



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Promotional Process*

Number: *110-O*

Effective Date: *01-01-2001*

Revised Date: *12-30-2025*

Rescinds: *034*

Dated: *10-23-1995*

110-A Promotional Process

08-21-2001

110-B Promotional Process

08-14-2006

110-C Promotional Process

09-01-2010

110-D Promotional Process

11-20-2010

110-E Promotional Process

05-11-2011

110-F Promotional Process

03-01-2012

110-G Promotional Process

06-07-2012

110-H Promotional Process

01-11-2013

110-I Promotional Process

03-31-2014

110-J Promotional Process

06-30-2017

110-K Promotional Process

02-01-2018

110-L Promotional Process

07-09-2020

110-M Promotional Process

06-20-2022

110-N Promotional Process

02-15-2024

Approved By:

I. PURPOSE

The following procedure has been established to fairly and effectively fill vacancies in supervisory and leadership roles within the Myrtle Beach Police Department. This procedure is intended to establish an effective testing and feedback system, provide an objective process, and to hire and promote the most qualified candidates.

II. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

- A. Assessment Center / Behavioral Simulation- A testing process in which candidates participate in a series of systematic, job related, real-life situations while being observed and evaluated. Trained evaluators, called "assessors" observe candidates individually performing exercises and/or

scenarios that simulate conditions and situations a candidate would encounter in real life.

- B. Break in Service – Voluntary separation or the involuntary separation due to disciplinary reasons, or failure to qualify for the position. This does not include separation due to retirement, military deployment or other similar requirements mandated by law or procedures.
- C. Calibration - Leadership discussion in which employees' individual results are comprehensively calibrated against their peer group—and evaluated on defined criteria that include performance relative to objectives, job-scope delivery, demonstration of leadership competencies, living the company's values, and personal development.
- D. Position Closing – This will be the date set by which the application for a position must be submitted.
- E. Promotional Pool – Effective January 1, 2017, the Corporal, Master Corporal and Sergeant Processes will be standardized with the date of April 1 as the effective date year to year for the pools. Applicants must meet all of the requirements for these positions by January 1 to compete in the process. All other processes will remain on an as needed basis.
- F. Promotional Probation - means a period of 12 months established for evaluating an employee's performance to determine if the employee should be retained in a classification.

III. PROCEDURE

- A. The Myrtle Beach Police Department shall hire and promote qualified individuals without regard to age, race, color, sex, religion, national origin, gender identity, disability or any other protected group. Members of the Department shall be considered for supervisory positions based upon their knowledge, skills, abilities, performance record, leadership ability, suitability, experience and placement in the standard competitive process. The promotional process will provide qualified officers with the opportunity to receive a fair and job related review for higher-level positions. All employees qualified for promotions will be notified in writing of vacancies and the proper procedures for applying. Vacancies for positions of Lieutenant or higher as well as any supervisory position within Support Services may be announced externally at the discretion of the Chief of Police. Instructions and minimum qualifications for applying for these positions will be outlined in the announcement. External applicants selected to fill supervisory positions must pass all applicable testing required for a new hire (i.e. physical agility course, a background check, a physical, a psychological evaluation, etc.) before appointment.

- B. The promotional processes for positions below the rank of Lieutenant would establish an eligibility pool to provide a ready reserve of officers to fill vacancies without undue delay. The pool would be in effect from April 1 to March 31 of the following year. If a pool is exhausted, a new eligibility pool may be established at any time, and these pools will also terminate on March 31. Applications for the rank of Lieutenant or higher will be accepted on an as-needed basis.
- C. The Chief of Police may choose any of the top three (3) candidates for any vacant position. If a candidate in the top position of any eligibility pool is not selected, the candidate will be removed from the pool, and a new top three will be established. The removed candidate will be offered a plan to correct deficiencies and may be returned to the eligibility pool at the discretion of the Chief of Police.
- D. An employee who is in a promotional eligibility pool who receives a written reprimand or suspension or has more than one preventable accident within the previous twelve (12) months will be removed from the pool.
- E. The Chief of Police may set aside any minimum eligibility requirement whenever he/she considers such action to be in the best interest of the department.
- F. Effective December 1, 2010, employees who are voluntarily or involuntarily demoted or reduced in rank will be required to follow the rules of succession in future promotional processes.
- G. Should an essential supervisory position be vacated, the Chief of Police may spontaneously appoint an employee to fill that position in an "acting" role until a hiring/promotional process is completed.

