

COLUMBUS POLICE DEPARTMENT



General Order 34: Promotion

CALEA Standards: 34.1.1

Replaces: General Order 34 effective February 27, 2018

Effective date: April 16, 2024

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Policy

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Policy:

Promotion denotes vertical movement in the organizational hierarchy from one rank classification or position to another, usually accompanied by increases in duties and responsibilities as well as salary. This General Order is designed to improve the validity of the department's promotional process for sworn employees.

34.1 Professional and Legal Requirements

34.1.1 Agency Role, Authority and Responsibility

The Chief of Police, or his/her designee, shall be responsible for overseeing the promotional process to ensure that the necessary positions are filled with qualified personnel. The Chief of Police, or his/her designee, has the authority to establish a promotional process and delegate those responsibilities of managing the promotional process.

34.1.2 Promotional Process Described

The Chief of Police and Deputy Chief will be appointed in accordance with IC 36-8-4-6.5. All other promotions and/or appointments must be from the active personnel of the department (IC 36-8-4-6). The Chief of Police will be appointed by the Mayor of the City of Columbus, and the Chief of Police will appoint his/her administrative staff. IC 36-8-4-6 requires that a person appointed to a rank other than Chief of Police or Deputy Chief must have had at least two (2) years of continuous service with the department immediately before his/her appointment. The department promotional process will include the following:

- A. Promotion Prerequisites – Applicants are considered eligible applicants if they:
 - 1. Have had at least two (2) years of continuous service with the department immediately before his/her appointment; and
 - 2. Complete ICS/NIMS 100, 200, 700 and 800.

- B. Promotional Process, except Chief of Police and his/her appointed administration:
 - 1. The Chief of Police shall appoint an Interview Board and a Selection Team.
 - a. For promotion to the position of Sergeant, the Interview Board should include current supervisors on the department, and should at a minimum include representation from the Detective Division and every shift within the Uniform Division as long as supervisors from those areas of the department are available.

- b. For promotion to the position of Lieutenant, no Interview Board will be appointed, and the Selection Team will assume the responsibilities of the Interview Board. However, the Selection Team should include current Lieutenants on the department unless they are not available due to vacancies or the inability to participate.
- c. For promotion to the position of Public Relations Officer, no Interview Board will be appointed, and the Selection Team will assume the responsibilities of the Interview Board.
- d. For promotion to Sergeant in the position of Training Coordinator, no Interview Board will be appointed, and the Selection Team will assume the responsibilities of the Interview Board.
- e. The Selection Team should include current members of the department's administration unless they are not available due to vacancies or the inability to participate. In addition, the Selection Team may, at the discretion of the Chief of Police, include one or more Lieutenants on the department.

C. Responsibilities of the Interview Board

- 1. The Chief should instruct the Interview Board to provide him/her or his designee with a specific number of applicants to be considered for promotion.
- 2. The Interview Board should interview all eligible applicants, and evaluate them based on their interview and known successful and unsuccessful experiences.
 - a. Experience includes, but is not limited to, training, education, prior law enforcement experience and employment, military experience, involvement in different divisions and/or functions within the department, involvement in department specialties and other programs and events.
 - i. The amount of time on the department is not necessarily indicative of successful experience.
 - ii. Simply holding or having held a position is not necessarily indicative of successful experience, and may be considered an unsuccessful experience.

- iii. Successful experiences that relate to characteristics required of supervisors (i.e. the ability to work without close supervision, ability to lead and mentor others, ability to be decisive, etc.) should carry more weight than successful experience that do not relate to such characteristics.
- b. After the Interview Board evaluates the applicants according to the approved process, the Interview Board shall provide the Chief of Police or his/her designee with the previously specified number of applicant names in writing that the Interview Board determined were the best candidates.

D. Responsibilities of the Selection Team

1. The Selection Team shall consider each applicant received by the Interview Board based on their leadership qualities, performance, disciplinary records and community involvement (i.e. Successful participation and completion of Diversity Circles, Leadership Bartholomew County, etc.), and select an eligible applicant.
2. The Selection Team may determine that additional interviews are necessary to make a promotion determination. If so, each applicant provided to the Selection Team by the Interview Board shall be interviewed.

34.1.6 Promotional Probation

A sworn employee selected to be promoted will be placed in the promoted position for a six-month probationary status, which will begin at the time the employee officially assumes the position in which he/she was promoted. While the employee is on probationary status, they should receive the pay relative to the position.

- A. At any time during the probationary period, the Chief of Police, after a determination that the employee is unable to effectively carry out the functions of the promoted position, may decide to remove the employee from the newly promoted position and return the employee to the permanent rank, grade or position held prior to promotion, and it shall not be considered a demotion as defined in General Order 26.
- B. The employee will automatically assume permanent status in the new rank, grade or position provided no action to remove the employee from the newly promoted position is taken by the Chief of Police during the probationary period.

Acceptance by Columbus Police Department Captain's Board: *Ce. order # 34 approved.*

Date: *April 16, 2024*

Steve Norman, Chief

Attest:

Matt Martindale, Deputy Chief

Kathy Randomanski, Chief's Secretary

Brian Wilder, Administrative Captain

Toby Combest, Uniform Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: *April 16, 2024*

M. K. Ferdon

Mary Ferdon, Mayor

Attest:

Eric Frey

Eric Frey, Member

Luann Welmer

Luann Welmer, Clerk

John Pickett

John Pickett, Member

Melanie Henderson

Melanie Henderson, Member

Brenda Sullivan

Brenda Sullivan, Member