

Promotional and Transfer Policy

1002.1 PURPOSE AND SCOPE

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

1002.1.1 GENERAL REQUIREMENTS

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

- a. Presents a professional and neat appearance
- b. Maintains a physical condition that aids in his/her performance
- c. Demonstrates:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives
 9. Skills and abilities related to the position

1002.2 CERTIFIED NON-SUPERVISORY SELECTION PROCESS

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

- a. SWAT team member
- b. Detective
- c. Department Instructorships
- d. Field Training Officer

1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

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- a. Non-probationary, Louisville Police Department employee
- b. Positive role model
- c. Has shown an express interest in the position applied for
- d. Education, training and demonstrated abilities in related areas, such as enforcement activities, investigative techniques, report writing and public relations
- e. Completed any training required by Colorado Peace Officer Standards and Training (POST), federal or state law

1002.3 SELECTION PROCESS

The following criteria apply to transfers:

- a. An administrative evaluation as determined by the Chief of Police that shall include a review of supervisor recommendations. Each supervisor who has overseen or has otherwise been accountable for the candidate's performance will submit recommendations.
- b. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work. The Division Commander will schedule interviews with each candidate.
- c. Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendation to the Chief of Police.
- d. Appointment by the Chief of Police.

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

1002.4 PROMOTIONAL SPECIFICATIONS

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

1002.5 SUPERVISOR CERTIFICATE

Within one year of the effective date of assignment, all full-time first-line supervisors should complete a supervisor training course.

