



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-52 SECTION K-13

PROMOTIONAL EXAMINATION Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Promotional Process
- V. Review and Appeal
- VI. Probationary Period
- VII. Effective Date

I. DIRECTIVE

Promotion denotes vertical movement in the organizational hierarchy from one rank classification or position to another, usually accompanied by increases in duties and responsibilities as well as salary. The Baltimore City School Police Force (“BCSPF” or “department”) recognizes that evaluation and selection of personnel for promotion begins with the identification of employees who appear to have the potential for assuming greater responsibility and who possess the knowledge, skills, and abilities required to perform at that level.

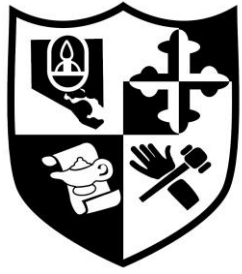
The goal of this promotional process is to examine and select the best qualified candidate(s) in a valid, fair, and equitable manner. To accomplish this goal, all elements used to evaluate candidates for promotion must be job related and non-discriminatory.

II. PURPOSE

The purpose of this General Order is to establish departmental procedures governing promotional examinations for those individuals seeking promotion to the positions Lieutenant, Sergeant, and Corporal.

III. GENERAL

The Chief of School Police, or their designee, shall be responsible for administering the department’s promotional process and maintaining the security of all promotional materials.



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The promotional process for sworn personnel should be conducted by the combined effort of the BCSPF, the Office of Human Capital, and other law enforcement agencies as deemed appropriate.

The BCSPF should maintain a primary role in the development of the measurement instruments that are used in determining the knowledge, skills, and abilities of employees for positions.

All promotional material shall be maintained in a secure manner under lock and key.

Sworn personnel above the rank of Lieutenant are recommended for appointment by the Chief of School Police and confirmed by the Chief Human Capital Officer.

IV. PROMOTIONAL PROCESS

A. Job Posting

Promotional positions shall be posted on all official bulletin boards when they become available. The job posting must include at least the following:

1. Position title, grade, and salary levels
2. Time for filing applications
3. Characteristics of the class
4. Examples of the duties
5. Minimum qualifications
6. Selection process

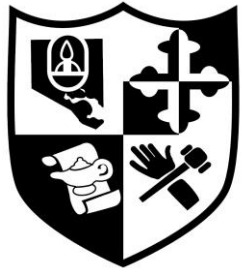
Interested members shall comply with the procedures detailed in the posting to apply.

B. Evaluating Promotional Potential of Candidates

A promotional process shall be initiated only when a vacancy exists within a particular job classification, or at such a time when a vacancy is anticipated.

A candidate who is not in full compliance with all posted agency requirements shall be ineligible to participate in the promotional process.

The promotional process shall be restricted to BCSPF personnel only, unless the Chief of School Police determines that the number of "internal" candidates qualified to participate in the process is insufficient to justify a restricted competition, in which case the



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promotional process shall be open to outside personnel.

1. The examination itself which must be graded as either pass/fail with a 70 being the minimum passing grade. The weight of the exam to the overall evaluative process is 45%.
2. Part two of the promotional process must consist of an oral examination board consisting of no fewer than three (3) and no more than seven (7). One of the persons on the oral examination board will be from the Office of Human Capital to ensure compliance with all applicable local, state, and federal laws. The weight of the oral board will be 45%.
 - a. The board must ask specific questions with regards to the position applied for.
 - b. The board must rank those persons in order based upon their performance.
3. Part three of the evaluative process should consist of a review of the personnel file with a weight of 10%. All of the below factors are to be used to determine a candidate's suitability for promotion:
 - a. Performance evaluations, including positive and/or negative comments/observations
 - b. Specialized training
 - c. Employee recognition/awards/commendations
 - d. Disciplinary records, to include any sustained allegations of misconduct
4. Subsequent to the final review, a list of promotion candidates will be posted, according to rank order and will be sent to the Chief of School Police for final approval.

Candidates must pass the written test to be eligible to partake in the practical simulation exercise.

C. Eligibility List

An eligibility list should be established by combining the scores of the written test and oral examination exercise. The eligibility list should be maintained by the Chief of School Police listing the qualified candidates in descending rank order with the applicant scoring highest first. The eligibility list should generally remain in effect for a one-year period, unless otherwise noted.

D. Selection

For the positions of Sergeant and Corporal, the Chief of School Police should select a



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candidate from the certified eligibility list provided by Human Capital in numerical rank order based on the composite scores of the promotional process.

For command officers, to include Lieutenant and Captain, the Chief of School Police should select a candidate from the certified eligibility list provided by Human Capital.

V. REVIEW AND APPEAL

A. Procedures

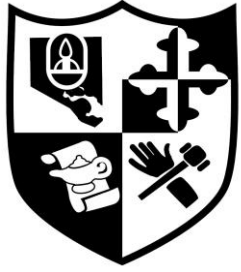
1. A candidate may appeal any aspect of the promotional process to the Chief of School Police in the following manner:
 - a. The appeal must be initiated, in writing, within seven (7) calendar days following the announcement of the final results of the process.
 - b. The Chief of School Police shall conduct a review to resolve the appeal.
 - c. The Chief of School Police shall issue a written decision with five (5) calendar days of the review and that decision shall be considered final.
2. A candidate may also appeal any adverse decisions concerning their eligibility for, or appointment to, promotional vacancies
3. The review and appeal process includes the following:
 - a. Review of the answer key to written examinations.
 - b. Review of the written results of scored components of the selection process.

B. Re-application, Re-testing, and/or Re-evaluation

The Chief of School Police should evaluate each promotional process. The BCSPF and the Office of Human Capital shall provide for the re-application, re-testing, and/or re-evaluation that may result from any appeal.

All candidates selected for promotional appointments shall serve a six-month probationary period, which shall begin immediately upon appointment.

The purpose of the probationary period will be to provide an opportunity for the department to determine whether the newly promoted employee can successfully perform the duties of the position to which they have been appointed.



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VI. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____