



TYLER POLICE DEPARTMENT

GENERAL ORDER: 14.600

	<h3>PROMOTIONS</h3>	
	EFFECTIVE DATE: 05-23-1994	
	REVISED DATE: 10-01-2021	
CALEA STANDARDS: 34.1.1 – 34.1.4; 34.1.6		

14.601 PROMOTION – [CALEA Standard: 34.1.2 - 34.1.4]

- A. Promotion denotes the upward movement of an employee within the organizational hierarchy from one rank classification or position to another. The role of the department in the promotion of sworn personnel will be in accordance with [State Civil Service Law, Local Government Code Chapter 143, Section 035](#) of the local Firefighters and Police Officers Civil Service Commission Regulations.
1. Non-sworn employees will be promoted after a review of work history, knowledge, skills, abilities, an interview with the appropriate Asst. Chief / Division Commander or the Asst. Chief's designate, or a panel of interviewers. A recommendation will then be forwarded to the Chief of Police for the final decision of promotion to the position.

14.602 ADMINISTRATIVE RESPONSIBILITIES – [CALEA Standard: 34.1.1 - 34.1.3; 34.1.6]

- A. Promotions for sworn employees will be in accordance with the Local Government Code Chapter 143, Section 035 of the local Firefighters and Police Officers Civil Service Commission Regulations. Sworn personnel receiving a promotion will not be required to serve a probationary period in accordance with Local Government Code Chapter 143.
1. Newly promoted sworn personnel will receive training on the major functions of each division and unit within the department. Newly promoted sworn employees will be scheduled to attend assignment specific training on their new role with the department.
 - a) The training will be conducted by the newly promoted employee's immediate supervisor or their supervisor's designee.
 2. Additionally, the newly promoted employee and will be scheduled to attend a new


supervisor training course as soon as practical.

- B. The Chief of Police will make the final approval for promotions of sworn personnel in accordance with Local Government Code Chapter 143, Section 035 of the local Firefighters and Police Officers Civil Service Commission Regulations.
- C. It shall be the responsibility of the Chief of Police to ensure that non-sworn personnel are fairly and equitably considered for promotion.
 - 1. The Chief of Police or the Chief's designate may review the service record of the candidates being considered for promotion to establish eligibility, job performance, accomplishments, and other information pertinent to the promotion.
 - 2. The Chief of Police or the Chief's designate may conduct interviews with the candidates being considered for promotion to consider their qualifications, goals, commitment, attributes and other job related information to assist the Chief of Police in making the decision for promotion.
 - 3. Written tests may be used for the promotion of civilian supervisors but are not required.
 - 4. The Chief of Police may permit upward movement of current employees to promotional positions or may accept personnel from outside the department to fill the position.
 - 5. All non-sworn position will have a probationary period of six (6) months pursuant to [City of Tyler policy: Chapter 2-20 – Position Classification and Compensation](#). During the probationary period the newly promoted employee will receive specialized training commensurate with the position. The employee should be closely monitored by their immediate supervisor, who shall be responsible for completing the City of Tyler's "End of Orientation" performance evaluation.
 - a) The evaluation will identify any potential weaknesses or unsatisfactory performance that needs to be corrected through training, counseling, or other means to safeguard against the promotion of employees beyond their capabilities. Once completed the evaluation will be signed, reviewed by the employees chain of command, and forwarded to the City of Tyler Human Resources Department.
 - 6. The final decision on all promotions of non-sworn positions is at the discretion of the Chief of Police.
 - 7. The probationary period of a newly appointed non-sworn supervisor may be extended or adjusted where cause exists upon request to and approval of the City Manager.

14.603 EMPLOYEE REVIEW AND APPEAL OF ELIGIBILITY

- A. The appeal process for written promotional tests is set out in the Local Government Code Chapter 143 for sworn personnel.

Approved: 10-01-2021



Jimmy Toler
Chief of Police