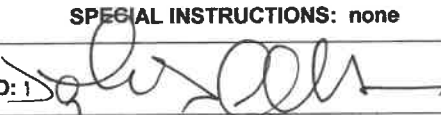


# COLCHESTER POLICE DEPARTMENT

SUBJECT: Promotions & Transfers	
EFFECTIVE DATE: September 19, 2022	NUMBER: General Order #13
REFERENCE: supersedes G.O. #13 issued 2/6/2018	SPECIAL INSTRUCTIONS: none
REEVALUATION DATE: as needed	APPROVED:  NO. PAGES: 3

**POLICY:** It is the policy of the Colchester Police Department (CPD) to conduct promotion and transfer processes that are job-related, non-discriminatory and that identify the most qualified member for the vacant position.

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## I. Eligibility for Promotion

A "candidate" is defined as a member who meets the following qualifications to be considered for promotion. Candidates for promotion shall possess the following experience as of the date of the Announcement of Vacancy as outlined below.

- A. Corporal – The current collective bargaining agreement applies.
- B. Sergeant –
  - 1. Five years of experience with CPD, or a minimum of three years of full-time service at CPD, with no less than four years of full-time service at another law enforcement agency or agencies.
  - 2. An officer with no less than four years of experience with CPD may apply to the Chief of Police for an exception to 1, outlined above. Past performance of the employee will be considered by the Chief of Police, whose decision is final.
- C. Lieutenant – Any member who has served at least one year as a Sergeant with CPD.

Members who are currently the subject of a disciplinary action/suspension, or are on disciplinary probation, shall not be considered qualified for a promotional process.

If no qualified candidates exist within CPD, the Chief of Police shall publish a written announcement of the vacancy in such publications/websites as he/she sees fit.

## **II. Promotion Processes**

- A. **Announcement of Vacancy** – Whenever there is a promotional opportunity within CPD, the Chief of Police shall issue a memo no less than ten days prior to the start of the process indicating the deadline to apply and the components of the promotion process. The Chief reserves the right to alter the components used, but all components used in any given process must be explained, in writing, at the time of the vacancy announcement. The name of the supervisor running the process will be included in the announcement.
- B. **Components of process** – Some or all of the following components may be used for CPD promotional processes: letter of interest and resume; review of personnel file and evaluations for past three years; panel interview; written test(s); practical exercises; presentation of prepared material to a panel; inbox or other simulated exercises; Chief's interview; review of work product and statistics; review of references; consideration of seniority, education and prior experience.
- C. **Development of Promotional List** – At the conclusion of each promotion process a list shall be developed ranking candidates who were determined as "eligible" and subsequently applied for promotion. The Chief may select any candidate from the list of eligible applicants, with consideration given to the candidate's rank on the list. If the Chief chooses to skip an eligible candidate who is higher ranked on the list than the person selected, he/she shall explain this decision, in writing, to the candidate who was skipped. Promotion lists shall remain in effect for one year from the date that the process was announced but is voided if another CPD member becomes eligible for promotion prior to the filling of a vacancy.
- D. **Probation upon Promotion** – Candidates shall serve a one-year probationary term in the new position and may be returned to their previous rank anytime within the first year at the discretion of the Chief of Police. Should this occur, the candidate's salary will be adjusted accordingly.

## **III. Eligibility for Transfer to Special Assignment**

- A. Members who have three years of full-time service at CPD, or two years of full-time service at CPD plus two years of full-time law enforcement service elsewhere, shall be considered eligible to participate in a transfer process.
- B. Members who are currently the subject of a disciplinary action/suspension or are on disciplinary probation shall not be eligible for transfer.
- C. An officer who is currently serving in a special assignment is eligible to apply for another special assignment.

#### **IV. Transfer Process**

- A. **Announcement of vacancy** – Whenever there is a transfer opportunity within CPD, the Chief of Police shall issue a memo no less than ten days prior to the start of the process indicating the deadline to apply and the components of the transfer process. The Chief reserves the right to alter the components used, but all components used in any given process must be explained, in writing, at the time of the vacancy announcement. The process shall be for a specific transfer assignment. The name of the supervisor running the process will be included in the announcement.
- B. **Components of process** – Some or all of the following components may be used for CPD transfer processes: letter of interest and resume; review of personnel file and the past three years evaluations; panel interview; practical exercises; presentation of prepared material to a panel; review of work product and statistics; Chief's interview; review of references; consideration of seniority, education and prior experience.
- C. **Development of Transfer List** – At the conclusion of each transfer process a list shall be developed ranking candidates who were determined as "eligible" for transfer. The Chief may select any candidate from the list of eligible persons having applied for transfer, with consideration given to the candidate's rank on the list. If the Chief chooses to skip an eligible candidate who is higher ranked on the list than the person selected, he/she shall explain this decision, in writing, to the candidate who was skipped. Transfer lists shall remain in effect for one year from the date that the transfer opportunity was announced.
- D. **Probation upon Transfer** – Candidates shall serve a one-year probationary term in the new position and may be returned to the patrol division anytime within the first year at the discretion of the Chief of Police. Should this occur, the candidate will be reinstated in their previous rank and their pay adjusted accordingly.
- E. **Length of transfer** - The following positions are subject to the following guidelines: traffic safety, school-based officers, CUSI, BCI or other investigatory assignment. If the member successfully completes the probationary period, he/she shall be granted an initial extension of one or two years, at the discretion of the member's supervisor and with the approval of the Division LT. At the end of the first extension, the member

may be granted another extension of one or two years, or returned to the patrol division. The maximum time for a special assignment shall be five years.

- F. In the interest of providing career development opportunities for all, an incumbent in a special position shall only be extended beyond five years if there are no other eligible officers who are interested or if the transfer process determines that there is no other qualified candidate. If extension beyond five years is necessary it shall be on a year to year basis only.
- G. Length of assignment for members of the Harbormaster/Marine program and K-9 positions shall be at the discretion of the Chief of Police.
- H. Special assignments or responsibilities at the rank of Sergeant or above shall be at the discretion of the Chief of Police, with consideration given to rotating opportunities.

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