

**McKinney Police Department
General Orders**

104.011

Subject Promotional Procedures	
Reference Personnel	
Effective Date January 17, 2006	Revised Date September 1, 2015
Related General Orders	Related SOPs
TPCA Recognition Program Standards 4.06, 4.07	CALEA Standards 34.1.1, 34.1.2, 34.1.3.a-h, 34.1.6.a-e
Related Public Safety Software Information	Comments Previous 411.00, Require Council Approval for modification

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

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.

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.

IV. PROMOTIONAL PROCESS (4.06)

It shall be the responsibility of the Chief of Police or 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. 34.1.1, 34.1.2

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. All selection materials will be stored securely. The validated written exam is stored securely in Human Resources and all other assessment materials are stored electronically by personnel designated by the Chief of Police to create and maintain said material. All documentation related to each completed promotional process is stored in the personnel file room with access limited to authorized personnel. 34.1.3.h

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

- B. The Chief of Police or 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 (4.06) 34.1.3.a

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 rank level to be assessed, the Chief may open the assessment to the next appropriate level. If a sufficient pool of applicants is still not available 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.

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. All promotional lists will expire one (1) year from the date of final promotional posting. The expiration date will be clearly stated on the promotional posting.

~~A. Police Corporal:~~

- ~~1. Intermediate Peace Officer Certification and;~~
- ~~2. Two (2) years of full-time experience with the McKinney Police Department.~~
34.1.6.e

B. Police Sergeant:

- 1. Advanced Peace Officer Certification;
- 2. Thirty-three (33) college hours/credits;
- 3. Four (4) Two (2) years of full-time experience with the McKinney Police Department as a sworn officer Police Corporal and; 34.1.6.c
- ~~4. Currently hold the rank of Police Corporal at the time of assessment.~~

C. Police Lieutenant:

- 1. Advanced Peace Officer Certification;
- 2. Ninety (90) college hours/credits;
- 3. Two (2) years of full-time experience at McKinney Police Department at the rank of Police Sergeant and; 34.1.6.c
- 4. Currently hold the rank of Police Sergeant at the time of assessment.

D. Deputy Chief:

- 1. Master Peace Officer Certification;
- 2. Bachelor's Degree;

3. Two (2) years of full-time experience with the McKinney Police Department at the rank of Police Lieutenant and; 34.1.6.c
4. Currently hold the rank of Police Lieutenant.

E. Assistant Chief:

1. Master Peace Officer Certification;
2. Bachelor's Degree;

VI. DISQUALIFIERS (4.06), 34.1.3.a.f

- A. Candidates for promotion who have had disciplinary suspensions in excess of one (1) work day, 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. 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.

VII. ASSESSMENT PROCEDURES (4.06)

- 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; 34.1.3.b~~
2. An in-basket exercise; 34.1.3.c
3. A problem-solving exercise; 34.1.3.c
4. A leaderless group discussion; 34.1.3.c
5. A presentation; 34.1.3.c
6. A media relations exercise; and/or 34.1.3.c
7. An oral interview board; and/or 34.1.3.d
8. ~~And an interview with the Chief of Police and/or designee(s). 34.1.3.d~~

- 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 (4.06) 34.1.6.a

~~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 designee(s). (weighted value: 20%) 34.1.6.b~~~~
- ~~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. Should there be no current position(s) available at the time the promotional process is 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 and Lieutenant

1. Phases of the promotional process for Police Sergeant and Lieutenant are:
 - (a) A validated written examination (weighted value: 50%) 34.1.3.b
Note: On or before the 90th day before the written examination is held, the department shall post a notice that lists the sources from which the examination questions will be taken.
 - (b) A variety of Assessment Tools or Measurement Instruments. To be defended during an Oral Interview Board. (weighted 30%)
 - (c) The top three candidates will be interviewed by the Chief of Police or designee(s). (weighted value 20%) 34.1.3.d
2. Candidates must successfully complete each step of the promotional process before proceeding to the next step.
3. A promotional process for Police Sergeant and Lieutenant will be conducted as needed in order to establish annually. 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.

~~C. Police Lieutenant and Deputy Chief~~

~~The promotional process for Police Lieutenant 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 and Assistant Chief

Promotion to Deputy Chief or Assistant Chief is by direct appointment of the Chief of Police. Assessment tools and Measurement Instruments may be used as deemed necessary by the Chief of Police. Deputy Chiefs and Assistant Chiefs serve at the pleasure of the Chief of Police and may be returned to their previously held departmental rank at any time.

IX. COMPOSITION OF ASSESSMENT BOARD (4.06)

- 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;
- B. The assessment board will consist of not less than four members.
- C. Each assessor from within the McKinney Police Department or outside law enforcement agency will be of equal or greater rank than the position being assessed for.

X. ASSESSMENT MATERIAL AND SCORING (4.06)

- A. Candidates will be provided, prior to the promotional assessment, material relating to:
 - 1. The dates, times and locations of the promotional process,
 - 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. Each candidate will be responsible for obtaining his/her resource materials, study aids, or equipment needed to prepare for or the assessment process.
- C. It is allowable for promotional candidates to seek guidance or advice from other members of the Department on the potential assessment material.
- 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 are given the opportunity to review their results following the conclusion of each assessment instrument. 34.1.3.e
- F. 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 designee(s) for the final interview. 34.1.6.a, b

XI. FINAL SELECTION FOR PROMOTION 34.1.6.e

- 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 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 (4.07)

- 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. 34.1.6.d
- 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.

XIII. APPEAL PROCESS 34.1.3.e

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

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

XIV. APPEAL RESOLUTIONS

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

- 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.

