

## MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i>		
<b>PROMOTIONS</b>		
<i>Effective Date:</i> <b>11/16/2020</b>	<i>Original Date:</i> <b>03/01/2001</b>	<i>Next Review:</i> <b>11/16/2023</b>
<i>Chapter</i> <b>13</b>	<i>Policy #</i> <b>13.60</b>	<i>Distribution:</i>
<i>References:</i> <i>Specialized Duty Assignments, Job Descriptions, MCA Title 41, 44, 45, 46 and 61, Missoula City Ordinances, Missoula Police Dept. Policies and Rules and Regulations, Missoula Police Association Contract, Local Govt Police Management, 3rd Edition Incident Command System Fire Protection Publications, Missoula City - County Disaster Plan, Missoula Police Dept. HAZ - MAT Manual, Missoula Police Dept. Standard Operating Procedures, Published Court Decisions (Federal and State), Montana Board of Crime Control Police Aptitude Test, City of Missoula Policies (Blue Book), Tasks Analyses and Job Descriptions, Desk SOPs and ICMA - Effective Supervision</i>		

### I. Purpose

The purpose of this policy is to provide for the promotion of qualified officers to the ranks of Corporal, Sergeant and Lieutenant.

### II. Policy

It is the policy of the Missoula Police Department to develop and select members from within to serve as formal leaders, managers and supervisors. In furtherance of positive team building, and to strengthen the potential for promotion of all officers, the Department is dedicated to providing training opportunities for those officers, and to developing their leadership abilities to the fullest extent possible. While the Department fully recognizes its responsibility to develop officers to their fullest potential, the resolution to learn and to develop supervisory and leadership skills and to participate in the promotion process ultimately rests with the individual officer.

### III. Authority

The Chief of Police has the authority to waive any portion of this Promotion Policy. Any portion waived will be stated in the written announcement of the promotional process. In an absence of qualified applicants, the Chief of Police reserves the right to make appointments at his discretion.

### IV. Procedure

In order to ensure fairness and objectivity, the City of Missoula Human Resource Department/EEO officer will provide administrative oversight and validation of all facets of the promotion process.

#### A. Promotion Announcement & Application

1. **Promotion Announcement.** The process for promotion to Corporal, Sergeant and Lieutenant will begin with an announcement posted by the Chief of Police or designee. Promotion Announcements will be made as the needs of the Department dictate and at the discretion of the Chief of Police, or a time not to exceed 24 months.

At the time of announcement, informational packets will be made available through the Administrative Division to all interested officers. Those packets will include a description of the process, assignment of exercises to be completed by applicants, a summary of additional required materials, a list of deadlines for the various steps in the process and the point value for each portion.

2. **Application.** To be considered for promotion to the rank of Corporal, Sergeant or Lieutenant, officers meeting the eligibility criteria set forth below and wishing to participate in the promotion process must:
  - a. Apply in writing and in further accordance with the terms of the Promotion Announcement on or before the deadline posted in the application packet. The written application letter should specify how the officer meets the eligibility requirements, and also include any supporting documentation.
  - b. Meet all deadlines set forth in the informational packet.
  - c. Application process may additionally require any or all of the following:
    - i. A resume detailing the applicant's self-development, experience, and professional accomplishments. The resume must be an original work product of the applicant and will not be accepted if completed by a professional service or someone other than the applicant.
    - ii. Applicants will identify three peers for use in the Peer Review portion of the process.
    - iii. Completed responses to any exercises assigned within the informational packet.
  - d. All promotion applications must be turned into the Administrative Captain or designee by the application deadline.

## **B. Promotion to Corporal or Sergeant**

### **1. Eligibility**

Officers are eligible to apply for promotion to Corporal or Sergeant if they meet the following criteria by application deadline date posted in the announcement.

- a. Length of service for Corporal:
  - i. Officers with five (5) years of full time professional law enforcement work, at least three (3) of which have been served as an officer with the Missoula Police Department.
- b. Length of service for Sergeant:
  - i. Seven (7) years full time professional law enforcement work, at least three (3) of which have been served as an officer with the Missoula Police Department.
- c. 100 hours of department approved advanced training (See MPD Policy 13.30 III. 1).

- d. A passing score of 80% or better from the Department's written knowledge examination is required to continue in the process. The examination will be prepared by the Administrative Division.

The written examination will consist of true/false, yes/no, multiple choice and fill-in the blank questions from Federal, State and local laws and Ordinances, City of Missoula and Police Department Policies, Rules and Regulations, known Department standards expectations, the Missoula Police Association contract, court procedures, case law, and those sources listed in the Promotion Policy Source Appendix.

