

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	PROMOTIONS	NUMBER:	2.6.1
		ISSUED:	9/2/09
SCOPE:	All Sworn Personnel	EFFECTIVE:	9/2/09
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 3 rd EDITION:2.6.1, 2.6.2, 2.6.3	

INDEX AS: Promotion Administration
 Promotional Announcements
 Promotional Procedures

PURPOSE: The purpose of this Order is to establish guidelines for the promotion of personnel to fill vacant supervisory and specialist positions, by promoting the most qualified personnel.

This Order consists of the following numbered sections:

- I. POLICY
 - II. WRITTEN ANNOUNCEMENTS
 - III. PROMOTIONAL PROCEDURES/PROCESS
 - IV. AVAILABILITY POOL
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- I. POLICY
 - A. It is the policy of the Port Washington Police Department to establish a standardized, reasonable, and effective promotional system that will provide valid, job relevant information from which the best qualified candidates can be selected.
 - B. The promotional process must meet the legal, professional, and administrative requirements established for such procedures. The various steps in the process shall be job-related and non-discriminatory.
 - C. The Chief of Police, in accordance with Wisconsin Statutes, shall promote officers subject to the approval of the Police and Fire Commission.
 - D. Promotional processes shall be in accordance with this policy and the Port Washington Police Association's current labor contract.

II. WRITTEN ANNOUNCEMENTS

- A. Prior to testing for any supervisory or specialist position, the Chief of Police will announce the pending process and ask interested officers to apply by a given deadline. The announcement will be by Special Order through normal distribution.
 - 1. The announcement will contain, at a minimum:
 - a) A description of the position that is vacant.
 - b) A schedule of relevant dates, times, and locations for testing, if known at the time of the announcement. If unknown, candidates will be notified as soon as possible when such information is established.
 - c) A description of eligibility requirements.
 - d) A description of the process to be used in the testing, evaluation, and selection of personnel for vacancies.

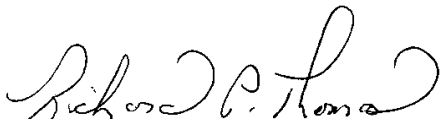
III. PROMOTIONAL PROCEDURES/PROCESS

- A. The Chief of Police will be responsible for coordinating, directing, and administering the promotional process for all positions.
- B. The Chief of Police is responsible for developing the various procedures for the promotion of personnel to all supervisory and specialist positions.
- C. Officers must indicate their interest in the position in writing, before the deadline listed in the written announcement. Exceptions to the deadline will only be authorized by the Chief of Police with an appropriate excuse as to why the original deadline could not be met.
- D. Each phase of the testing procedures must be successfully completed prior to advancing on to subsequent phases. Failure to appear for any phase will automatically disqualify a candidate from further consideration.
- E. The promotional procedure for each of the following positions will be enumerated in the Special Order announcing the process:
 - 1. Captain
 - 2. Lieutenant

IV. AVAILABILITY POOL

- A. An availability pool will be established following completion of each promotional process. Criteria for inclusion in the pool will include successful completion of all phases of the promotional process. A record will be kept of the employees' test scores and evaluation scores for the duration of the availability pool.
- B. Employees may be selected for promotion from the availability pool as long as the list has not reached the expiration date. The Chief of Police will review the candidate's results from the process and make his/her selection accordingly.
- C. The duration of the eligibility list will be determined by the Chief of Police.
- D. Employees not selected for promotion, but who are in the availability pool will be notified in writing that:
 - 1. They are in the availability pool.
 - 2. The pool is valid through a specifically listed expiration date.

APPROVED:



DATE:

9/2/09
