

McKinney Police Department General Orders		411.00	
Subject Promotional Procedures			
Reference Personnel			
Effective Date January 17, 2006	Reviewed Date November 14 July 13, 2012	Revised Date November 14 July 13, 2012	
Related General Orders	Related SOPs	Number of Pages 89	
TPCA Recognition Program Standards 4.06.1, 4.07.1		CALEA Standards	
Related Public Safety Software Information		Comments	
Signature and date that this General Order was approved by the Chief of Police Date signed:			

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I. PURPOSE

The purpose of this General Order is to standardize and outline procedures and practices for conducting promotional assessments within the McKinney Police Department.

II. PHILOSOPHY

It is essential that the Department establish standards that will ensure the validity of the promotional process and will identify those employees who appear to have the potential for being leaders within the police organization. This General Order describes the procedures used for each element of the promotional process and requirements for eligibility for promotion for sworn personnel.

III. DEFINITIONS

Promotion: denotes the upward movement of an employee within the organizational hierarchy from one rank classification or position to another or the movement of an individual from one job title to a job title of a higher category.

Assessment Center: a standardized evaluation of behavior based on multiple inputs. Multiple trained observers and techniques are used to judge the behavior of promotional candidates as they progress through specially designed assessment simulations.



IV. PROMOTIONAL PROCESS (TPCA: 4.06.1)

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It shall be the responsibility of the Chief of Police, or ~~their~~ designee, to maintain standardized procedures pertaining to promotions, to administer the promotional process and effectively manage its operation and direction in accordance with this order and all other applicable City of McKinney policies.

It shall be the responsibility of each employee to fulfill the prerequisites for a particular position and provide the Police Department with acceptable documentation that the prerequisite was met.

A. The Chief of Police, or ~~their~~ designee, will insure that procedures used for promotion are job-related, non-discriminatory and in accordance with applicable City policies.

~~A.B.~~ The Chief of Police, or ~~their~~ designee, will conduct a periodic review of the promotional process and make revisions as necessary.

C. The Department may rely on a private external organization to administer or provide one or more elements of the promotional process.

V. MINIMUMS FOR CONSIDERATION OF PROMOTION (TPCA: 4.06.1)

Minimums consist of a combination of TCLEOSE certification levels, formal education from an accredited university or college, as defined by state law, and years of experience. Candidates for promotion must be full-time McKinney Police Department employees at the time of assessment. However, if there is not a pool of suitable applicants within the department, applicants may be sought from outside the department. The decision to seek applicants for a position from outside the department will be made by the Chief of Police.

Police Corporal:

~~A. Forty five (45) college hours/credits;~~

~~B.A. Intermediate Peace Officer Certification and;~~

~~C.B. TwoOne (21) years of full-time experience with the McKinney Police Department and a minimum of two (2) years of full time field law enforcement experience.~~

Police Sergeant:

A. ~~Advanced~~~~Intermediate~~ Peace Officer Certification;

B. ~~Thirty-three~~~~Sixty~~ (3360) college hours/credits;



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- C. Two (2) years of full-time experience with the McKinney Police Department as Police Corporal and;
- D. Currently hold the rank of Police Corporal at the time of assessment.

Police Lieutenant:

- A. Advanced Peace Officer Certification;
- B. Ninety (90) college hours/credits;
- C. Two (2) years of full-time experience at McKinney Police Department at the rank of Police Sergeant and;
- D. Currently hold the rank of Police Sergeant at the time of assessment.

Deputy Chief:

- A. Master Peace Officer Certification;
- B. Bachelor's Degree;
- C. Two (2) years of full-time experience with the McKinney Police Department at the rank of Police Lieutenant and;
- D. Currently hold the rank of Police Lieutenant.

Police Captain Deputy Chief: Deputy Chief will be appointed by the Chief of Police

A. Master Peace Officer Certification and;

B. Bachelor's Degree

Employees must meet the minimum qualifications for promotion prior to participating in any assessment. Anyone not meeting minimum qualifications will not be eligible to assess. may assess for promotional positions without meeting the minimum qualifications if there exists the possibility that they may obtain the Minimum Qualifications for Promotion while the promotion list is in effect. Candidates will not be eligible to be promoted until verification of eligibility is presented. Candidates will remain on the list



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~~and be passed over until verification of eligibility is established.~~ All promotional lists will expire one (1) year from the date of ~~final promotional initial~~ posting. The expiration date will be clearly stated on the promotional posting.

