

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 19, 2015		<b>Amended Date</b>	<b>Directive</b> 4.03.1
<b>Subject</b> Promotional Process			
<b>Reference</b>		<b>Approved</b>  Chief of Police	
<b>Distribution</b> All Personnel City Manager City Attorney	<b>TPCA Best Practices Recognition Program Reference</b> 4.06, 4.07	<b>Review Date</b> July 5, 2017	<b>Pages</b> 4

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to govern the department's promotional process.

**SECTION 2 POLICY**

It is the policy of the department that all facets of the promotional process will be conducted in accordance with all relevant statutes found in the Texas Local Government Code, Chapter 143 Municipal Civil Service as well as all City of Lancaster Local Civil Service Rules and Regulations.

**SECTION 3 PROCEDURES**

**A. REQUIRED POSTING (TPCA 4.06)**

1. Before the ninetieth (90<sup>th</sup>) day before the date a promotional examination is held, the City of Lancaster Civil Service Commission shall post a notice that lists the sources from which the examination questions will be taken.
2. Before the thirtieth (30<sup>th</sup>) day before the date a promotional examination is held, the City of Lancaster Civil Service Commission shall post a notice of the examination in plain view on a bulletin board located in the main lobby of city hall and in the commission's office. The notice must show the position to be filled or for which the examination is to be held, the date, time and place of the examination. The commission shall also furnish sufficient copies of the notice for posting in the police station in which the position will be filled.
3. The notice required may also include the name of each source used for the examination, the number of questions taken from each source and the chapter used in each source.
4. The department shall follow all rules set forth in Section 143.029 "Promotional Examination Notice," Texas Government Code.

**B. ELIGIBILITY FOR PROMOTION (TPCA 4.06)**

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1. Each promotional examination is open to each police officer who for at least two (2) years immediately before the examination date has continuously held a position in the classification that is immediately below the classification for which the examination is to be held. The length of service for determining eligibility for taking a promotional examination shall include the probationary period in the department.
2. Any person who has been demoted to a lower rank shall not be eligible to take the promotional examination to the position from which he or she was demoted until two (2) years have passed.
3. If there are not sufficient police officers in the next lower position with two (2) years' service in that position to provide an adequate number of persons to take the examination, the commission shall open the examination to persons in that position with less than two (2) years' service. If there is still an insufficient number, the commission may open the examination to persons in the second lower position to the position for which the examination is to be held.
4. The department shall follow all rules set forth in Section 143.031 "Eligibility for Police Department Promotional Examinations," Texas Government Code and City of Lancaster Local Civil Service Rules and Regulations.

**C. PROMOTIONAL EXAMINATION PROCEDURE (TPCA 4.06)**

1. Each eligible promotional candidate wishing to take the promotional examination shall complete an Official Application for Promotional Examination, as prescribed by the Civil Service Director, in order to take the promotional examination.
2. An eligible promotional candidate who fails to make an application in the manner prescribed in the application, and failure to file the application with the Civil Service Director within the time limits prescribed shall render the candidate ineligible to take the examination.
3. Each eligible promotional candidate shall be given an identical examination in the presence of the other eligible promotional candidates, except that an eligible promotional candidate who is serving on active military duty outside of this state or in a location that is not within reasonable geographic proximity to the location where the examination is being administered is entitled to take the examination outside of the presence of and at a different time than the other candidates and may be allowed to take an examination that is not identical to the examination administered to the other candidates.
4. The promotional examination will be entirely in writing and may not in any part consist of an oral interview.
5. The promotional examination questions will test the knowledge of the eligible promotional candidates about information and facts and must be based on the duties of the position for which the examination is held, material that is of reasonably current publication and that has been made reasonably available to each member of the department involved in the examination and any study course given by the departmental schools of instruction.
6. The promotional examination questions will be taken from the sources posted by the commission as prescribed by Section 143.029(a), Texas Government Code.

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7. The promotional examination questions will be prepared and composed so that the grading of the examination can be promptly completed immediately after the examination is over.
8. The Civil Service Director is responsible for the preparation and security of each promotional examination. The fairness of the competitive promotional examination is the responsibility of the City of Lancaster Civil Service Commission, the Civil Service Director, and each City of Lancaster employee involved in the preparation or administration of the examination.
9. The department shall follow all rules set forth in Section 143.032 "Promotional Examination Procedure," Texas Government Code and City of Lancaster Local Civil Service Rules and Regulations.

**D. PROMOTIONAL EXAMINATION GRADES AND ELIGIBILITY LIST (TPCA 4.06, 4.07)**

1. The grading of each promotional examination shall begin when one eligible promotional candidate completes the examination. As the eligible promotional candidates finish the examination, the examinations shall be graded at the examination location and in the presence of any candidate who wants to remain during the grading.
2. The grade on the written examination is based on a maximum grade of one hundred (100) points and is determined entirely by the correctness of the applicant's answers to the questions. Each police officer is entitled to receive one point for each year of seniority as a classified police officer in that department, with a maximum of ten (10) points.
3. The grade that must be placed on the eligibility list for each police officer shall be computed by adding the applicant's points for seniority to the applicant's grade on the written examination of a total score. All police officer applicants who receive a total score of at least seventy (70) points shall be determined to have passed the examination.
4. Whenever two (2) or more candidates attain the same score for ranking on the eligibility list, the City of Lancaster Civil Service Commission shall use the following procedures to break the tie.
  - a. Raw Score
  - b. Date of Hire
  - c. Date of Birth
5. The eligibility list will be certified by the Civil Service Director and shall be valid for one (1) year from the date of the examination or until the list is exhausted, whichever occurs first. (TPCA 4.07)
6. The department shall follow all rules set forth in Section 143.033 "Promotional Examination Grades," Texas Government Code and City of Lancaster Local Civil Service Rules and Regulations.

**E. REVIEW AND APPEAL OF PROMOTIONAL EXAMINATION (TPCA 4.06)**

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1. On request, each eligible promotional candidate from the police department is entitled to examine the person's promotional examination and answers, the examination grading, and the source material for the examination. If dissatisfied, the candidate may appeal, within five (5) business days, to the City of Lancaster Civil Service Commission for review. In computing this period, a Saturday, Sunday, or legal holiday is not considered a business day.
2. The eligible promotional candidate may not remove the examination or copy any questions used in the examination.
3. If an appeal is filed by a promotional candidate as required, the Civil Service Director shall provide a copy of the appealed question(s) along with the respective answer from the answer key and the title and page number from the reference material to the promotional candidate.
4. The department shall follow all rules set forth in Section 143.034 "Review and Appeal of Promotional Examination," Texas Government Code and City of Lancaster Local Civil Service Rules and Regulations.

**F. APPOINTMENT AND/OR REMOVAL OF ASSISTANT CHIEF OF POLICE**

1. The Chief of Police may appoint and/or remove each person occupying an authorized position in the classification immediately below Chief of Police as allowed by Section 143.014 "Appointment and Removal of Person Classified Immediately below Department Head," Texas Government Code and the City of Lancaster Local Civil Service Rules and Regulations.

**G. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.