



Fitchburg State University Police Department

Subject: PROMOTIONS	
Reference: IACLEA: 3.1.5, 6.3.4 MPAC: 34.1.1, 34.1.2, 34.1.3, 34.1.5, 34.1.6, 34.1.7	
Effective Date: May 12, 2020	Review Date: January 25, 2022
By Order of: Michael J. Cloutier, Chief of Police	

General Order

3.1.3

PURPOSE:

The purpose of this policy is to provide information to sworn members of the Fitchburg State University Police Department on how promotions are obtained within the department.

POLICY:

It is the policy of the Fitchburg State University Police Department to adhere to the practices and guidelines for promotions established within this general order, collective bargaining agreements, as well in line with the department’s mission to be reasonable, unbiased, and transparent in all aspects of its operations.

PROCEDURE:

I. THE PROMOTIONAL PROCESS:

- A. The process is initiated by the Department when the Chief of Police informs the Vice President for Student Affairs and Human Resources that a vacancy exists for a command-level position within the Department.
- B. The Vice President for Student Affairs then determines if the funding of the position is available and notifies or causes the notification to the Human Resources Department that a position is vacant to post the vacancy on the University’s job-opening site (<https://fitchburg.interviewexchange.com>).
- C. The Chief of Police will oversee each step of the promotional process but may designate a member of the current command staff to assist. *IACLEA 3.1.5 a / MPAC 34.1.2*
- D. Officers who want to be considered in the promotional process will complete an application on interview exchange. Human Resources will provide those on the selection committee access to Interviewexchange, to view all candidates’ applications. *MPAC 34.1.3 a*

- E. The selection for promotion will come from within the Department for all classified non-exempt AFSCME and APA positions, unless there is sufficient reason for an exception as specified in the collective bargaining agreements.
- F. The applicants are screened for “time in service” requirements at the established exam date:
1. **Detective:** Any officer with three years of continuous service within the Fitchburg State University Police Department.
 2. **Sergeant:** Any officer with three years of continuous service within the Fitchburg State University Police Department.
 3. **Lieutenant:** Any sergeant with three years of continuous service within the Fitchburg State University Police Department. [MPAC 34.1.3 a](#)
- G. Lateral entry to a sworn supervisory position may be considered if no current member of the department meets the minimum requirements as outlined in this order, or if no member of the department applies for a vacant supervisory position. All lateral entries would be held to the same promotional process as outlined in this order as well as the hiring process outlined in General Order 5.2 Personnel Selection. [MPAC 34.1.3 g](#)
- H. The Department may schedule an examination that will be a standardized test approximating the position and classification, developed by a member of the existing Command staff, and approved by both the Vice President for Student Affairs, and Human Resources, to test the knowledge of both Massachusetts Law, university policies, and other relevant job knowledge. [MAPC 34.1.3 a, b, c](#)
- I. At least thirty days before any promotional examination the Chief of Police or designee will deliver notice to Department members containing:
1. The date of the examination;
 2. The eligibility requirements;
 3. Closing dates on which to apply and,
 4. A reading list of resource material upon which the test will be based.
- J. Such notice, in the form of a Special Order, will be prominently posted in established areas in the Police Station (this may include email or other electronic communication applications). Officers are advised to fully acquaint themselves with the requirements of an examination as stated on the Special Order as it includes information important for such purpose. [IACLEA 3.1.5 d /MPAC 34.1.5](#)
- K. The Chief of Police or designee will be responsible for administering, collecting, and safeguarding all materials regarding the written examination, and oversight of the scheduling of other aspects of the promotional process.
1. The itself (if applicable) will be administered by a representative in Human Resources, in the Human Resources Office. [IACLEA 3.1.5 a / MAPC 34.1.2, 34.1.3 h](#)

L. An oral interview board will convene to interview the prospective candidates, and complete a scored evaluation of each candidate. This will often occur on the same day as the written examination. *MPAC 34.1.3 d*

M. The police promotional process includes:

1. Seniority points
2. Written test score
 - a. Study material will be provided to all candidates no later than a week prior to the written examinations and will include such topics as:
 - i. Criminal Law
 - ii. Constitutional Law
 - iii. Clery / Title IX
 - iv. University knowledge
 - v. Department Policies and Procedures
3. Oral board score

IACLEA 3.1.3 b

N. Scores are tabulated and the candidates are placed on an eligibility list according to their total scores. The eligibility list will be in effect until the end of the probationary period of the promoted individual. If the promoted individual does not meet the requirements of the probationary period, the next department member on the list may be offered the promotion. At the end of a successful probationary period, the list becomes void, and all eligible personnel may reapply when the process begins again. *MPAC 34.1.3 f*

O. The Chief of Police will select from the top three scorers for the new command position. It is the responsibility of the Chief to coordinate the entire process and to make a selection from the top three scorers in the candidate pool or justify why not. *MPAC 34.1.6*

P. Other information required for a fair, impartial and non-discriminatory evaluation shall consist of, but not be limited to:

- Job-related experience;
- Supervisory evaluation of employee performance in his/her present position;
- Supervisory evaluation of the employee's promotion potential;
- Sick leave record;
- Formal education;
- Training and education through career development;
- The disciplinary record of the employee;
- Overall outlook towards the department and police work;
- Work ethic and initiative

IACLEA 3.1.5 b & c

NOTE: The AFSCME Collective Bargaining Agreement provides the criteria that will be applied to all candidates for vacant positions within the bargaining unit. Seniority being the prevalent factor when the top finalists are "approximately equally best qualified."

Q. The Chief shall review the Personnel Files and any other pertinent documentation of qualifications on all of the eligible candidates and use all information collected in the final selection decision based on a thorough review of each candidate's scores in the process, personnel file, and a personal interview with each individual.

R. Candidates may request to review documents from all steps of the promotional process

by scheduling a meeting with the Chief of Police. Written examination and oral board reviews are documented by participants. Candidates seeking further verification or appeal of the results may make a written request to the Director of Human Resources and/or utilize the collective bargaining agreement. Human Resources will present the appeal to the Chief for review.

IACLEA 3.1.5 e / MPAC 34.1.3 e

II. ACTIVITY REVIEW FOLLOWING PROMOTION:

- A. The Collective Bargaining Agreements provide for a formal probationary period following promotion, unless training for the new position is required, in which case the probationary period begins following the completion of the training. Within that period, the employee has the right to decline the promotion and revert to the position previously held. The Department also has the right to rescind the promotion within that period if the work performance of the newly promoted employee is not satisfactory, in which case the employee would resume the previously held position.
- B. All efforts will be made by the department to assist and guide the newly appointed individual as much as possible in adjusting to a command position and its commensurate responsibilities.
- C. The department will provide job-related training to all personnel upon promotion or selection, and the training must be completed within one year of being promoted. Newly promoted command staff will be required to attend a Supervisory Command School and participate in the Department's Supervisory Field Training Program. The probationary period begins after attending a Command School. Newly appointed sergeants will be assigned to either a lieutenant or an experienced sergeant who will act as a mentor. In addition, during the first three (3) months following promotion, the newly appointed supervisor should meet with his/her immediate superior no less than once a week.

MPAC 34.1.7

IACLEA 6.3.4

Approval:



Chief of Police

01/25/22
Date