

South Carolina Department of Public Safety



Office of the Director

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POLICY	400.04
EFFECTIVE DATE	DECEMBER 7, 1994
ISSUE DATE	MARCH 17, 2002
SUBJECT	PROMOTION POLICY FOR COMMISSIONED PERSONNEL OF THE STATE TRANSPORT POLICE
APPLICABLE STATUTES	§23-6-170, §23-6-520
APPLICABLE STANDARDS	34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.6
DISTRUBTION	TO ALL EMPLOYEES

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I. PURPOSE

The purpose of this policy is to set forth the guidelines for promotion within the State Transport Police. The Director of the Department of Public Safety is responsible for making all promotions within the State Transport Police. The Deputy Director of the State Transport Police shall be responsible for submitting the name of a qualified candidate for promotion to the Director for approval in accordance with this policy directive. [34.1.1] [34.1.2]

II. POLICY

Promotion is recognition of service, commitment, training and performance. The Department is committed to ensuring that promotion activities are conducted in a fair, impartial and consistent manner. Promotions will be made by the Director from those candidates who meet minimum training and experience requirements set forth in the published position descriptions, who have been recommended for promotion and whose names have been forwarded by the Deputy Director as recommended for the specific promotions. Additionally, the Director may make promotions based upon a continuous record of meritorious service. Copies of the applicable position descriptions may be obtained from the Department's Office of Human Resources. [34.1.1]

III. PROMOTION CRITERIA

- A. To be eligible for promotion to Lieutenant, an applicant must hold the rank of Sergeant for a minimum of six months. To be eligible for promotion to Sergeant, an applicant must hold the rank of Corporal for a minimum of six months. To be eligible for promotion to Corporal, an applicant must hold the rank of Lance Corporal for a minimum of six months. Individuals with breaks in service must complete the probationary period imposed upon rehiring before the individual is considered eligible for promotion. [34.1.3 (a) (c)]
- B. Advancements to the ranks of Officer, Senior Officer and Lance Corporal will occur upon satisfactory time in grade and the recommendation of the District/Unit Captain which shall be based on the employee's satisfactory service, the employee's most recent performance evaluation, any counseling sessions held since the last performance evaluation and any disciplinary action which has been imposed on the individual during the 12 months preceding the eligibility to advancement to a rank listed above. [34.1.3 (a)]
- C. The Director and Deputy Director will determine the promotion procedures for the ranks of Captain, Major and Lieutenant Colonel as necessary.
- D. An individual, who is interested in a transfer to the ranks of Lieutenant, Sergeant and Corporal, must apply for a lateral move when the vacancy is posted. The lateral transfer candidates may be considered for the vacancy prior to the convening of the promotional board, and if selected, the promotional board for that vacancy will not be convened. [34.1.3 (f) (g)]
- E. Any individual who has been suspended for disciplinary reasons and/or involuntarily demoted during the 12 months preceding the individual attaining eligibility to the next rank or during the promotion process shall be considered ineligible to participate in the promotion process. Any individual who has received a "below performance requirements" rating on the employee's most recent performance evaluation shall be ineligible to participate in the promotion process. Any individual serving a probationary/trial period shall be ineligible to participate in the promotion process. [34.1.3 (a)]
- F. Candidates who are not selected for promotion after two years will be required to retake the applicable test described in Section IV. [34.1.3 (f)] [34.1.6 (d)]
- G. The subsequent imposition of a suspension and/or involuntarily demotion against an employee deemed qualified for promotion will eliminate his or her eligibility status for 12 months from the date of the suspension and/or involuntary demotion.

