

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>34.1 Promotional Procedures</b>			
<b>Effective Date:</b>	10/20/2004	<b>Revision Date:</b>	7/4/2017	
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**I. Purpose**

Promotion denotes advancement in the organizational hierarchy from one rank or position to another, usually accompanied by increased duties and responsibilities. The purpose of this policy is to define the authority and responsibility for promotions within the Kenosha Police Department.

**II. Authority and Responsibility**

The authority and responsibility for the administration of the promotional process within the Kenosha Police Department are vested with the Chief of Police.

The Chief of Police has complete and total authority for the promotion of its personnel. Although the Kenosha Police Department shares no authority in the promotion of its personnel, private outside organizations may participate in the administration of the testing process.

**III. Authority for the Promotions Program**

The Chief of Police is responsible for the formulation of the promotional process within the Kenosha Police Department.

**IV. Promotion Process**

**A. Written Notice**

The promotional process begins with notice of the intent of the Kenosha Police Department to begin the promotional testing process.

**B. Testing**

Candidates for the rank of Detective, Sergeant and Lieutenant must apply to participate in the testing procedure. The testing procedure will be broken down into test elements or categories. These include, but are not limited to, a written test, oral interview and in-house assessment/evaluation. Additional promotional points are awarded for seniority and education. Upon completion of that procedure, candidates will be ranked based on the aggregate score of the test elements.

**V. Eligibility List**

Based on the aggregate score, an eligibility list will be established from which the Chief of Police will select candidates for promotion. Each selection for promotion to the rank of Detective, Sergeant and Lieutenant will be made from the top five scoring candidates on the eligibility list at the time of the vacancy. The eligibility list will be in effect for a prescribed

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period of time, generally not less than 18 months, with an option to extend the list up to one year at the discretion of the Chief of Police.

Prior to the expiration of the eligibility list, a notice will be posted announcing the intent of the Kenosha Police Department to again begin the promotional process.

## VI. Minimum Qualifications

- A. The following are the minimum requirements for promotion as set by the Chief of Police. The specific requirements will be announced prior to the beginning of the promotional testing process. The listed minimum requirements must be attained by the effective date of the list.

### **Detective**

- Minimum of five years sworn experience in law enforcement service.
- Three years sworn law enforcement service with the Kenosha Police Department.

### **Crime Prevention**

- Three years of sworn law enforcement service with the Kenosha Police Department
- The selection of Crime Prevention Officer will be left to the discretion of the Chief of Police.

### **Sergeant**

- Minimum of five years sworn experience in law enforcement service.
- Three years of sworn law enforcement service with the Kenosha Police Department.

### **Lieutenant**

- Minimum of seven years of sworn experience in law enforcement service.
- Two years of sworn law enforcement service experience as a Sergeant within the Kenosha Police Department or
- Seven years of sworn law enforcement experience as a Detective within the Kenosha Police Department or
- A combination of seven years of sworn law enforcement experience as a Sergeant or Detective within the Kenosha Police Department.

### **Captain**

- Currently hold the rank of Lieutenant.
- Minimum of ten years of sworn experience in law enforcement.

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- Minimum of three years supervisory experience with the Kenosha Police Department.
- The promotion to the rank of Captain will be made at the discretion of the Chief of Police.

#### **Inspector of Police**

- The selection of Inspector of Police will be made at the discretion of the Chief of Police.

#### **Deputy Chief of Police**

- The selection of Deputy Chief of Police will be made at the discretion of the Chief of Police.

### **VII. Non-represented Positions**

Interim appointments of 12 months will be required of all non-represented positions.

### **VIII. Statutory Requirements**

All promotions are subject to the final approval of the Kenosha Police and Fire Commission.

**END OF DOCUMENT**