



Carrboro Police Department

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I. PURPOSE

The purpose of this policy is to establish procedures for the promotional process to be used by the Carrboro Police Department. This process shall be based upon the premise of selecting the most qualified personnel to fulfill the duties and responsibilities of the various positions within the agency. The process must be administered fairly and impartially, using testing and evaluation mechanisms which evaluate past performance as well as future potential through the use of job-related criteria.

II. RESPONSIBILITY

The Chief of Police, in coordination with the Human Resources Director, and with approval of the Town Manager, is responsible and accountable for all final selection decisions regarding hiring and promotion within the Police Department.

III. VACANCY ANNOUNCEMENTS

Position vacancy announcements shall be made by the Human Resources Department in the form of job postings. All announcements shall be for specific vacancies and shall be posted for a minimum of fourteen days. The announcements shall contain the following information:

- A. Direction and a deadline for submitting an application;
- B. Proposed schedule of the dates, times and locations for all elements of the selection process;



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- C. An updated position description of the vacant position, including a written description of the essential job functions of the position;
- D. Minimum qualifications required for the position;
- E. Any additional qualifications desired for the position;
- F. Preferred experience, training and education; and
- G. The criteria to be used for selection.

IV. APPLICATION REQUIREMENTS

Applicants for any position within the Police Department shall submit the following:

- A. A completed Town of Carrboro Application for Employment;
- B. Documentation of the candidate’s formal educational achievements, including transcripts or diplomas and any other awards or honors received;
- C. Documentation of all law enforcement specific training claimed by the applicant. Copies of training certificates or a validated list of law enforcement specific training may be submitted; and
- D. Documentation of any other training the applicant feels may enhance his qualifications for the vacancy sought.
- E. Internal candidates must have been employed by the Department for one full year before they shall be considered eligible for promotion.

The applicant is responsible for submission of all information to be considered and for the accuracy and completeness of that information.

V. REVIEW OF APPLICATION



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The Chief of Police or his designee shall review the application package of each applicant along with the applicant’s personnel file. All evaluations, counseling, commendations, or disciplinary records shall be noted. A summary sheet listing the qualifications of each candidate shall be prepared and included in the initial application for use in subsequent steps of the promotion process. This summary sheet shall be considered a part of the employee’s personnel file, shall not be considered a public record, and shall be accessible only as prescribed by N.C.G.S. 160A-168.

VI. DRUG TESTING

The Chief of Police may require applicants for promotion to submit to drug testing in accordance with the North Carolina Criminal Justice Standards Commission guidelines for employment as a law enforcement officer.

VII. SELECTION CRITERIA

The following criteria shall be considered in all promotional decisions:

A. Assessment Portion – 25%

- Written Exercise
- Leaderless Group Interview by Assessors
- In-Basket Exercise
- Role Play
- Presentation

Possible points for the Assessment Portion shall vary depending upon the number and type of exercises. Each candidate for any particular promotion shall be subject to the same assessment process, including number and type of exercises and number of possible points. The number of points earned by the candidate shall be multiplied by 25%.

B. Education Portion – 25%

- | | |
|--------------------|-----------|
| Associate’s Degree | 10 points |
| Bachelor’s Degree | 20 points |
| Master’s Degree | 30 points |



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The number of points earned by the candidate shall be multiplied by 25%.

C. Training Portion – 25%

1. Candidates shall receive one point for every 20 hours of approved training. The total number of points shall be multiplied by 25%. Training hours shall be verified by the Department Training Coordinator and confirmed by administration.
2. Candidates shall receive additional points for an Intermediate Law Enforcement Certificate (5 points) and for an Advanced Law Enforcement Certificate (10 points). However, when a candidate possesses both certificates, he shall receive the 10 point maximum.

D. Length of Service -- 25%

Candidates shall receive 5 points for each year of service with the Carrboro Police Department. Candidates shall receive 3 points for each year of service (as a sworn officer) with another North Carolina law enforcement agency. Candidates shall receive 1 point for each year of service (as a sworn officer) with an out-of-state law enforcement agency. The number of points earned shall be multiplied by 25%.

E. Point Deductions

1. If a candidate received a written reprimand within one year of the promotional process, 5 points shall be deducted from his overall score.
2. If a candidate received time off for a disciplinary action within one year of the promotional process, 10 points shall be deducted from his overall score.
3. If a candidate received a disciplinary action that results in a reduction of rank, he shall be ineligible for the promotional process for one year after the judgment has been rendered.



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F. Final Score Calculation

The points derived from the criteria set forth at subsections 7(a) through 7(d) above shall be added as follows:

1. Assessment + Education + Training + Length of Service = Total Points
2. Any point deductions as set forth at subsection 7(e) above shall be subtracted from the Total Points. The resulting number shall constitute the Final Score.

VIII. FINAL SELECTION

Based upon the selection criteria cited above, the Chief of Police shall evaluate each applicant and make the final decision concerning promotion.

IX. PROMOTION ELIGIBILITY LIST

All applicants who satisfy the selection criteria but who are not promoted as a result of any current selection process shall continue to be eligible for promotion for one year following the completion of the process, provided no disciplinary action has been taken against the candidate that would normally render them ineligible. This time period for eligibility may be extended by the Chief of Police for up to six months based on personnel management and departmental needs.

X. SELECTION PROCESS REVIEW

Following the completion of any promotional process, all candidates shall be offered the opportunity to review their performance on any part of the process with the Chief of Police or his designee.