



Apex Police Department General Order



Title Promotional Procedures	Order Number 203-22
Effective Date: February 15, 2022	Amends: General Order 203-16
CALEA Standard: 33.8.2, 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6	Rescinds:
Reference:	Pages: 7
Forms: F203 – Promotional Announcement Notice F203a – Promotional Consideration Form F203b - Promotional Eligibility Criteria Matrix	

Promotional Procedures

Purpose

The purpose of this directive is to establish criteria for promotional procedures for the Apex Police Department.

Policy

It is the policy of the Apex Police Department (APD) to promote the most qualified employees based on job-related needs by using non-discriminatory procedures designed to identify leadership potential, knowledge, skills, and abilities required for the positions being sought. (34.1.3)

Definitions

Promotional Process – A competitive evaluation process occurring when openings are available for ranking positions and specifically designed to advance an employee within the department to a higher rank.

Assessment Center – A standardized evaluation process and review of demonstrated behaviors based upon multiple sources of input/output using trained assessors and various techniques. Evaluations are made about candidate behaviors and performance associated with job-specific

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exercises designed to measure the candidate's ability to perform within the position sought. (SOURCE: CALEA)

Procedures

Department Role/Authority/Responsibilities in Promotion Process

1. The APD is responsible for administering the organization's promotional process. (34.1.1)
 - The Chief of Police may seek assistance from the Town of Apex (TOA) Human Resources Department (HR) and/or an external consultant group to facilitate any promotional process.
2. The Chief of Police is responsible for determining the knowledge, skills, and abilities needed for any supervisory or command position available within the department. (34.1.1)
 - Generally, this is based upon the job description and/or Job Task Analysis related to the position.
 - The Chief of Police may request assistance from: (34.1.1)
 - Members of the Executive, Command, or administrative staff
 - The Director of HR
 - Other persons deemed appropriate by the Chief of Police
3. The Chief of Police will use selection procedures outlined in this General Order consistent with applicable TOA personnel policies.
4. The Chief of Police is the final decision-making authority in all promotions below the rank of Chief of Police.

Promotional Eligible Criteria

1. Eligible candidates may participate in a selection process for any of the following supervisory or command positions:
 - Deputy Chief of Police
 - Police Captain
 - Police Lieutenant
 - Police Sergeant
 - Police Corporal
 - Records Supervisor
 - Communications Manager
 - Communications Shift Supervisor
2. Eligibility criteria for all supervisory and command positions are outlined in F203b – *Promotional Eligibility Criteria Matrix*.

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- For the position of Chief of Police, criteria are established and the appointment is made by the Town Manager.

Lateral Entry (34.1.2 (g))

1. The department will balance the following goals in promotional processes:
 - Benefits to employees and the organization
 - Equal employment opportunities for all candidates
 - Maintaining a diversified workforce to mirror demographics of the community
 - Obtaining the best possible employees for available positions
2. Therefore, except in rare situations where previous town experience is essential or exceptional qualifications of an internal candidate so indicate, the TOA may consider both external and internal candidates rather than automatically promoting from within. (**SOURCE:** Town of Apex Personnel Policy)
3. When permitted, promotional eligibility requirements for internal vacancies for sworn personnel will be in accordance with [General Order 104 – Selection](#).

Written Announcement for Promotion

1. **Written Announcement: (34.1.4)**
 - When a vacancy exists and a decision to fill a position is made and limited to internal candidates, the department will post a written notice announcing the promotional opportunity to all eligible personnel, using Form F203 – *Promotional Announcement Notice* will be used for such notice. It will include the following information:
 - Job Description of available position(s)
 - Eligibility requirements, including time in grade and/or time in rank (34.1.5 (c))
 - A list of the components chosen for the promotional process
 - The deadline for applying for consideration
 - When any vacancy exists and a decision to fill a position is made and open to external candidates, the department will notify the TOA HR, have a job posting created and published to the TOA job opportunities portal, and post a copy for all eligible personnel. The job posting will include the following information:
 - Job Description of available position(s)
 - Eligibility requirements, including time in grade and/or time in rank (34.1.5 (c))
 - A list of the components chosen for the promotional process
 - The deadline for applying for consideration
 - Interested and eligible candidates will:
 - For promotional opportunities limited to internal candidates, complete form F203a – *Promotional Consideration Form* and forward it through their chain of command to the Deputy Chief of Police or his/her designee, who will verify the

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- eligibility status of each candidate before forwarding the application to the Chief of Police
- For promotional opportunities open to external candidates, complete and submit the electronic application form on the TOA job opportunities portal, where it will be forwarded to TOA HR, who will verify the eligibility status of each candidate before forwarding the application to the Chief of Police
 - Applications that do not meet the minimum eligibility status may not be forwarded to the Chief of Police
 - Form F203a – *Promotional Consideration Form* is not required nor should be submitted for promotional opportunities open to external candidates