IV. Eligibility

POLICE

The following are the minimum requirements for eligibility for promotion to the next rank.

A. POLICE OFFICER FIRST CLASS

- 1. No prior police experience or certification.
 - a) Receive the Basic Certification from the SCCJA as a Class I Officer;

- b) Twelve Months continuous service with the Myrtle Beach Police Department after Class I certification.
- c) Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
- d) No written reprimand or suspensions from duty one year prior to the announcement date.

2. In-State / Out of State Certified

- a) One-year experience as a certified police officer in any state.
- b) Class I Certification from SCCJA
- c) Six Months of continuous service with the Myrtle Beach Police Department as a Class I Officer. (Time begins at receipt of Class I certificate from SCCJA)
- d) Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
- e) No written reprimand or suspensions from duty one year prior to the announcement date.

B. POLICE CORPORAL

1. Three years' service with the Myrtle Beach Police Department as a Certified Officer with eighteen months as a Patrolman First Class by January 1 of the testing year. The applicant must have served the required time prior to eligibility for promotion and those years must be immediately prior to the opening of the process without a break in service. No employee will be eligible for promotion to a rank that is not in succession to their current rank.
2. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
3. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement.
4. No written reprimand or suspensions from duty one year prior to the announcement date.

C. POLICE MASTER CORPORAL

1. Five (5) years of service with the Myrtle Beach Police Department as a Certified Officer with two years as a Police Corporal by January 1 of the testing year. The applicant must have served the required time prior to eligibility for promotion and those years must be immediately prior to the opening of the process without a break in service. No employee will be eligible for promotion to a rank that is not in succession to their current rank.
2. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
3. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
4. No written reprimand or suspensions from duty one year prior to the announcement date.

D. POLICE SERGEANT

1. Seven (7) years of service with the Myrtle Beach Police Department as a Certified Officer with two years as a Police Master Corporal by January 1 of the testing year. The applicant must have served the required time prior to eligibility for promotion and those years must be immediately prior to the opening of the process without a break in service. No employee will be eligible for promotion to a rank that is not in succession to their current rank.
2. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
3. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
4. No written reprimands or suspensions from duty one year prior to the announcement date.

E. POLICE LIEUTENANT

1. Currently certified by the South Carolina Criminal Justice Academy as a Class I officer, or able to obtain certification within one (1) year of appointment.
2. Nine (9) years of service as a certified police officer with the Myrtle Beach Police Department or another professional law-enforcement agency. The service time must include a minimum of two (2) years as a Police Sergeant, or higher, before the position closing date.
3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.

4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No disciplinary actions resulting in a written reprimand, or higher, one year prior to the announcement date.

F. POLICE CAPTAIN

1. Currently certified by the South Carolina Criminal Justice Academy as a Class I officer, or able to obtain certification within one (1) year of appointment.
2. Twelve (12) years of service as a certified police officer with the Myrtle Beach Police Department or another professional law-enforcement agency. The service time must include a minimum of two (2) years as a Police Lieutenant, or higher, before the position closing date.
3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.
4. Completion of a command school approved by the Chief of Police is preferred.
 - a) If this school is not completed before promotion, then the employee must complete the school as soon as possible but within three (3) years of the promotion.
 - b) If the school cannot be completed within three years through no fault of the employee, then the requirement may be extended until the school is made available to the employee.
 - c) If the employee willfully fails to attend or successfully complete the school, then he/she will be subject to demotion or separation.
5. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
6. No disciplinary actions resulting in a written reprimand or higher, one year prior to the announcement date.

G. ASSISTANT CHIEF

1. Currently certified by the South Carolina Criminal Justice Academy as a Class I officer, or able to obtain certification within one (1) year of appointment.
2. Fourteen (14) years of service as a certified police officer with the Myrtle Beach Police Department or another professional law-

- enforcement agency. This service time must include two (2) years as a Police Captain, or higher, before the position closing date.
3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.
 4. Completion of a command school approved by the Chief of Police is preferred.
 - a) If this school is not completed before promotion, then the employee must complete the school as soon as possible but within three (3) years of the promotion.
 - b) If the school cannot be completed within three years through no fault of the employee, then the requirement may be extended until the school is made available to the employee.
 - c) If the employee willfully fails to attend or successfully complete the school, then he/she will be subject to demotion or separation.
 5. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement.
 6. No disciplinary actions resulting in a written reprimand or higher, one year prior to the announcement date.