IV. TESTING FOR PROMOTION ELIGIBILITY [34.1.3 (b)]

- A. As personnel achieve the minimum eligibility requirements to participate in the promotion process for the ranks of Lieutenant, Sergeant and Corporal, they shall forward a "Letter of Intent" form to the State Transport Police Headquarters. The "Letter of Intent" shall be provided to each STP District/Unit location by the State Transport Police Headquarters (an Application for Commissioned Vacant Position).
- B. Candidates for promotion to the ranks of Lieutenant, Sergeant or Corporal must pass the applicable written examination to be eligible for further participation in the promotion process. Prior to the initial administration of a test, a committee of subject matter experts will review each examination for accuracy. Tests shall be administered at the direction of the Deputy Director except the Deputy Director shall establish a time frame for a test date for each District/Unit by July 15 of each year. A second test date will establish a minimum of 30 days after the completion of all initial testing. Candidates who fail to achieve a passing score on the initial test will be eligible for retesting on the second test. Candidates who fail to achieve a passing score on the second test will not be eligible to participate further in the current year promotion cycle. [34.1.3 (b)] [34.1.4]
- C. All candidates will be notified in writing of the outcome, test score and pass or fail, of their examination. All scores shall be valid for a period of three years or until the candidate retakes the examination and receives a new score, which shall remain valid for a three-year period. However, candidates may not take the written examination more than twice a year. If the candidate fails to achieve promotion to the rank during that three-year period, then the candidate must retake and pass the examination at the next scheduled test date. [34.1.3 (b) (f)] [34.1.6 (d)]

V. CREATION OF PROMOTION INTERVIEW BOARDS

- A. The Deputy Director will appoint one promotion interview board for Lieutenant, one promotion interview board for Sergeant and one promotion interview board for Corporal. The Deputy Director may combine boards as circumstances warrant. Board members will serve at the Director's pleasure.
- B. The Deputy Director shall select a diversified board which will include a chairman and two additional uniformed officers holding the rank of Lieutenant and above. The Director reserves the right to add additional members to the board. The Director shall also appoint one non-voting civilian representative for each board who will be present during all meetings of the board and will be responsible for collecting and compiling ballots.
- C. Promotion interview boards for the ranks of Lieutenant will be chaired by a Major or above. Promotion interview boards for the ranks of Sergeant and Corporal will be chaired by a Captain or above.

- D. All interview board members will sign and strictly adhere to a code of ethics approved by the Director. Any member who divulges confidential information about any candidate will be subject to disciplinary action up to and including termination from employment. Any member who has knowledge of intimidation or collusion by any of the board members to influence the outcome or decision of the board shall immediately notify the Deputy Director who may order the board to disband and may select a new interview board. Disciplinary action, including suspension or termination from employment, may be taken against any board member for such acts of intimidation or collusion.

VI. APPLYING FOR POSTED VACANCIES

- A. Only candidates who have passed the applicable written examination will be eligible to apply for vacancies in that rank as they are posted by the Department. When a vacancy is announced for which the candidate desires to compete, the candidate must forward an Application for Commissioned Vacant Position to the State Transport Headquarters before the closing date. [34.1.3 (d) (f)]
- B. Designated State Transport Police staff will review the applications to ensure that the applicants meet the specified qualifications for the posted vacancy. Any record of disciplinary action will be pulled and compiled. [34.1.3 (f) (g)]
- C. Candidates will be required to appear before the board every time they apply for a vacant position. In the event a single candidate has applied for a position, the Director may waive appearance before the board. [34.1.3 (f)]

VI. APPEARANCE BEFORE PROMOTION INTERVIEW BOARD [34.1.3 (d)]

- A. The Deputy Director shall appoint a committee of subject matter experts to develop a pool of questions for each eligible rank. Five (5) questions shall be selected for each interview board prior to the board's consideration of any candidate. The Director or his designee prior to consideration of any candidate shall approve these questions and criteria.
- B. The interview board members will be encouraged to ask follow-up questions for clarification of candidate's answers. Each member will then independently assess every candidate's potential for performing the duties of the rank in question by reviewing and assessing such factors as the employee's answers to questions administered during the oral interview and the employees ability to communicate in oral form. [34.1.3 (a)]
- C. Every member will independently assess each candidate using the approved criteria, and using a closed, secret ballot will rate the candidate by using the approved numerical system. The Director's non-voting civilian representative will collect the individual members ballots and together with an employee of the Office of Audit Services, will tally the scores and

determine the top 35% or 5 candidates (whichever is higher) that will be forwarded to the Deputy Director to be considered for promotion. The ballots will be maintained and secured by the Office of Audit Services for a period of two years. The Deputy Director shall make his selection for filling the posted vacancy and will forward his recommendation to the Director for final approval. [34.1.3 (h)] [34.1.6 (a) (b) (e)]

This policy will be effective upon approval by the Public Safety Coordinating Council.

By Order of the Director Date: March 17, 2002
<i>B. Boykin Rose</i>
Director S C Department of Public Safety
The Original Signed Copy of this Policy is on File in the Office of the General Counsel