

**CHAPTER 20 – HIRING, PROMOTIONS, AND TRANSFERS**

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**EFFECTIVE: JULY 1, 2020**

## **CHAPTER 20 – HIRING, PROMOTIONS, AND TRANSFERS**

### **Section 20.00 – Standards For Employment**

A. The following employment standards exist as minimum requirements for employment as a Raymore Police Officer:

1. Must be 21 years of age at the time of certification.
2. Must be a high school graduate or equivalent.
- \*3. Must be a graduate of a P.O.S.T. approved training academy or successfully attend, graduate and receive certification after being hired.
4. Must successfully complete the police officer candidate hiring process.
5. Must not have any felony or serious misdemeanor convictions.

B. The following standards are minimum requirements for civilian employment:

1. Must be 18 years of age at time of hire.
2. Must be a high school graduate or equivalent.
3. Must not have any felony or serious misdemeanor convictions.

### **Section 20.01 – Police Officer Hiring Process**

The following selection process will be utilized in hiring police officers. Candidates may be screened out at any point in the selection process if sufficient cause exists:

A. Computer Screening - All applicants will be screened through the police computer system for criminal history and driving record information.

\*B. Written Testing - A computer generated test will be administered to applicants focusing on general knowledge and integrity.

C. Computer Voice Stress Analysis – This truth verification test is conducted on candidates who successfully pass the preceding phases of the process.

D. Oral Interview Board - Those candidates proceeding on in the selection process will be interviewed by a board made up of three qualified individuals, one of whom must be a commanding officer for the Raymore Police Department.

E. Background Investigation - An investigation of the applicant's character and background will be conducted on those candidates who successfully advance through the oral interview phase.

F. Medical Examination - A post-offer of employment medical examination will be conducted on candidates selected for the position of police officer.

G. Drug Screening - Candidates will be screened for the use of illegal drugs during the medical exam in keeping with the City drug testing policy.

H. Psychological Testing – After an offer of employment, candidates will be administered a psychological test.

## **Section 20.02 – Civilian Hiring Process**

The following selection process will be utilized in hiring civilian employees. Candidates may be screened out at any point in the selection process if sufficient cause exists:

A. Computer Screening - All applicants will be screened through the police computer system for criminal history and driving record information.

B. Written Testing - Written tests may be administered depending on the position.

\*C. Computer Voice Stress Analysis – This truth verification test is conducted on candidates who successfully pass the preceding phases of the process.

D. Oral Interview Board - Candidates proceeding in the selection process may be interviewed by a board, one of whom must be the Support Services Commander.

E. Background Investigation - An investigation of the applicant's character will be conducted on candidates who successfully advance through the previous phases.

F. Medical Examination - A post-offer of employment medical examination may be conducted on candidates, depending on the position.

G. Drug Screening - Candidates will be screened for the use of illegal drugs during the medical examination in keeping with the City drug testing policy.

H. Psychological Testing – After an offer of employment, candidates may be administered a psychological test depending on the position.

## **Section 20.03 – Promotion to Master Police Officer**

The Master Police Officer Program is based on total point values in the following areas:

- A. Years of Service
- B. Specialty Fields
- C. Education
- D. Performance Evaluations

Within each of these attainment areas are categories which afford the individual the opportunity to accumulate points. The number of points are calculated in determining eligibility for promotion to Master Patrol Officer. The officer must earn at least one point in the attainment areas of Years of Service and Performance Evaluations. Attainment of eight (8) points is necessary to be eligible for promotion to Master Patrol Officer.

## **ATTAINMENT AREAS**

The following is a breakdown of eligible points in each attainment area:

### **A. YEARS OF SERVICE**

- 2 Points 4-10 years of service as a Raymore Police Officer
- 3 Points Over 10 years of service as a Raymore Police Officer

### **B. EDUCATION**

- 1 Point - Associates Degree, 60 hours of college credit or 200 hours approved in-service
- 2 Points - 90 or more hours of college credit, or 400 hours approved in-service
- 3 Points - Bachelor's Degree in any field or 600 hours approved in-service
- 4 Points - Masters Degree in any field or 800 hours approved in-service

In-service training hours are those hours accumulated after completion of a basic academy and include all documented approved training hours obtained while employed by a civilian or military law enforcement agency.

### **\*C. PERFORMANCE EVALUATIONS**

- 2 Points - The last 2 evaluations with an Overall Evaluation Rating of "Meets Expectations".

Formal discipline within the 12 month period preceding the application date will be cause for a one-year delay of the approval process in order to observe performance and ensure it is satisfactory or exceeds expectation.

### **\*D. SPECIALTY FIELDS**

1. All fields have a requirement of 1 year of service, successfully assigned in the field before point(s) are awarded. Requirements for successfully meeting assignment goals depend on the field and officers will be monitored by a supervisor to ensure that performance is adequate to maintain credit for the points. Failure of officers to maintain specialty training and accreditation can result in adverse performance review and demotion for cause.

