

**MOBILE POLICE DEPARTMENT  
MOBILE, ALABAMA**

**GENERAL ORDER #34  
05/01/2014  
SUBJECT: PROMOTION**

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**34.1.1 AGENCY'S ROLE IN PROMOTION PROCESS**

Mobile County Personnel Department certifies names from a promotion roster to the Mobile Police Department. The Mobile Police Department makes the final decision and evaluates employees during a probationary period as outlined in Rule IX and Section XIV of the Mobile County Personnel Board Laws and Rules.

The Mobile County Personnel Board will supply the Mobile Police Department with an applicant list to promote employees. The Chief of Police will make the final determination of which applicants will be chosen for promotion. It will be the intention of the Chief to establish a *\*screening* committee whose purpose will be to make recommendations as to which applicants would be the best candidate to promote. The committee will *\*be* selected by the Chief or his designee. The senior ranking officer of the committee will be the chairman and will be responsible for initiating and conducting *\*a review of the eligible candidate's qualifications*.

The committee will make recommendations to the Chief *\*regarding the candidates suitability* for promotion. In order to determine this, the *\*screening* committee will *\*examine the following areas of interest*:

*\*Disciplinary Record*

- *\*Historical*
- *\*Within 12 months*
  - *\*Number of disciplinary actions*
  - *\*Suspensions*

*\*Complaint History*

- *\*Excessive Complaints*
- *\*Types of Complaints*
- *\*Pending Investigations*
- *\*Recent Founded Complaints*

*\*Time in Service*

- *Time in Grade*
- *\*Difficulty of Assignments*
- *\*Types of Assignments*
  - *\*Innovation*
  - *\*Initiative*
- *\*Future Stability*

*\*Leadership*

- *\*General Reputation*
- *\*Performance*
- *\*Behavioral Intelligence Report (Captain and Major)*

The second phase of the interview will consist of the committee interviewing the applicant's present and past supervisor. Once the interviews are completed the committee will rate the applicant. The committee will then present their findings to the Chief of Police for the final determination.

**34.1.2 RESPONSIBILITY FOR AGENCY'S ROLE IN PROMOTION**

The Chief of Police has the responsibility and authority for administering the agency's role in the promotion process. Ordinarily, the Chief will appoint a designee to organize and conduct the promotion selection process.

**34.1.3 ELEMENTS OF THE PROMOTION PROCESS**

Vacancies in classes of positions above the lowest class shall be filled, as far as practicable and as in the judgment of the Director is consistent with the best interests of the service, by promotion following competitive tests. Promotional tests shall be open to employees occupying lower positions in the series who meet the requirements set forth in the examination notice and who have demonstrated superior ability to perform the duties of their positions. Such ability may be determined by service ratings or such other evidence as is prescribed. Admittance to promotional tests will ordinarily be limited to qualified employees holding positions in the next lower class; however, the Director may admit additional classes in the series in order to secure competition. Provided, that in no case shall the standards as set forth in the specifications be lowered for the purpose of promoting any person who lacks the required qualifications. (Personnel Board Rule 9.1) All testing shall be administered by the Mobile County Personnel Board. The Personnel Board shall maintain the security of the testing material.

At least seven days' notice shall be given prior to the holding of a promotional test by posting a notice thereof on the bulletin board maintained at the offices of the Board, and by delivering copies of such notice to all departments in which there are employees eligible to compete in the test. Among other things the notice shall set forth the requirements as to length of service and ability and the manner in which they are to be determined; and the relative weights to be allowed for the various elements of the tests. (Personnel Board Rule 9.2)

Bibliographies are made available to all candidates prior to any written examination used for promotion.

When a vacancy is to be filled from a promotion list, the Director shall certify the names of the ten (10) ranking eligibles, or such lesser number as remains thereof, and the appointment shall be made therefrom; except that, if there are one or more eligibles on that promotion list from the department in which the vacancy exists, certification may be limited to the ten (10) ranking eligibles, or lesser number thereon, from that department provided the Appointing Authority can show to the satisfaction of the Director that the best interests of the public will be served. (Personnel Board Rule 9.4)

The Director may permit the promotion without further examination of an employee who, having passed a test of as high a class as the position to which promotion is proposed, has been certified to, and has accepted an appointment to a position of a lower class. Advancement from one grade to another grade in the same class may be made at the request of the Appointing Authority, subject to the approval of the Director, without a promotion test, provided he shall have shown superior ability to perform the duties of the position of the lower grade. (Personnel Board Rule 9.5)

In case of a vacancy in a position which requires peculiar and particular training and experience which, in the judgment of the Board, may be properly and sufficiently acquired in the office or department in which the vacancy exists but not elsewhere, and it can be shown to the satisfaction of the Board that there is in such office or department an employee who was regularly appointed and who is serving in a lower or different class of position following regular appointment, and whose familiarity with the duties of the position vacant and who ascertained merit in performing or assisting in such work make it desirable for the best interests of the service to suspend competition, the Board may, after a public hearing, approve the promotion of such employee, either without examination or with such tests or evidence of fitness as the Board may see fit to require; however, in the event there is in such office or department two or more employees in the next lower class who meet the qualifications of the position to which promotion is proposed, a promotional examination shall be required. (Personnel Board Rule 9.6)

Results of all promotional examinations are communicated to the applicant in writing. Applicants for promotion may review the written results of scored elements of the selection process. Promotions may not be appealed by the applicant.

The Mobile Police Department does not allow lateral entry into promotional positions. The Mobile County Personnel Board will annually evaluate and revise, if necessary, the promotion process based on comments from applicants, appointing authorities, legal climate or additional job analysis information.

#### **34.1.5 PROMOTION ANNOUNCEMENTS**

The Mobile County Personnel Board will provide the department a written announcement of promotional opportunities, which will include at a minimum:

1. A description of the positions or job classifications for which vacancies exist.
2. A schedule of dates, times, and locations of all elements of the process.
3. A description of eligibility requirements.
4. A description of the process to be used in selecting personnel for the vacancies.

Announcements shall be posted prominently on agency bulletin boards. Periodic verbal reminders should be provided at shift briefings, staff meetings, and other department meetings. The Planning and Research Section will post promotion announcements to all personnel via e-mail.

**34.1.6 CRITERIA AND PROCEDURES-ELIGIBILITY LISTS**

The names of the applicants successfully passing the test shall be entered on a promotion list in order of rank according to their final earned average. The term of a promotion list shall be fixed at one year from the date of establishment provided, however, that the term of any promotion list may be extended or terminated at any time, or any promotion list may be revived if, in the judgment of the Board, the interests of the public service would be best served by such action. (Personnel Board Rule 9.3)

**34.1.7 PROBATIONARY PERIODS**

All employees promoted to positions in the Mobile Police Department are required to complete a probationary period of at least six (6) months and up to one (1) year. (Personnel Board Rule 11.1) At any time during his Working Test Period, after the first two (2) months thereof, the Appointing Authority may remove an employee if, in the opinion of the Appointing Authority, the working test indicates that such employee is unable or unwilling to perform his duties satisfactorily or that his habits and dependability do not merit his continuance in the service. (Personnel Board Rule 11.4)

By order of:



Lawrence L. Battiste, IV  
Chief of Police