SUPPORT SERVICES

DETENTION

A. SENIOR DETENTION OFFICER (Program suspended until funded)

1. Receive Certification from the SCCJA in Basic Jail Training.
2. Eighteen (18) Months continuous service with the Myrtle Beach Police Department after certification

B. DETENTION CORPORAL

1. Currently certified by the South Carolina Criminal Justice Academy as a Class II officer, or able to obtain certification within one (1) year of appointment.

2. Three (3) years of service with the Myrtle Beach Police Department or another professional law-enforcement agency as a Detention Officer by the position closing date.
3. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No written reprimand or suspensions from duty one year prior to the announcement date.

C. DETENTION SERGEANT

1. Currently certified by the South Carolina Criminal Justice Academy as a Class II officer, or able to obtain certification within one (1) year of appointment.
2. Seven (7) years of service with the Myrtle Beach Police Department or another professional law-enforcement agency as a Detention Officer with two years as a Detention Supervisor by the position closing date. No employee will be eligible for promotion to a rank that is not in succession to their current rank.
3. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No written reprimand or suspensions from duty one year prior to the announcement date.

D. DETENTION LIEUTENANT

1. Currently certified by the South Carolina Criminal Justice Academy as a Class I or II officer, or able to obtain certification within one (1) year of appointment.
2. Nine (9) years of service as a certified Class I or II officer with the Myrtle Beach Police Department or another professional law-enforcement agency. The service time must include a minimum of two (2) years as a Detention Sergeant, or equivalent, before the position closing date.

3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.
4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No disciplinary actions resulting in a written reprimand or higher, one year prior to the announcement date.

COMMUNICATIONS

A. SENIOR COMMUNICATIONS OFFICER (Program suspended until funded)

1. Receive Certification from the SCCJA in Telecommunications.
2. Eighteen (18) months of continuous service with the Myrtle Beach Police Department. Must have obtained the Telecommunications training / Certification from the SCCJA.

B. COMMUNICATIONS CORPORAL

1. Currently certified by the South Carolina Criminal Justice Academy as a Class IV officer, or able to obtain certification within one (1) year of appointment.
2. Three (3) years of service with the Myrtle Beach Police Department or another professional law-enforcement agency as a Telecommunications Officer by the position closing date.
3. Successful completion of NCIC Full Function certification.
4. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
5. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
6. No written reprimand or suspensions from duty one year prior to the announcement date.

C. COMMUNICATION SERGEANT

1. Currently certified by the South Carolina Criminal Justice Academy as a Class IV officer, or able to obtain certification within one (1) year of appointment.
2. Seven (7) years of service with the Myrtle Beach Police Department or another professional law-enforcement agency as a certified Telecommunications Officer with two years as a communications supervisor before the position closing date. No employee will be eligible for promotion to a rank that is not in succession to their current rank.
3. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No written reprimands or suspensions from duty one year prior to the announcement date.

D. COMMUNICATIONS LIEUTENANT

1. Currently certified by the South Carolina Criminal Justice Academy as a Class I, II, or IV officer, or able to obtain certification within one (1) year of appointment.
2. Nine (9) years of service as a Class I, II, or IV officer with the Myrtle Beach Police Department or another professional law-enforcement agency. The service time must include a minimum of two (2) years as a Sergeant, or equivalent, before the position closing date.
3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.
4. Maximum of one preventable accident that resulted in the issuance of disciplinary action in the year prior to the announcement date.
5. No disciplinary action that resulted in a written reprimand or higher, one year prior to the announcement date.

RECORDS

A. RECORDS SUPERVISOR

1. Three (3) years of service with the Myrtle Beach Police Department or another professional law-enforcement agency.
2. Three (3) years of experience in Computerized Records Management, Records Classification, and Processing, or a related field.
Alternatively, any equivalent combination of education, training, and experience, which provides the requisite skills and abilities for this position.
3. Completion of the Supervisor Prep Course and completion of a leadership course through the city or police department.
4. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
5. No written reprimand or suspensions from duty one year prior to the announcement date.

