

Promotional and Transfer Policy

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Peoria Police Department.

1004.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- Presents a professional, neat appearance.
- Maintains a physical condition that aids in his/her performance.
- Demonstrates:
 - Emotional stability and maturity.
 - Sound judgment and decision-making.
 - Personal integrity.
 - Honesty.
 - Leadership.
 - Initiative.
 - Ability to confront and/or deal with issues both positive and/or negative.
 - Ability to conform to organizational goals and objectives.

1004.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- Investigator
- Traffic Services Officer
- Impact Team.
- Field Training Officer
- School Resource Officer
- Rangemaster
- Police Service Dog (K9) Handler.

1004.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- Off probation.
- Has shown an express interest in the position applied for.
- Education, training and demonstrated abilities in related areas, such as, enforcement activities, investigative techniques, report writing and public relations.
- Complete any training required by AZPOST, federal or state law.

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1004.3 SELECTION PROCESS

The following criteria apply to transfers.

- An administrative evaluation as determined by the Chief of Police that shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit recommendations.
- The supervisor recommendations will be submitted to the Deputy Police Chief of Operations for whom the candidate will work. The Deputy Police Chief of Operations will schedule interviews with each candidate.
- Based on supervisor recommendations and those of the Deputy Police Chief or designee after the interview, the Deputy Police Chief or designee will submit his/her recommendation to the Chief of Police
- Appointment by the Chief of Police.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1004.4 PROMOTIONAL SPECIFICATIONS

To be eligible for promotion, an employee must have been employed at least one year, received an overall rating of "3" on their last performance evaluation and must not be on probation or suspension at the time the promotional process is scheduled to begin. An employee, who receives an overall rating of a "2" or less during the selection process or within twelve months prior to being promoted, will be disqualified from further consideration for promotion.

The Peoria Police Department encourages all employees to continue their formal education to achieve a minimum of a bachelor's degree from an accredited college or university. The Peoria Police Department also encourages employees to attend schools and seminars, which will enhance their skills, knowledge, and abilities. The Peoria Police Department will assist in every way possible to make each employee's career goals obtainable. (33.8.3)

Specifications for promotional opportunities are on file with the Peoria Human Resources Department.

1004.5 SUPERVISOR TRAINING

Newly appointed first-line supervisors should complete an 80-hour supervisor training course prior to assuming supervisory responsibility.