VI. DISQUALIFIERS (TPCA: 4.06.1)

- A. Candidates for promotion who have had disciplinary suspensions ~~in excess of one (1) work day,~~ or non-voluntary demotions or have been placed on a performance improvement plan during the one year period prior to the date of the promotional process will not be interviewed or considered eligible for a promotional assessment.
- B. The one-year period of disqualification commences on the actual date of the violation which resulted in the suspension or non-voluntary demotion.
- C. A candidate may be assessed and interviewed during an ongoing internal investigation involving that candidate. Should the allegations be sustained, the candidate is subject to failing promotional probation and/or demotion.

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VII. ASSESSMENT PROCEDURES (TPCA: 4.06.1)

- A. The promotional assessment process will be developed in accordance with legal, professional, and administrative requirements as directed by the Department.
- B. The promotional assessment process may consist of numerous assessment tools or measurement instruments to evaluate the skills, knowledge, and abilities of candidates.

These assessment tools or measurement instruments ~~may~~ consist of, but are not limited to:

1. A validated written examination;
2. An in-basket exercise;
3. A problem-solving exercise;
4. A leaderless group discussion;
5. A presentation;
6. A media relations exercise;



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~~7. A personality or competencies examination;~~

~~8-7. An oral interview board; and/or~~

~~9-8. And an interview with the Chief of Police and/or his designee(s).~~

C. The number of measurement instruments and the degree of difficulty will be in accordance with the rank of the position.

D. The Chief of Police has final authority over which measurement instruments are utilized on each promotional assessment.

VIII. PROMOTIONAL ASSESSMENT PROCESS (TPCA: 4.06.1)

A. Police Corporal

1. Phases of the promotional assessment process for Police Corporal are:

a. A validated written examination (weighted value: 50%)

b. An oral interview board (weighted value: 30%)

c. Top three (3) candidates will be interviewed by the Chief of Police or ~~their~~ designee(s). (weighted value: 20%)

2. Candidates must successfully complete each step of the promotional assessment process before proceeding to the next step.

3. A promotional assessment process for Police Corporal will be conducted annually. ~~during the month of September. A posting announcement will be made available during the first week of June.~~ Should there be no current position(s) available at the time the promotional process is ~~initiated~~, initiated, a promotional eligibility list will be established. The list will be in effect for one year from the time of the final posting of the effective promotional list.

B. Police Sergeant

1. Phases of the promotional process for Police Sergeant are:

a. A validated written examination (weighted value: ~~53~~30%)

~~b. A variety of Assessment Tools or Measurement Instruments.~~

~~defended during an Oral Interview Board. (weighted 30%)~~



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b. An in-basket exercise (weighted value: 10%)

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e. A problem solving exercise (weighted value: 10%)

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d. A personality or competency examination (weighted value: 10%)

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e. An oral interview board (weighted value 35%)

cf. The top three candidates will be interviewed by the Chief of Police or his designee(s). (weighted value 205%)

2. Candidates must successfully complete each step of the promotional process before proceeding to the next step.

3. A promotional process for Police Sergeant will be conducted annually, during the month of October. A posting announcement will be made available during the first week of July. Should there be no current position(s) available at the time the promotional process is initiated; a promotional eligibility list will be established. The promotional eligibility list will be in effect for one year from the time of the final posting of the effective promotional list.

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C. Police Lieutenant and Police and Deputy Chief Police Captain Captain

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The promotional process for Police Lieutenant and Police Captain Police Captain and Deputy Chief will include portions of the Assessment Tools and Measurement Instruments as deemed necessary by the Chief of Police. Assessments for these positions will be conducted on an as-needed basis.

D. Deputy Chief

The position of Deputy Chief will be appointed by the Chief of Police after an evaluation process created by the Chief of Police.

IX. COMPOSITION OF ASSESSMENT BOARD (TPCA: 4.06.1)

A. Each assessment will include an oral interview by an assessment board. Assessment boards may consist of members of:

1. The McKinney Police Department;
2. Other law enforcement agencies;
3. Other City of McKinney departments; _____



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~~4. A citizen of McKinney;~~

~~5. Representatives of civic or community organizations, and/or~~

~~6. Representatives of other official entities, such as the McKinney Independent School District.~~

B. The assessment board will consist of not less than four members, ~~preferably five.~~

C. Each assessor from within the McKinney Police Department or outside law enforcement agency will be of ~~at least equal or~~ greater rank than the position being assessed for.