SUPPORT SERVICES

A. SUPPORT SERVICES CAPTAIN

1. Currently certified by the South Carolina Criminal Justice Academy as a Class II officer.
2. Ten (10) years of service with progressively responsible experience in law enforcement with the Myrtle Beach Police Department or another professional law enforcement agency.
3. Proof of at least forty (40) hours of continued professional development training within two (2) years of the announcement date. This requirement does not include training hours derived from in-service training.
4. Completion of a command school approved by the Chief of Police is preferred.
 - i. If this school is not completed before promotion, then the employee must complete the school as soon as possible but within three (3) years of the promotion.
 - ii. If the school cannot be completed within three years through no fault of the employee, then the requirement may be extended until the school is made available to the employee.
 - iii. If the employee willfully fails to attend or successfully complete the school, then he/she will be subject to demotion or separation.

5. Maximum of one preventable accident that resulted in disciplinary action in the year prior to the announcement date.
6. No disciplinary actions resulting in a written reprimand or higher, one year prior to the announcement date.

V. POLICE PROMOTIONAL PROCESS

The following procedures will be utilized to hire or promote for each of the positions listed below.

A. POLICE OFFICER FIRST CLASS

1. Patrol Officers may apply for the promotion upon their eligibility. The applicant will complete the top portion of the 'PFC Promotion Request' form and forward it through the chain-of-command for completion and processing.
2. Validation of eligibility by Chain of Command.
3. Written Examination. Upon validation, the applicant will be offered the written exam within 15 days. If the applicant does not pass (80% or higher), they may retest 90 days later, upon reapplication. If the applicant fails a second time, he/she will be placed on probation for six-months.
4. Recommendation by Command Staff.
5. Decision by Chief of Police.

B. POLICE CORPORAL

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

C. POLICE MASTER CORPORAL

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

D. POLICE SERGEANT

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Written Time Management exercise.
6. Calibration.
7. Recommendation by Command Staff.
8. Decision by Chief of Police.

VI. **COMMAND STAFF VACANCY PROCESSES** (Lieutenant, Captain, and Assistant Chief)

1. External applicants must submit a police application and submit all documents required of a new employee. All internal and external applicants must submit a Command Staff Eligibility Form.
2. Applicants may be required to submit a written project and/or a supplemental questionnaire.
3. Validation of eligibility by the Chief or Police, or designee.

- i. The Chief of Police will grant or deny any waiver requests.
4. Interview. The Chief of Police may choose a panel to assist in the interview process, but the same panel members must participate in the interviews for all applicants who have applied for the same position. The applicants may be asked to submit answers to supplemental questions and/or a project.
5. Decision by Chief of Police. (Note: External applicants must pass the physical agility course, a background check, a physical, and a psychological evaluation prior to appointment.)

SUPPORT SERVICES PROCESS

Detention

A. SENIOR DETENTION OFFICER (Program Suspended until funded)

1. Validation of eligibility by Chain of Command.
2. Recommendation by Command Staff.
3. Decision by Chief of Police.

B. DETENTION CORPORAL

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

C. DETENTION SERGEANT

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.

- i. The Chief of Police will grant or deny any waiver requests.
- 3. Written Examination.
- 4. Assessment Center/ Behavioral Simulation.
- 5. Calibration.
- 6. Recommendation by Command Staff.
- 7. Decision by Chief of Police.

D. SUPPORT SERVICES COMMAND STAFF VACANCY PROCESSES

- 1. External applicants must submit a support services application and submit all documents required of a new employee. All internal and external applicants must submit a Command Staff Eligibility Form.
- 2. Applicants may be required to submit a written project and/or a supplemental questionnaire.
- 3. Validation of eligibility by the Chief or Police, or designee.
 - i. The Chief of Police will grant or deny any waiver requests.
- 4. Interview. The Chief of Police may choose a panel to assist in the interview process, but the same panel members must participate in the interviews for all applicants who have applied for the same position. The applicants may be asked to submit answers to supplemental questions and/or a project.
- 5. Decision by Chief of Police. (Note: External applicants must pass the physical agility course, a background check, a physical, and a psychological evaluation prior to appointment.)

