

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 13-01

EFFECTIVE: FEBRUARY 13, 2014                      UPDATED: AUGUST 24, 2016  
TO: ALL PERSONNEL                                      INDEX AS: PROMOTIONS  
SUBJECT: PROMOTIONAL PROCESS –  
                    COMMISSIONED PERSONNEL

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I. PURPOSE

The purpose of this General Order is to inform all commissioned personnel of the promotional policy of the Ballwin Department of Police.

II. GENERAL

A. The promotional policy as outlined in the following sections is designed to:

1. Determine from the list of available candidates those commissioned employees best qualified to fill the vacancy for promotion.
2. Create a favorable attitude by the candidates toward the promotional policy even though they may not have been promoted, as well as, to insure to the candidates that the promotional policy is fair.
3. Establish a program that will lend itself to removing any peer group pressures, which requires an employee to enter the promotional process even though he/she may not personally desire such a promotion. It is noted and accepted by the Chief of Police and all other members of the Department that an employee may desire to stay at his/her present rank or position and not compete for a vacancy.

B. Candidates for promotion will be required to meet the following educational requirements and police experience/tenure for the qualifying position:

**Sergeants:** High School or G.E.D. Must have served in the capacity of a police officer for five years' continuous service. A minimum of three (3) years of service with this agency. The remaining two (2) years can be supplemented with service from another law enforcement agency. Must either have attained a two-year degree from an accredited college or university or have all five (5) years of continuous service with the Ballwin Police Department and upon promotion continuously work toward achieving a two (2) year degree at an accredited college or university within a five (5) year period. If an individual does not acquire the degree or demonstrate significant progress towards attainment within the specified five (5) year period, they will be demoted to their previous rank.

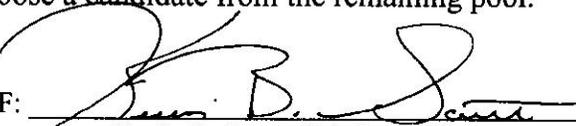
**Lieutenants/Division Commanders:** Shall be appointed by the Chief of Police from the Sergeant rank, and serve at the Chief's discretion. Must have a four (4) year degree at the time of appointment or have a two (2) year degree and four (4) years of active military experience. An individual with a two (2) year degree must continuously work toward achieving a four (4) year degree at an accredited college or university within a five (5) year period. If an individual does not acquire the degree within the specified five (5) year period, they will be demoted to their previous rank.

- C. The above degree requirements have been instituted for the following reasons:
1. To increase the pool of candidates in order to determine those commissioned employees best qualified to fill the vacancy for promotion as well as to prepare that individual for the next possible level of promotion.
  2. To encourage those commissioned employees now attending college to continue their pursuit of higher education.
  3. To assure those who possess a degree that their educational attainments will not go unnoticed.

III. PROCEDURE

- A. Written notification will be made to all eligible employees notifying them of the upcoming promotional process and providing a schedule of dates, times and locations of all elements of the process. This notification will be made with adequate time for the candidates to prepare. As part of the sergeant promotional process, a Resume and cover letter should be submitted to the Commander of Administrative Support by the date designated.
- B. The elements of the Sergeant's promotional process shall include:
1. Submission of a Resume with cover letter.
  2. Completion of a Managerial Questionnaire.
  3. Oral Board Interview with Administrative Team
  4. Interview with the Chief of Police
- B. If an individual has been demoted in rank up to three years prior to the promotional process, they will not be eligible to participate in the process. Individuals on probation are not eligible to take part in the process.
- C. Candidates for promotion must appear at all oral interviews in their Class A uniform. Those candidates assigned to the drug enforcement unit will be excused from this uniform requirement.
- D. The Commander of Administrative Support will be responsible for administering the promotional process.
- E. **Eligibility** - Upon completion of the process, the Chief of Police, upon consultation with the Administrative Team, will select the candidate(s) he feels is most qualified. Per the Ballwin City Personnel Manual, the promoted employee will serve a qualifying period of one calendar year. The remaining candidates will be eligible for a period of six months from the date the process is completed. If another position becomes available within that time period, the Chief of Police will, at his discretion, choose a candidate from the remaining pool.

BY ORDER OF:

  
Kevin B. Scott, Chief of Police

8/24/16  
Date

MPCCF REFERENCE  
13.1, 5.3