2. The following are the Specialty Fields with time requirements and points. An officer can obtain the point after one year of service, but must remain active for the time period listed in order to maintain the credit.

a. Drug Recognition Expert (D.R.E.)	4 years	1point
b. Type II Breath Instrument Certification	4 years	1point
c. Crash Reconstruction/Invest.	4 years	1point
d. Crisis Intervention Team (C.I.T.)	4 years	2 points
e. Field Training Officer (F.T.O.)	3 years	2 points
f. Instructor (POST Certified)	4 years	2 points
g. CVSA Operator	4 years	2 points
h. Tactical Team	3 years	2 points
i. Firearms Instructor	4 years	2 points
j. Detective	3 years	2 points
k. Armorer	3 years	2 points
l. Drone Pilot	4 years	2 points
m. School Youth Community Outreach	3 years	1 point
n. Bicycle patrol	3 years	1 point
o. Command Post Driver	3 years	1 point

## **APPLICATION PROCESS**

A. Application for consideration for promotion to Master Police Officer will be the sole responsibility of the applicant officer. Information necessary for consideration will include but not be limited to:

1. A formal memorandum which articulates interest and accomplishments.
2. Copies of prior evaluations and certificates to assist with verification.
3. Recommendation of direct supervisor.

B. The effective date of the promotion will be determined based upon final approval of the application and will start at the beginning of the next pay period following the approval date. Applications will be processed in a timely manner.

C. Changes in the process and additional fields may be added in the future in keeping with department growth and special services provided.

## **Section 20.04 – Promotion to Detective**

A. Requirements:

1. Must have a minimum two (2) years police service and the direct supervisor's recommendation
2. The last 2 evaluations with an Overall Evaluation Rating of "Meets Expectations".

3. Formal discipline within the 12 month period preceding the application date will be cause for a one-year delay of the approval process in order to observe performance and ensure it is satisfactory or exceeds expectation.

\*B. Process

1. Must submit a letter of intent, resume and copy of the last evaluation.
2. Must participate in an assessment exercise(s)
3. Must participate in an oral interview.

**Section 20.05 – Promotion to Sergeant**

\*A. Requirements:

1. Serve as a Raymore Police Officer for at least three (3) years.
2. The last 2 evaluations with an Overall Evaluation Rating of “Meets Expectations”.
3. Formal discipline within the 12 month period preceding the application date will be cause for a one-year delay of the approval process in order to observe performance and ensure it is satisfactory or exceeds expectation.

B. Process:

1. Must submit a letter of intent, resume and copy of the last evaluation.
2. Must meet the basic requirements for Sergeant.
3. Must compete in an assessment center phase, with exercises to be determined by the command staff.
4. The final score for promotion will be based on weighted dimensions demonstrated in written, oral and role playing exercises.
5. Receive a favorable promotion recommendation by chain-of-command.

**Section 20.06 – Promotion to Lieutenant**

\*A. Requirements:

1. Must serve as a Raymore Sergeant for at least two (2) years.

2. The last 2 evaluations with an Overall Evaluation Rating of “Meets Expectations”.

3. Formal discipline within the 12 month period preceding the application date will be cause for a one-year delay of the approval process in order to observe performance and ensure it is satisfactory or exceeds expectation.

B. Process:

1. Submit a letter of intent, resume and copy of the last evaluation.

2. Meet the basic requirements for Lieutenant.

3. Compete in an assessment center phase, with exercises to be determined by the command staff.

4. The final score for promotion will be based on weighted dimensions demonstrated in written, oral and role playing exercises.

5. Receive a favorable promotion recommendation by chain-of-command.

### **Section 20.07 – Promotion to Captain**

The Chief of Police will select an individual for the position of Captain based upon exhibited competencies. The promotion of an individual for this position will be dependent upon concurrence of the City Manager.

### **Section 20.08 – Promotion to Communications Supervisor**

The Commander of the Support Division shall be responsible for selecting an individual for the position of Communications Supervisor based upon exhibited competencies. That recommendation will be made to the Chief of Police and the selection of an individual for this position will be dependent upon concurrence of the City Manager.

### **Section 20.09 – Transfers**

Transfers within the department will be considered based on need and availability. Minimum requirements for transfer are as follows:

- A. Tactical Team Officer - Members of the Cass County Tactical Response Team operate on a part-time basis. Members must have a minimum of two (2) years police experience, be recommended by their supervisor, and successfully complete the selection process as outlined by the Cass County Tactical Team standard operating procedures.

- B. School Youth Community Outreach Officer – Minimum of two (2) years of police service at the Raymore Police Department and approval from a supervisor.