COMMUNICATIONS

- A. SENIOR COMMUNICATIONS OFFICER **(Program suspended until funded)**
 - 1. Validation of eligibility by Chain of Command.
 - 2. Recommendation by Command Staff.

3. Decision by Chief of Police.

B. COMMUNICATIONS CORPORAL

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

C. COMMUNICATIONS SERGEANT

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.
4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

RECORDS

A. RECORDS SUPERVISOR

1. All applicants must complete a Promotional Eligibility Application.
2. Validation of eligibility by Chain of Command.
 - i. The Chief of Police will grant or deny any waiver requests.
3. Written Examination.

4. Assessment Center/ Behavioral Simulation.
5. Calibration.
6. Recommendation by Command Staff.
7. Decision by Chief of Police.

VII. Promotion Components

All elements of the promotional process will be administered, scored, evaluated, and interpreted in a uniform manner.

A. Written Examination.

For each rank, a member of the Administrative Division Training Unit will administer the relevant written test to candidates. Candidates will be provided the applicable study material prior to the testing date. All candidates will be required to score a 70 percent or higher on the examination to proceed to the next step of the testing process. The candidate can earn a maximum of 100 points on this portion of the testing process.

B. Assessment Center/ Behavioral Simulation.

This component will consist of exercises designed to assess behavioral constructs applicable to the classification/target rank. The applicant will be given a date and time in which they will participate in this portion of the process. The applicant will be provided a form, which will describe four scenarios. The applicant will have twenty minutes to review the document. The applicant may not use any material to research potential answers to the scenario. At the conclusion of twenty minutes, the applicant will present to a panel of at least three outside agency assessors. Current or former MBPD personnel will not be utilized as assessors for the Assessment Center exercises, and the assessors will be of equal or higher rank than those participating in the process. A member of the Administrative Division Training Unit will administer this portion of the process. The candidate will be read each question, allotted ten minutes per question to respond, and assessed on the answers provided. The score from each assessor will be calculated for a total composite score. The candidate can earn a maximum of 100 points on this portion of the testing process.

C. Calibration.

Performance calibration meeting provides a forum for discussing the individual performance of a team member. Performance calibration meetings include Captains and Lieutenants who are responsible for conducting the candidate's performance appraisals. This meeting provides the leadership team with an opportunity to highlight the accomplishments, strengths and development needs of a team member. These areas will be documented for review with the candidate at the conclusion of the process. The candidate will receive a score of 10-90 based on potential and performance. The score of ten (10) reflects the candidate has low potential and under performs, while a score of nine (90) reflects the candidate has high potential and outstanding performance. The candidate can earn a maximum of 90 points on this portion of the testing process.

D. Written Time Management Exercise (Sergeant's process only).

This component will consist of an exercise designed to assess the candidate's knowledge of paperwork applicable to the position. The candidate will be given a designated window of time to review the paperwork and identify any errors or corrections. The candidate can earn a maximum of 40 points on this portion of the testing process.

E. Composite Score.

Candidates may receive a score on the written exercise, assessment center/ behavioral simulation, calibration assessment, written time management exercise, and interview (applicable to the respective process). Each score will be added together for a composite score. Applicants can also earn points for education credit, longevity credit and FTO certification. Each of these points will be added to the composite score for a final ranking. Promotional ranking will be based solely on composite scores.

1. Education Credit

10 points	Associate Degree
10 points	60 college credit hours
20 points	Bachelor's Degree
30 points	Post Graduate Degree
15 points	Command School (In addition to above)

2. Longevity Credit

The candidate will be given two points for each full year of service with the Myrtle Beach Police Department. Years of service will be calculated from the date-of-hire through January 1st of the promotional process year.

3. FTO Certification Credit

Promotional candidates for positions thru the rank of Sergeant will receive 20 points added to their composite score if they are a certified FTO/FTO supervisor in good standing.