X. ASSESSMENT MATERIAL AND SCORING (TPCA: 4.06.1)

A. Candidates will be provided, prior to the promotional assessment, material relating to:

1. The dates, times and locations of the promotional process,
- ~~2.~~ 2. The number of and type of assessment tools or measurement instruments that will be used,
3. Criteria in which the candidates will be graded,
4. The weight or value that each assessment tools carries, and
5. Guidelines for how the final assessment scores will be determined.

B. ~~Upon authorization of the Chief of Police, every~~ Each candidate will be responsible for obtaining his/her ~~may be provided~~ resource materials, study aids, or equipment needed to prepare for or ~~be used during~~ the assessment process. ~~Each candidate will be provided the same material at the same time so as not to allow any candidate an unfair advantage.~~

C. It is allowable for promotional candidates to seek guidance or advice from other members of the Department on the potential assessment material. ~~However, any member from this Department or from an outside agency or organization who is directly involved in any way in the assessment process may not provide any reference material, advice, or suggestions to any candidate regarding potential assessment material, without the authorization of the Chief of Police. Any material, advice, or suggestions given by anyone involved in the assessment process must be given to all candidates.~~



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- D. The assessment board will grade candidates on a 100-point scale using the designated assessment scoring materials. The assessment board and other assessment measuring instrument scores will be computed as outlined in the assessment guidelines provided prior to the promotional assessment process. An overall minimum score of 70 must be obtained in order to be placed on the eligibility list.
- E. Candidates will then be ranked in descending order by their final scores in the promotional assessment process and presented to the Chief of Police and/or ~~his~~-their designee(s) for the final interview.

XI. FINAL SELECTION FOR PROMOTION

- A. Documentation containing the eligibility list from the assessment board will be presented to the Chief of Police.
- B. As part of the selection process, the Chief of Police and/or ~~his~~-their designee(s) will interview the eligible candidates in order to determine the most qualified candidate(s). This interview will have a weighted factor and may change the ranking of the eligibility list.
- C. Candidates on the eligibility list will usually be selected for appointment in order. However, the Chief of Police may bypass a candidate on the eligibility list if the Chief has a valid reason for not appointing the highest scoring candidate.
- D. This General Order does not limit the Chief of Police, who has final authority on all promotions, from considering other factors such as cumulative discipline, safety violations, supervisory recommendations, or any other factors in determining whether to delay or deny a promotion.
- E. The final decision to promote or not to promote a candidate will be made by the Chief of Police.

XII. LIST OF ELIGIBILITY (TPCA: 4.07.1)

- A. After each assessment the promotional eligibility list will be posted. The list will contain a roster of eligible promotional candidates in order and the date of expiration of the list.
- B. All promotional eligibility lists shall remain in existence for one year, unless exhausted. At the end of one year, the list will expire.
- C. If an eligibility list does not exist at the time of a vacancy occurs or a classification is created, a promotional assessment must be held to create a list.



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XIII. APPEAL PROCESS

A candidate may submit an appeal concerning a question or questions on any portion of the assessment process. The appeal must:

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- A. Be submitted in writing at the conclusion of the specific assessment tool.
- B. Contain the specific question that is being appealed and contain the complete basis for the appeal.

Only appeals that meet the above requirements will be considered. No other appeals are permitted or will be considered.

XIV. APPEAL RESOLUTIONS

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The Chief of Police or the Director of Human Resources or his or her designee will consider each appeal and render a decision within two business days. Potential outcomes of the appeal could be:

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- A. The question(s) will be removed from the assessment instrument and the grading adjusted to remove the value of that question.
- B. Two or more responses can be considered as correct responses.
- C. The question(s) will be determined as valid and the appeal will be denied.

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XV. GENERAL PROVISION

- A. Any previous directive, rule, order, policy, or regulation that pertains to this subject matter and its amendments shall remain in full force and effect prior to the effective date of this General Order.
- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.
- C. The effective date of this General Order is stated in the header block.
- D. Any reference made in this General Order to any other law, statute, code, ordinance, rule or regulation is intended to incorporate such material as it presently exists and also any future amendments, changes, revisions, repeals, or recodifications of such material, unless otherwise expressly provided.

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