



# ERIE POLICE DEPARTMENT



## Written Directives

Number: **060.002**

<b>Title: Promotions, Pay Grade Increases and Special Assignments</b>		<b>Pages: 7</b>
<b>Effective Date: 01/01/13</b>	<b>Review Date: 05/18/19</b>	<b>Amended Date: 01/06/19</b>

### **POLICY:**

It is the policy of the Erie Police Department to conduct promotional processes and selection processes to identify the best suited candidate for promotions and specialized positions within the department.

### **DEFINITIONS:**

**PROMOTION-** Promotion denotes vertical movement in the organizational hierarchy from one rank classification to another, usually accompanied by increases in responsibility and salary.

**SPECIAL ASSIGNMENT-** Positions other than routine patrol which include: Detective, Drug Task Force, Detective/Special Event Supervisor, School Resource Officer, and SWAT. Selection processes will be conducted for these positions.

### **PROCEDURES:**

#### **I. RESPONSIBILITY**

- A. Promotion processes for all ranks below the rank of Chief of Police are governed by the Erie Police Department Written Directives.
- B. A Commander will be responsible for administering promotion processes for positions up to and including the rank of Sergeant.
- C. The Chief of Police will administer the promotion or selection process for promotions above the rank of Sergeant.
- D. The Town Administrator will administer the promotion or selection process for the Chief of Police.

#### **II. PATROL OFFICER PAY GRADES**

##### A. Police Officer I

Performs essential job duties and responsibilities as described in Erie Police Department Written Directive 040.000 Organization, Accountability and Authority.

##### B. Police Officer II

- 1. Performs essential job duties and responsibilities as described in Erie Police Department Written Directive 040.000 Organization, Accountability and Authority.

2. Officers are eligible for Police Officer II status after three (3) years of continuous service as a certified police officer.
3. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible in order to attain Police Officer II status.
4. The Chief of Police or his/her designee shall review the employee's latest performance evaluation to ensure the officer meets the criteria.

C. Police Officer III

1. Performs essential job duties and responsibilities as described in Erie Police Department Written Directive 040.000 Organization, Accountability and Authority.
2. Officers who have at least a four (4) year degree from an accredited college are eligible for Police Officer III status after six (6) years of service.
3. Officers who do not possess a four (4) year degree are eligible for Police Officer III status after seven (7) years of service.
4. Officers' most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible in order to attain Police Officer III status.
5. The Chief of Police or his/her designee shall review the employee's latest performance evaluation to ensure the officer meets the criteria.

**III. GENERAL PROMOTION/SPECIAL ASSIGNMENT PROCESS**

- A. The Department will post a written announcement of any promotional process above the rank of Police Officer III or special assignment which will include:
1. A description of the position(s) or job classification for which vacancies exist or which may exist in the coming year;
  2. A schedule of the dates, times and locations of the process;
  3. A description of the eligibility requirements; and
  4. A description of the process to be used in selecting personnel for the vacancies.
- B. Persons eligible for promotion or a special assignment may be asked to submit a letter of interest for the position and a maximum two (2) page business resume.

- C. Current Police Department employees must have completed their initial probationary period to be eligible to participate in any promotion/special assignment process. However, employees who have successfully completed the Town's mandatory six (6) month probationary period and have commensurate experience and qualifications, are eligible to apply for all promotion/special assignments.
- D. Disciplinary and work history may be a consideration in the promotional or special assignment process.
- E. Official Notification:
  - 1. At the end of any selection process, all applicants will be notified of their results in the process;
  - 2. The person(s) being promoted or selected for special assignment will be notified; and
  - 3. Candidates in all processes will receive feedback on their performance upon request.
- F. Candidates selected for promotion will be placed on a probationary status for twelve (12) months. Those promoted shall receive a six (6) month probationary evaluation.
- G. All documentation of the promotion/special assignment process shall be maintained by a Commander for at least three (3) years.
- H. Those selected for special assignments will be granted three (3) years in the assignment. At the end of their three (3) years, they may write a letter to their Chain of Command asking for one (1) additional year in the special assignment. The request must address why the extension is wanted and how it will benefit the department. If the Chain of Command believes the extension will benefit the department, the extension will be granted. All requests will be viewed and considered on a case-by-case basis. The three (3)-year assignment may be reduced based on less than Competent performance evaluation(s) during the assignment period.
- I. The promotion/special assignment process is reviewed annually by Command Staff (Commander and above) and revised as necessary.

#### **IV. SCHOOL RESOURCE OFFICER**

- A. Basic requirements, education and experience:
  - 1. Officers must have completed one (1) year of continuous service as a certified police officer prior to applying for a School Resource Officer (SRO) position. (Refer to section III(C) for additional requirements.)

2. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a SRO.

B. Process: (See III A-E for specific details)

An Evaluation Panel consisting of personnel from the rank of Commander and Sergeant as well as Human Resources (HR) may be formed to provide recommendations to the Chief of Police regarding the selection of the School Resource Officer.