VIII. PROMOTIONAL PROBATION

Each employee hired or promoted into a supervisory position will enter a Promotional Probation period of twelve months. If an employee is placed on leave (Military, FMLA, etc.) for a period of more than twenty (20) consecutive workdays, then the promotional probation will be extended for the same length of time as the leave. Employees are expected to successfully complete all assigned promotional training prior to the end of the promotional probation period. Should an employee fail to meet the standards of performance for the new position, then the chain of command will evaluate the employee for a recommendation of demotion or separation.

IX. SUPERVISOR APPRENTICESHIP PROGRAM

The Police Department is committed to providing team members with the opportunity to gain insight, skills, knowledge, and abilities of a supervisory nature in the role of an apprentice supervisor. The transition from a subordinate to a supervisory role is not automatic and satisfactory performance as a subordinate does not guarantee success as a supervisor. The Supervisor Apprenticeship Program is a voluntary training program that is designed to prepare participants for promotional opportunities and to be effective future supervisors, but it does not guarantee any participants will be promoted.

A. APPLICATION

1. Interested employees must submit an application on the designated form to their Division Captain. The Division Captain will review the applications and recommend qualified applicants to the Chief of Police for approval.
2. To meet the minimum requirements, an applicant must:
 - a. Be a full-time, regular employee who has completed the initial probation period.
 - b. Have received a performance rating of at least "meets standard" in all categories on the most recent annual evaluation.
 - c. Have no more than one preventable loss that resulted in the issuance of an oral reprimand or lower in the previous twelve months.

- d. Have no written reprimands or suspensions from duty in the previous twelve months.

B. TRAINING

1. Within one year of approval to participate in the program, the apprentice will complete the Essentials in Supervision training class.
2. The apprentice will complete a minimum of 24 hours each year of documented training in the area of leadership and/or supervision. This requirement will be evaluated during the apprentice's annual evaluation after their first full year in the program.
3. The apprentice will participate in the applicable Leadership Development Program for the next higher rank in their succession plan.

C. OVERSIGHT

1. The Division Captain will assign each apprentice a mentor who holds the rank of Sergeant or above.
2. The mentor will be responsible for guiding the apprentice through the Leadership Development Program and giving the apprentice practical training.
3. The mentor will evaluate the apprentice's work and include their comments during the annual evaluation process.

D. ACTING SUPERVISOR ASSIGNMENTS

1. An apprentice may be assigned to fill a supervisor's position in an "acting" role if the supervisor's position is vacant or if the employee regularly assigned to that position is absent from duty, and if the position is an authorized, budgeted position.
2. An apprentice may be temporarily assigned to a supervisor's position under this program only if the apprentice is qualified to perform the duties of the position.
3. The assignment of an apprentice to a temporary "acting supervisor" role requires the written approval of the Division Captain.
 - a. Requests for an apprentice to fill a supervisor's position will contain the following information:
 - i. Scheduled beginning and ending dates of absence. If the absence is due to separation, then the ending date is not required.
 - ii. A list of all apprentices qualified to fill the vacancy.

- iii. If multiple apprentices are available and qualified, the requestor will submit a rotation schedule that fairly distributes the assignments.
- 4. If an apprentice is temporarily assigned to a position with a higher pay grade, the apprentice shall be compensated with one hour of extra pay at the apprentice's normal rate of pay for each full shift they work.
- 5. The apprentice will complete a Daily Activity Report at the conclusion of each shift.
 - a. The apprentice's mentor will review the apprentice's performance and offer feedback.
 - b. If the assignment is for less than seven shifts, then the mentor will forward the Daily Activity Report(s) along with the mentor's comments to the Division Captain at the end of the last shift.
 - c. If the assignment is for seven shifts or longer, then the mentor will forward the Daily Activity Reports along with a bi-weekly evaluation to the Division Captain for the duration of the assignment.
 - d. All reports will be submitted to the Training Division and maintained in the apprentice's training file.
- 6. All acting supervisors will have the same authority and responsibilities as the supervisor temporarily being replaced.

E. DISCHARGE FROM THE PROGRAM

- 1. Participation in the program is voluntary, so an apprentice may request discharge from the program at any time and for any reason.
- 2. An apprentice will be discharged from the program:
 - a. If the apprentice no longer meets the minimum requirements, or
 - b. If there is a pattern of poor performance, or
 - c. At the discretion of the Chief of Police.
- 3. Any employee discharged from the program may reapply to participate one year from their discharge date.