The examination will be administered by the Administrative Captain or designee. Examination sessions will be scheduled multiple times and in a manner to accommodate officers working night shift.

Officers may not take the examination while on duty, and overtime is not authorized.

- e. To be eligible to apply for promotion to Corporal or Sergeant, an officer must not have been the subject of formal discipline as follows:
  - i. Level II, as defined by the Police Department SOP, disciplinary action, within the twelve (12) months prior to the application deadline date posted in the promotion announcement;
  - ii. Level III and higher, as defined by the Police Department SOP, disciplinary action, within the two (2) years prior to the application deadline date posted in the promotion announcement.
- f. Officers who have been reduced from the rank of Probationary Corporal or Sergeant within the twelve (12) months prior to the application deadline date are not eligible for promotion under the current process.

## **2. Administration**

- a. For all eligible officers, selection for promotion to Corporal or Sergeant will include an interview conducted with a promotion board of members listed below.
  - i. **PROMOTION BOARD.** Appointed by the Chief of Police, this board will include Missoula Police officers of the rank of Lieutenant and above. The Promotion Board will include a member of the Missoula Police Officers Association and may include members selected from outside the Missoula Police Department. Missoula Police Officers Association shall not be considered voting members of the Board.

## **3. Selection Process**

Promotions will be based upon a thorough evaluation of previous performance, displayed skills, attitude and knowledge, as evidenced by performance appraisals, and other means of evaluation as described below.

- a. The Promotion Board will review and score materials from each applicant, as follows:
  - i. The Promotion Board will evaluate each applicant's resume, (which must be an original applicant work product) based on self-development, experience, and professional accomplishments. Each voting member will score the resumes.
  - ii. Each applicant's most current performance appraisal;
  - iii. Each applicant's exercises assigned within the informational packet and previously submitted;
  - iv. Written Examination.
- b. Officers receiving a minimum of 70% of the total available points will advance to the interview phase of the process.
- c. The PROMOTION BOARD will interview and further evaluate all applicants who are advanced.
  - i. On the day of the scheduled interview, applicants will be given one or more additional exercises, which they must complete and submit to the Promotion Board at the beginning of the interview. Each exercise will be assigned a score of 1—10 by each voting member of the board.
  - ii. Each applicant will be asked the same interview questions. Questions will be prepared in advance by the Administrative Division of the Police Department. Voting members of the Promotion Board will assign each response a score of 1—10.
- d. Using scores from the pre-interview phase, the peer review and the interview, the Promotion Board will rank the applicants. Every candidate with a score of 80% and above of the total eligible point total will be forwarded to the Chief of Police. All work products from the Promotion Board's evaluative process will be forwarded to the Chief of Police for final promotion selection(s). The Chief of Police has the discretion to conduct personal interviews with up to five of the top candidates prior to making the selection(s).
- e. Applicant rankings will remain in effect for a period of time that is at the discretion of the Chief of Police, not to exceed 24 months. Any officer declining promotion or interview with the Chief of Police will remain in consideration for promotion for the life of the current rankings, but will be moved to the bottom of eligible candidates for that rank.

#### **4. One (1) Year Probationary Period**

- a. Probationary Corporals or Sergeants are expected to perform the full range of duties as described in the Corporal or Sergeant Job Description and the Corporal or Sergeant Tasks Analysis immediately upon promotion.
- b. Probationary Corporals or Sergeants supervisory and leadership skills and overall development will be assessed quarterly during that year.

- i. The respective Division Captain is responsible for these assessments; however, all supervisory officers may be required to participate in the evaluation process to ensure a comprehensive assessment of the probationer's performance.
- ii. Criteria for assessments will be those specified on the department's standard performance appraisal form, which evaluates demonstrated supervisory, leadership and management skills and identifies those behaviors and/or skill levels requiring improvement and addresses methods for improving any and all noted deficiencies.
- iii. A probationary Corporal or Sergeant will NOT be confirmed if his/her final assessment reflects non-acceptable standards in any area of assessment or his/her probationary period has been extended.
- iv. At any time during the probationary period, the Chief of Police may reduce the probationer to his/her previous rank as a result of substandard performance or development as documented by the aforementioned assessments.
- v. Probationary Sergeants must complete a P.O.S.T certified First Line Supervisor school or equivalent during the one year probationary period, if they have not completed that training prior to promotion.

## **5. Review of the Promotion Process**

Any officer who participated in the process may request a review of any aspect of the promotion process by submitting a letter to the Chief of Police within fourteen (14) calendar days after the selection has been posted. The review procedure will be conducted by the Chief of Police or designee, in coordination with the Human Resources Department/EEO officer.