- a. The chairperson shall be a Commander.
- b. At a minimum, there will be an oral board process.
- c. The Evaluation Panel shall also evaluate each candidate regarding their past year's job performance.

## **V. SWAT TEAM MEMBER**

A. Basic requirements, education and experience:

1. Officers must have completed two (2) years of continuous service as a certified police officer prior to applying for a SWAT Team Member position. (Refer to section III(C) for additional requirements.)
2. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a SWAT Team Member.

B. Process: (See III A-E for specific details)

An Evaluation Panel consisting of personnel from the rank of Commander with the Erie Police Department and representatives from the Boulder County SWAT Team may be formed to provide recommendations to the Chief of Police regarding the selection of the SWAT Team Member.

- a. The chairperson shall be a Commander.
- b. At a minimum, there will be an oral board process.
- c. The Evaluation Panel shall also evaluate each candidate regarding their past two (2) years' job performance.

## **VI. DETECTIVE**

A. Basic requirements, education and experience:

1. Officers must have completed two (2) years of continuous service as a certified police officer prior to applying for a Detective position. (Refer to section III(C) for additional requirements.)

2. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a Detective.

B. Process: (See III A-E for specific details)

An Evaluation Panel consisting of personnel from the rank of Commander and Sergeant as well as Human Resources (HR) may be formed to provide recommendations to the Chief of Police regarding the selection of Detectives.

- a. The chairperson shall be a Commander.
- b. At a minimum, there will be an oral board process.
- c. The Evaluation Panel shall also evaluate each candidate regarding their past two (2) years' job performance.

## **VII. DRUG TASK FORCE DETECTIVE**

A. Basic requirements, education and experience:

1. Officers must have completed two (2) years of continuous service as a certified police officer prior to applying for a Drug Task Force Member position. (Refer to section III(C) for additional requirements.)
2. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a DTF Member.

B. Process: (See III A-E for specific details)

An Evaluation Panel consisting of personnel from the rank of Commander with the Erie Police Department and representatives from the Boulder County Drug Task Force may be formed to provide recommendations to the Chief of Police regarding the selection of the Drug Task Force (DTF) Member.

- a. The chairperson shall be a Commander.
- b. At a minimum, there will be an oral board process.
- c. The Evaluation Panel shall also evaluate each candidate regarding their past two (2) years' job performance.

## **VIII. DETECTIVE/SPECIAL EVENT SERGEANT**

A. Basic requirements, education and experience:

1. Sergeants must have completed two (2) years of continuous service as a police sergeant prior to applying for a Detective/Special Event Sergeant position. (Refer to section III(C) for additional requirements.)

2. Sergeant's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a Detective/Special Event Sergeant.

B. Process:

An Evaluation Panel consisting of personnel from the Command Staff as well as Human Resources (HR) may be formed to provide recommendations to the Chief of Police regarding the selection of Detective/Special Event Sergeant.

- a. The chairperson shall be a Commander.
- b. At a minimum, there will be an oral board process.
- c. The Evaluation Panel shall also evaluate each candidate regarding their past two (2) years' job performance.

## IX. SERGEANT

A. Basic requirements, education and experience:

1. Officers must have five (5) years of continuous service as a certified police officer. (Refer to section III(C) for additional requirements.)
2. Officers having a four (4) year college degree will receive preference, all other things being equal.
3. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible for selection as a Sergeant.

B. Process:

1. Written Test:

Typically, a written test will be administered by a Commander. Applicants will be furnished a general study guide prior to the examination if a written test is administered.

2. Evaluation Process:

- a. Each candidate will participate in an interview.
- b. Candidates may be evaluated in the following dimensions:
  - i. Oral communications;
  - ii. Written communications;

- iii. Leadership;
- iv. Interpersonal skills;
- v. Planning and organization;
- vi. Perception; and
- vii. Decision making.

c. Outside evaluators may be utilized. If outside evaluators are not used, internal evaluators will include a Commander, a Sergeant, a representative from Human Resources (HR), or others as determined by the Chief of Police.

d. All evaluators will be provided training prior to participation in the evaluation process.

e. All candidates will be provided information on the evaluation process prior to the actual evaluation process.

f. Candidates will be provided feedback on their performance upon request.

3. A Commander will present the Chief of Police a ranking of the individuals according to their overall scores.

4. The Chief of Police may conduct an oral interview with those deemed of the finalists.

5. The Chief of Police shall review the results of the test scores and evaluation process, will take ranking into consideration, but is not bound by ranking or score in making a selection. The Chief of Police shall select the candidate of his/her choice for promotion.

**X.** Commanders shall be appointed by the Chief of Police.

**XI.** The Deputy Chief shall be appointed by the Chief of Police.

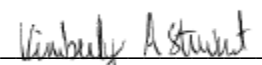
**XII.** The Chief of Police shall be appointed by the Town Administrator.

**RULES:**

NONE

**REFERENCES:**

Erie Police Department Written Directive 060.002 Jan. 1, 2013 and Oct. 7, 2015

  
Kimberly A. Stewart  
Chief of Police