



**Little Compton Police Department
60 Simmons Road
Little Compton, RI 02837**

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	10/22/19	200.02	10/22/19
SUBJECT TITLE		SUBJECT AREA	
PROMOTIONS		RECRUITMENT, SELECTION AND PROMOTIONS	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
3.8, 3.9			
DISTRIBUTION	REVIEW DATE		PAGES
ALL	AS NECESSARY		3

PROMOTIONS

I. PURPOSE

To establish guidelines for the promotion of sworn personnel.

II. POLICY

The Little Compton Police Department seeks to ensure that it's most qualified, sworn members are recognized for their abilities and promoted to supervisory positions when vacancies arise. The department recognizes the importance of the promotional processes that are fair, job-related, nondiscriminatory, and consistent with the provisions outlined in the Collective Bargaining Agreement between the Town of Little Compton and IBPO Local #644.

III. AGENCY ROLE

- A. The police department is responsible for the promotional process for its sworn personnel. The Town Council shall make promotions based upon the recommendation of the Chief of Police.
- B. The Chief of Police is vested with the authority and responsibility for administering the department's role in all promotional processes.

IV. PROCEDURE

A. Written Announcement of Promotional Process

1. The Chief of Police will ensure that written announcement of promotional opportunity is posted prominently and in a timely fashion.
2. The written announcement will include:
 - a) A description of the position(s) available.
 - b) The deadline date for qualified candidates to sign up.
 - c) Date of the promotional meeting.
3. Periodic verbal reminders at staff meetings and shift briefings as well as through the in-house electronic mail system should augment written announcements.
4. Sworn members wishing to participate in the promotional process will sign up on the posted sheet prior to the due date established.

B. Vacancies shall be filled by appointment by the Town Council. The town retains the right to create temporary positions and to fill said position as the needs of the department may require. However, any such temporary position shall not remain in existence for a period in excess of ninety (90) days. Upon the expiration of said ninety (90) day period, the Town shall determine whether to terminate said position or to make said position a permanent position in the Police Department. If said position becomes permanent and does not involve an increase in compensation over that compensation paid to a Senior Patrolman, said position will then be filled in accordance with the seniority provisions contained in Article IV of the collective bargaining agreement. If said position involves an increase in compensation, it shall be filled according to the procedures contained in this Article IV of the collective bargaining agreement.

C. In order for a police officer to be eligible for a promotion above Senior Patrolman, excluding Chief, said police officer shall have been a full time member of the Little Compton Police Department for at least two (2) years on the date the promotional sign-up is posted.

D. The Town of Little Compton will use a national recognized testing company for the written examination. There shall be a 20 day posting period and a 30 day study period, with the Town of Little Compton providing study materials. The evaluation procedure will be as follows:

Written Exam 35 points

Oral Exam 35 points

Seniority 1 point for every year of service, to a maximum of 20 points. The date of the written test will determine if the applicant has completed a full year based on their date of hire.

Chief's Recommendation 10 points. The Chief will determine how many awarded based on each applicants personnel jacket and service history.

The union will vote on someone from the union as a liaison between the applicants, the Chief of Police and the people on the Oral Board. The Oral Examination will be conducted by 3 officers of equal or greater rank of the position being tested for. The oral board will be chosen in the following manner.

The Chief of Police shall select a member.

Local 644 shall select a member.

Those two officers shall select a third member.

Questions on the Oral Examination shall be the same for all officers being tested.

Results of the examination are to be posted on a bulletin board in the Police Station. The Town Council shall make the promotion from the top three candidates. Promotions shall be made when funds are appropriated and available.

- E. Police officers of the Little Compton Police Department up to and including the rank of Deputy Chief/Lieutenant who are ordered to assume the responsibilities of a higher rank shall be compensated for this service at the same rate as the police officer for whom they are filling in, provided such service is for a period of two (2) full working days or more. Such higher rate shall apply for all time spent at the higher rank.
Any Patrolman who is required to be responsible as an "Officer in Charge" for any shift shall be compensated for this service at a rate of \$1.00 above the current Senior Patrolman hourly rate.
A member of Local 644 of any rank who assumes the duties and responsibilities of the Chief of Police for any period longer than three (3) full working days, shall be compensated at the same rate of pay as the received by the Chief of Police but without benefit of overtime pay. Such compensation shall apply to all days spent in this capacity.
- F. Upon promotion to a higher rank the officer shall be considered "probationary" within that rank structure for a period of 12 months during which time any unsatisfactory performance should be identified and corrected early through counseling, training, or other suitable personnel actions to safeguard against the promotion of employees behind their capabilities.
- G. Promotional materials will be stored in a locked file cabinet inside the Chief's office.
- H. Promotional candidates who wish to review their performance on each element of the promotional process may do so by requesting a meeting with the Chief of Police.

By order of:



Scott N. Raynes
Chief of Police