared by and administered by a professional testing agency designated by the Township Manager.

G. SCORING WEIGHT:

- | | |
|------------------------|-----|
| 1. Written examination | 50% |
| 2. Oral examination | 35% |
| 3. Promotional Rating | 10% |
| 4. Longevity | 5% |

H. GENERAL INFORMATION:

1. A Special Order will be issued announcing any Corporal and Sergeant openings in the Department. This Special Order will contain guidelines on how eligible personnel shall participate in the promotional process.
2. Eligible personnel will be required to notify the Chief of Police, in writing, of their intent to apply, or not to apply for the position.
3. Dates will be announced by Special Order(s) indicating where and when the written and oral examination will be conducted.
4. The promotional rating by the Chief shall be determined prior to the written test and delivered to the Township Manager who shall secure it in the Township's safe, and it will remain confidential until all other phases of the selection process are completed.
5. The final selection scores will be compiled in the presence of a representative of the Board of Supervisors, the Township Manager and the Chief of Police and one other person designated by the Township Manager for the purpose of computing the aggregate scores.
6. Participants will be notified of their final overall ranking. Participants may, upon written request, discuss their ranking with the Chief of Police.
7. The individual acquiring the highest total score will be appointed to the position of Corporal or Sergeant of Police for a probationary period of one (1) year. After one (1) year and review by the Chief of Police, the probationary appointment can be either extended or made a permanent appointment. Promotions will be made as vacancies in ranks occur.
8. The following procedures will be used to break a tie between two (2) or more candidates with the highest total score:
 - a. the candidate with the highest written test score will be promoted;
 - b. if the candidates are still tied, the candidate with the highest promotional rating as stated in Section IV, sub-section C of this policy will be promoted;
 - c. if the candidates are still tied, the candidate with the highest oral examination score will be promoted;
 - d. if the candidates are still tied, the candidate with the earliest appointment to their current rank will be promoted;

- e. if the candidates are still tied, additional testing shall be conducted by the testing agency to determine which candidate will be promoted.
- 9. The candidate selected to be promoted will submit to a physical and psychological examination as directed by the Township Manager.
- 10. The final scores and ranking of the candidates will be a factor in assigning officers to Acting Supervisory positions within all divisions of the Police Department.

V. **SELECTION PROCESS FOR LIEUTENANT OF POLICE:**

A. ELIGIBILITY:

- 1. All active members holding the rank of permanent Sergeant (non-probationary) at the time of the Assessment Center or written test.
- 2. Eligible personnel will be required to notify the Chief of Police, in writing, of their intent to apply, or not to apply, for the position.

B. ELIGIBILITY LIST:

- 1. The results of the promotional process for Lieutenant will normally be in effect for a period of two (2) years commencing with the appointment date of the first Lieutenant selected as a result of the most recent promotion process.
- 2. The Township may extend the expiration of the eligibility list beyond the two (2) year period if there will be a vacancy within six (6) months of the original expiration date. This extension must be stated in the Special Order that is issued to announce the promotional process.

C. PROMOTIONAL RATING:

- 1. Candidates will be evaluated and assigned a promotional rating score by the Chief. This score will be assigned prior to the Assessment Center or written test/oral examination, and delivered to the Township Manager and secured in the Township's safe. The score will remain confidential until all other phases of the selection process are complete. The Chief will confer with Command Officers prior to assignment of the rating.

D. TESTING PROCEDURE:

- 1. An Assessment Center, or written test/oral examination, will be conducted by a professional testing agency selected by the Township Manager. All candidates will be ranked by the testing agency upon completion of the testing process.

E. SCORING WEIGHT:

- 1. Assessment Center or
Written Test/Oral Examination: 85%

2. Promotional Rating: 15%

F. GENERAL INFORMATION:

1. The promotion to Lieutenant will be subject to a one (1) year probation period. After one (1) year and review by the Chief of Police, the probationary appointment can be either extended or made a permanent appointment.
2. Participants will be advised of their final overall ranking. Participants may, upon written request, discuss their ranking with the Chief of Police.
3. In the event of a tie between two (2) or more of the candidates, the candidate with the highest assessment center or written test/oral examination score will be promoted.
 - a. if the candidates are still tied, the candidate with the highest promotional rating as stated in Section V, sub-section C will be promoted;
 - b. if the candidates are still tied, the candidate with the most time in the rank of Sergeant will be promoted.
4. The candidate selected to be promoted will submit to a physical and psychological examination as directed by the Township Manager.

APPROVED: _____
Chief Thomas M. Nolan

DATE: _____

APPROVED: _____
Captain James M. Early

DATE: _____

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
Township Manager
File