

HOWELL POLICE DEPARTMENT GENERAL ORDER			
VOLUME: 2	CHAPTER: 27	# OF PAGES: 4	
SUBJECT: PROMOTION-LIEUTENANT			
EFFECTIVE DATE: August 10, 2022		ACCREDITATION STANDARDS: 2.3.1	SUPERSEDES ORDER #: V1C41 (Dated 09/27/2011) V2C27 (Dated 09/24/2013) V2C27 (Dated 05/12/2015) V2C27 (Dated 02/20/2021)
BY THE ORDER OF: Chief John F. Storrow			

PURPOSE: To provide all eligible candidates for promotion with fair notice and equal access to the promotional process. Additionally, to strive to identify the most qualified members of the police department for promotion to leadership positions within the department and to set forth the components of the promotional process that will be utilized by the Chief of Police in carrying out the process.

POLICY: Promotion denotes vertical movement in the organization hierarchy from one rank to another, accompanied by increases in salary and responsibilities. The promotional process begins with identifying employees who have the potential for assuming greater responsibility and who possess the skills, knowledge and abilities required to perform at the level being considered for promotion.

PROCEDURE:

I. ELIGIBILITY

- A. Promotion(s) will be made from the rank of Sergeant of the Howell Township Police Department.
- B. Any Sergeant with one-year minimum in the current position is eligible to participate in the process.
- C. All appointments and promotions shall be for an initial probationary period of one year. At the end of this one-year period, should the candidate successfully complete his or her probationary period, the township manager will make his or her appointment permanent. The appointments shall be for an indefinite term.

II. SUBMITTAL OF INTENT TO PARTICIPATE IN THE PROCESS

- A. Each Sergeant who is interested in the process will submit an email to the Chief of Police or his designee.
- B. This email must be submitted within five days of the announcement.
- C. Interviews may begin within those five days.
- D. Sergeants are strictly prohibited by sharing any information divulged during the interview.
- E. No Sergeant(s) will be permitted to participate in the process after the initial application period (five days).

III. CHIEF'S INTERVIEW

- A. An interview will be conducted with the Chief of Police. This one on one interview will last approximately one hour. During this time, the candidate Sergeant and Chief of Police will discuss a variety of topics. This interview will allow the Sergeant the opportunity to discuss their qualifications and career. It will also allow the Chief of Police to gain insight into the knowledge, skills, abilities, background and other qualities of each Sergeant candidate through discussion.
- B. Topics which may be discussed include, but are not limited to:
 - 1. Leadership;
 - 2. Management;
 - 3. Professional Development;
 - 4. Department and Squad/Unit Operations;
 - 5. Critical Decision Making;
 - 6. Knowledge of the Job;

- 7. Career Profile / Highlights;
- 8. Goals and Aspirations.
- C. Each topic will be specific to the candidate's performance as an employee/sergeant with a focus on becoming a command-level officer.
- D. There is no study guide/material.
- E. Each Sergeant will be provided the time of his/her scheduled interview. No overtime is permitted.
- F. The Chief of Police may request an additional interview with specific Sergeant(s) if further information/discussion may be needed to render a decision to promote.
- G. Consistent with N.J.S.A 40A: 14-129, due consideration for the length and merit of service shall be given to participating candidates for promotion. Seniority in the current position is recognized as being a component for promotion. However, it will not be an overall deciding factor.

IV. NOTIFICATION OF RESULTS

- A. After completion of the interviews, the Chief of Police shall, within one week of the final interview, choose the candidate best qualified for promotion to Lieutenant.
- B. There shall be no grade or point value assigned to the interview.
- C. The Chief of Police is not required to justify the decision.
- D. There will be no official ranking of candidates. Every Sergeant who participates in the process is eligible for promotion.
- E. The Chief of Police will provide the Township Manager with a written recommendation for promotion(s). The Township Manager shall review the written recommendation(s) of the Chief of Police and shall render a determination.

V. ELIGIBILITY LIST

- A. The names of eligible candidates will be valid for one year from the first selected candidate promoted to Lieutenant.
- B. There will be no need to re-interview during this period.

VI. REVIEW OF PROCESS

- A. The Chief of Police agrees to meet with any candidate who was not selected for promotion to discuss the interview. The meeting will be at the convenience of the Chief of Police. No overtime is permitted.

VII. TERMINATION OF POLICY

- A. This policy shall remain in effect for the duration of the eligibility list. This policy is permitted to continue for future promotional processes with the approval of the Chief of Police and the Superior Officer's Association.