## **C. Promotion to Lieutenant**

### **1. Eligibility**

Officers are eligible to apply for promotion to Lieutenant if they meet the following criteria on the application deadline date posted in the announcement.

- a. Length of Service/Time in Grade:
  - i. Nine (9) years full-time professional law enforcement work, at least three (3) of which have been with the Missoula Police Department and at least two (2) of which include supervisory responsibility as a confirmed, probationary or acting Sergeant or Corporal with the Missoula Police Department.
- b. 200 hours of department approved advanced training (See MPD Policy 13.30 III. 1).
- c. Eligible for his/her Montana P.O.S.T. Supervisory Certificate.
- d. To be eligible to apply for promotion to Lieutenant, an officer must not have not been the subject of formal discipline as follows:

- i. Level II disciplinary action, as defined by the Missoula Police SOP, within the twelve (12) months prior to the application deadline date in the promotion announcement;
  - ii. Level III or higher disciplinary action, as defined by the Missoula Police SOP, within the two (2) years prior to the application deadline date in the promotion announcement.
- e. Officers who have been reduced from the rank of Probationary Lieutenant within the twelve (12) months prior to the application deadline date in the promotion announcement are not eligible for promotion under the current process.

## **2. Administration**

- a. For all eligible officers, selection for promotion to Lieutenant will include an interview conducted with a promotion board of members listed below.
- i. **PROMOTION BOARD.** Appointed by the Chief of Police, this board will include Missoula Police officers of the rank of Captain. The Promotion Board will include a member of the Missoula Police Officers Association and may include members selected from outside the Missoula Police Department. Missoula Police Officers Association shall not be considered voting members of the Board.

## **3. Selection Process**

Promotions will be based upon a thorough evaluation of previous performance, displayed skills, attitude and knowledge, as evidenced by performance appraisals, and other means of evaluation as described below.

- a. The Promotion Board will review and score materials from each applicant.
- i. The Promotion Board will evaluate each applicant's resume based on self-development, experience and professional accomplishments and each applicant's performance appraisal. The resume must be an original work product of the applicant.
  - ii. Each applicant's most current performance appraisal;
  - iii. Each applicant's exercises assigned within the informational packet and previously submitted.
- b. Each applicant will be interviewed by the Promotion Board. Questions will be prepared in advance by the Administrative Division of the Police Department.
- i. On the day of the scheduled interview, applicants will be given one or more additional exercises, which must be completed and submitted to the Promotion Board at the beginning of the interview. Each exercise will be assigned a score of 1-10 by each voting member of the Promotion Board.

- ii. Each applicant will be asked the same interview questions. Questions will be prepared in advance by the Administrative Division of the Police Department. Voting members of the Promotion Board will assign each response a score of 1—10.
- c. Based upon the totality of its work, the Promotion Board will rank the applicants. Every candidate with a score of 80% and above of the total eligible point total will be forwarded to the Chief of Police. All work products from the Promotion Board's evaluative process will be forwarded to the Chief of Police for final promotion selection(s). The Chief of Police has the discretion to conduct personal interviews with up to five of the top candidates prior to making the selection(s).
- d. Applicant rankings will remain in effect for a period of time that is at the discretion of the Chief of Police, not to exceed 24 months. Any Sergeant declining promotion or interview with the Chief of Police will remain in consideration for promotion for the life of the current rankings, but will be moved to the bottom of eligible candidates.

#### **4. One (1) Year Probationary Period**

- a. Probationary Lieutenants are expected to perform the full range of duties as described in the Lieutenant Job Description and Lieutenant Tasks Analysis immediately upon promotion.
- b. Probationary Lieutenant's police, leadership and management skills and overall development will be assessed quarterly during that year.
  - i. The respective Division Captain is responsible for these assessments, however, all Staff Officers and other Lieutenants may be required to participate in order to ensure a comprehensive assessment of the probationer's performance.
  - ii. Criteria for assessments will be those specified on the department's standard performance appraisal form, which evaluates demonstrated supervisory, leadership and management skills, and identifies those behaviors and/or skill levels requiring improvement, and addresses methods for improving any and all noted deficiencies.
  - iii. A probationary Lieutenant will not be confirmed if his/her final assessment reflects non-acceptable standards in any area of assessment or his/her probationary period has been extended.
  - iv. At any time during the probationary period, the Chief of Police may reduce the probationer to his/her previous rank of Sergeant as a result of substandard performance or development as documented by the aforementioned assessments.

#### **5. Review of Promotion Process**

Any Sergeant who participated in the process may request a review of any aspect of the promotion process by submitting a letter to the Chief of Police within fourteen (14) calendar days after the selection has been posted. The review procedure will be

conducted by the Chief of Police or designee, in coordination with the Human Resources Department/EEO officer.