

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**PROMOTIONS  
EFFECTIVE 05/23/94**

**14.600**

**REVISED 02/05/08**  
**14.601 PROMOTION**

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, and section 035 of the local Firefighters and Police Officers Civil Service Commission Regulations. Civilian personnel will be promoted after a review of work history, knowledge, skills, abilities, interview with the Division Commander, the Commander's designate, or a panel of interviewers. A recommendation will then be sent to the Chief of Police for the final decision of promotion to the position.

**14.602 ADMINISTRATIVE RESPONSIBILITIES**


- A. Promotions for sworn personnel will be in accordance with Local Government Code Chapter 143, and 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. Newly promoted sworn personnel will receive training on the major functions of each unit within the department. Newly promoted sworn employees will be scheduled to receive assignment specific training on their new role with the department from their immediate supervisor 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 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 civilian personnel are fairly and equitably considered for promotion.
  - 1. The Chief of Police or the Chief's designate will review the service record of the applicants 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 will conduct interviews with the applicants 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. Each civilian position will have a probationary period of six (6) months pursuant to the City Administrative policy. During the probationary period the newly promoted employee will receive specialized training commensurate with the position and the employee will be monitored closely with a performance review conducted by the immediate supervisor at least quarterly. The review 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. The written review will be attached to the "End of Probation" performance review completed at the end of the probationary period.
  - 6. The final decision on promotions in civilian 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

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

Approved: 02/05/08



Gary M. Swindle  
Chief of Police