Promotional Process Procedures

1. All elements and phases of promotional processes will be job-related and non-discriminatory in accordance with the TOA Equal Opportunity Employment Policies. (34.1.3)
2. Each promotional process will seek to accomplish the following:
 - An effective evaluation of the promotional potential of each candidate, using the employee's annual performance appraisals; commendation, award and disciplinary records; and any other related materials (34.1.2(a))
 - A valid test of knowledge, skills, abilities, and character traits necessary to perform in a leadership role through a series of structured components designed to identify the most qualified candidates

Assessment Center (34.1.2 (c))

1. The Assessment Center may include some or all of the following components:
 - Written Test (34.1.2 (b))
 - Structured Oral Interview
 - Role Play Exercise
 - Community Presentation
 - Media Presentation
 - Active Incident Scenario
 - In-Box Exercise
 - Roll Call Exercise
 - Structured Panel/Exercise Evaluations
 - Facilitated Discussion
 - Performance Review (previous two evaluation periods)
 - Review of commendation, award, and disciplinary action files not included in the last two performance evaluations that occurred prior to the completion of the Promotional Process
 - Problem Analysis Exercise
 - Written Exercise

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- Supervisor Interview
 - Emotional Quotient Inventory (EQI)
 - Any other component determined to be relevant to the available positions
2. The assessment process will evaluate candidates based on the job description for the position in the following topic areas, as well as any other areas determined to be pertinent to the position being assessed:
 - General Law Enforcement/Communications/Related Knowledge
 - Supervisory Practices
 - Department Written Directives
 - Department Operations
 - North Carolina General Statutes
 - Constitutional Requirements
 - Professional Best Practices
 3. Eligible candidates and their supervisors may be required to participate in additional oral interviews with the Chief of Police, and/or others as needed, prior to selection and appointment to probationary status. (34.1.2 (d))

Development and Use of Eligibility Lists

1. The results of each component and/or element used during the promotional process, including any bonus points, will be tabulated. A list of eligible candidates will be generated and provided to the Chief of Police. (34.1.5 (a)(b))
 - The Chief of Police may conduct additional suitability assessments of eligible candidates' performance records.
2. The Chief of Police will select candidates based upon: (34.1.5 (e))
 - Scored results of the assessment center
 - Results of the EQI
 - Review of performance evaluation for the last two rating periods
 - Review of community policing activity, efforts, and initiatives
 - Review of enforcement activity to ensure fair and equitable policing
 - Review of commendation, award, and disciplinary action files not included in the previous two performance evaluations that occurred prior to the completion of the Promotional Process
 - Bonus points awarded to candidates for qualifications (i.e., education, certifications, etc.)
 - For external candidates, other information as may be appropriate, including a background investigation

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3. The Chief of Police may select any number of candidates from the eligibility list for an (additional) interview based on the number of vacancies to be filled.
4. Eligibility lists are normally valid for one year. However, based on the needs of the agency, the validity of any list may be extended at the discretion of the Chief of Police. Any eligibility list may be voided by the Chief of Police when deemed necessary and all lists become void once a subsequent promotional process for that rank is announced. (34.1.5 (d))

- **NOTE:** Eligibility lists will be valid for no more than two years from their creation.

Re-application Procedure

1. Re-application is prohibited during a promotional process. However, all eligible candidates may apply for all future promotional opportunities. (34.1.2 (f))

Security of Promotional Materials (34.1.2 (h))

1. All materials, including notes, tests, questions, processes, forms, preparation materials, results, lists, and any other items related to the promotional process are considered confidential and will be maintained by the Chief of Police, his/her designee, and/or the HR Director. All unauthorized access is strictly prohibited.
2. The Chief of Police may delegate any phase of the promotional process to another person, position, department, or contractor/consultant. All delegated persons are responsible for maintaining the confidentiality of all materials related to the process.
3. Release of any information is allowable only at the discretion of the Chief of Police or the HR Director.

Review and Appeal Procedure (34.1.2 (e))

1. Interested candidates may review their results by requesting a meeting with the Chief of Police and/or Deputy Chief of Police.
2. Candidates may review and appeal adverse decisions concerning their eligibility for appointment to a promotional vacancy in accordance with the TOA Personnel Policy Manual.

Probationary Period

1. All newly promoted employees and new employees hired into a supervisory or command position will serve a probationary period. (SOURCE: Town of Apex Personnel Policy)
 - Sworn employees will serve a 12-month probationary period. (34.1.6)
 - Civilian employees will serve a six-month probationary period.

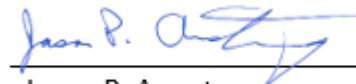
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Training Newly Promoted Personnel (33.8.2)

1. Newly promoted supervisors will receive job-related training appropriate to their rank/position through one or more of, but not limited to, the following training programs:
 - Newly Promoted Supervisor Orientation Training Program
 - First Line Supervisor Course
 - Advanced Management and Leadership Programs
 - Other approved supervisory training programs

Text in "Green" denotes a significant change in policy.

BY ORDER OF:



Jason P. Armstrong
Chief of Police