

## CHAPTER 34 - PROMOTION

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- 34.1.1 Agency Role in Promotional Process
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candidate will be given his/her individual score in a sealed envelope by the Administrative Commander.

The Chief of Police shall interview the top three candidates based upon the eligibility list and consult with the Office of Human Resources and the Vice-President of Administration and Finance prior to the final decision regarding the candidate selected for promotion.

1. Selection of the candidate(s) for promotion will be based upon factors included in the promotional process and the Chief's interview and is solely the discretion of the Chief of Police. The eligibility list for promotions shall be valid for one year from the date posted.
- G. The department does not use an assessment center process.
- H. Appeal/Grievance Process
1. The right of employees to challenge any aspect of the promotional process is an integral part of the process itself. Candidates will receive a copy of all test scores which will include their scores in each category and the overall score. Candidates are permitted to review and appeal all scores and evaluations related to their performance in the 1 108.02 515.11 Tmpes in

Upon approval of the Vice-President of Administration and Finance to fill a vacant position for any rank within the agency, a memorandum announcing the available position, will be distributed to all personnel at a minimum of 30 days prior to testing. The announcement shall include duties and responsibilities of the designated position; skills, knowledge and abilities required for the position; the closing date of the announcement and the date of the first phase of testing – the written examination. Eligibility will be based upon the University of Maryland Classification System and the Memorandum of Understanding (MCEA and the University) for Sworn Officers.

### ELIGIBILITY

#### 1. Corporal – Non-Exempt Position

All officers must meet the following eligibility requirements:

- a. The requirements established by the Memorandum of Understanding (Sworn Officers);
- b. All officers not on probationary status;
- c. A minimum of one year as a sworn officer with the department; and
- d. Complete each phase of the promotional process.

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement if there are no internal (SUPD) candidates who meet the eligibility requirements or are interested in participating in the promotional process.

#### 2. Sergeant – Non-Exempt Position

All officers must meet the following eligibility requirements:

- a. The requirements established by the Memorandum of Understanding (Sworn Officers);
- b. All Corporals and Officers First Class not on probationary status;
- c. A minimum one year in grade; and
- d. Complete each phase of the promotional process.

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement if there are no internal (SUPD) candidates who meet the eligibility requirements or ants

The Chief of Police reserves the right to seek external candidates who meet the qualifications specified by the position announcement. The terms of an exempt position are in accordance with the University of Maryland Classification System.

4. If external candidates are sought, the position will be advertised through the University's on-line system through the Office of Human Resources and at other locations at the discretion of the Chief of Police.

Refer to 34.1.3

Refer to 34.1.3 (F)

Individuals selected for promotion shall be required to successfully complete a six (6) month probationary period, during which time performance will be evaluated frequently. Permanent status will only be granted if work performance for the position has been adjudged to be satisfactory.

Unsatisfactory performance should be identified and corrected early through counseling, training or Reso8s82