

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-003
		EFFECTIVE DATE: July 8, 2013
SUBJECT: Promotions – Sworn Personnel		REVISED DATE: January 15, 2022

PURPOSE

The purpose of this directive is to define the promotional practices of the Houston Independent School District Police Department for promotions to the rank of sergeant and above.

POLICY

It is the policy of the Houston ISD Police Department to promote/select the best possible candidates for sworn leadership positions.

APPLICABILITY

This directive applies to all Houston Independent School District Police Department sworn personnel.

ANNOUNCEMENT

Job postings for promotions will be posted through the HISD Applitrack website for a minimum of ten (10) calendar days. Requirements for each position will be identified in the job posting. Applicants should ensure they meet the minimum requirements listed in the job posting before applying.

DISCLAIMER

Participation in the process does not guarantee promotion or advancement. All personnel who believe they will meet all qualifications in the job posting are encouraged to apply. The Chief of Police may cancel or postpone the promotional process for any reason, including budgetary concerns.

Open positions will not guarantee a promotional opportunity. The Chief of Police will make the final determination on the eligibility of applicants for promotion, and the candidate's Internal Affairs History and performance evaluation will be utilized when making this determination. All eligibility and point calculations will be considered as of the announced date of the promotional process.

PROMOTIONAL PROCESS

Sergeant Promotions

The Chief of Police will promote sergeants by a screening process that includes:

- a) Posting of position(s) for no less than ten calendar days.
- b) A written examination will be administered. Candidates will receive a score for the written examination. The points will be used to determine whether a test score is reflective of mastering the basic skills required to be an HISD Police Sergeant. There will be a minimum cut score based on

test results. The test will be classified into several categories, such as basic, proficient, or advanced.

- c) Upon successful completion of the exam, candidates will be subject to a videotaped assessment center consisting of three (3) scenario-based exercises designed to test:
 - 1. Leadership skills.
 - 2. Departmental knowledge.
 - 3. Tactical skills.
 - 4. Communication and presentation skills.
 - 5. Interpersonal skills.
- d) The assessment center may include a variety of exercises including, but not limited to the following:
 - 1. In-basket; problem-solving/analysis.
 - 2. Oral resumes/structured interviews.
 - 3. Role-playing.
 - 4. Memo/report writing.
 - 5. Staff meeting.
 - 6. Special event/operations.
- e) Outside assessors from other agencies will score the videotaped assessment.
- f) The written exam is weighted as 40% of the final score, and the assessment is weighted as 60% of the final score.
- g) Additional points consisting of seniority, education, and military points shall be calculated as the final sign-up date for the promotional exam.
- h) A maximum of 13 additional points shall be awarded as follows:
 - 1. Seniority Points: to a maximum of (10) ten points, (1) one point per completed year of classified service from hire date up to a maximum of (10) ten points; and
 - 2. Education Points: (1) one point for a Bachelors' Degree, (2) two points for a Masters' Degree, (3) three points for a Doctorate Degree; or

3. (1) one Military Point (but not both Education and Military) for a minimum of 24 months service or honorable discharge from the United States Armed Forces or National Guard. Honorable discharge from the United States Armed Forces or National Guard must be reflected on DD214, or proof of active U.S. Armed Forces reservist or National Guard Service reflected by unit assignment orders.
- i) Any tied scores will be broken by the tie-breaking procedures as follows in descending order:
 1. Based on seniority in rank.
 2. Based on seniority and calculated from employees' hire date.
 3. Alphabetically by last name of the employee.
 - j) An interview board may occur, consisting of law enforcement personnel/civilians or a combination of both.
 - k) If there are not at least (3) three internal applicants qualified, promotions may become open to including external applicants.

Captains Promotions

The Chief of Police will promote Captains and above by a selection process that includes:

- a) Posting of position(s) for no less than ten calendar days.
- b) Evaluation of whether applicants meet the minimum requirements listed in the job posting.
- c) An interview process will consist of at least one interview board with multiple panelists. Interview boards may consist of law enforcement personnel, HISD civilian managers, or a combination of both.
- d) Only those candidates who receive an interview will be considered for the promotions or hiring into the available position(s).
- e) External candidates and internal candidates may be considered.
- f) A final interview with the Chief of Police is necessary to ensure commitment and fulfill job requirements.

RULE OF THREE

The "Rule of Three" allows the Chief of Police to:

- a) Unless the Chief of Police has a valid reason for not promoting the person, the Chief shall promote the eligible promotional candidate having the highest grade on the eligibility list.
- b) If the Chief has a valid reason for not promoting the eligible promotional candidate having the highest score, the Chief shall personally discuss why the person is being bypassed before promoting another person.
- c) If a person is bypassed, their name is returned to its place on the eligibility list and shall be resubmitted to the department head if a vacancy occurs. If an applicant is refused a promotion (3) three times, the reasons for the refusal will be in writing and filed in the applicant's file and the applicant's name removed from the eligibility list.

PROMOTIONAL ELIGIBILITY LIST

The final score shall rank each promotional eligibility list. The final decision to promote will be made by the Chief of Police, who may utilize the "Rule of Three." This procedure shall be followed during the two years the list is valid. The two-year eligibility list begins when the list is certified by the HISD Police Department Office of Professional Standards after the promotional process has been completed, scored, and individual ranking. The Chief of Police will determine the individual's promotional status should any candidate become the subject of an Internal Affairs investigation, Administrative Investigation or Administrative Review after the eligibility list has been established and if there is a vacancy to be filled.

The eligibility list shall be in effect for a period of (2) two years from its effective date, unless exhausted, extended, or deemed null and void at the discretion of the Chief of Police.

The employee(s) scoring the highest in the process may normally be promoted. However, the final decision rests with the Chief of Police, and an eligibility list may consist of persons remaining after a promotion has been made. If an opening becomes available during the two-year cycle, the next person on the eligibility list will be considered for promotion.

PROMOTION PROBATIONARY PERIOD

Promoted employees shall be on probation for one year before being granted permanent status in the position to which they are promoted unless a recommendation is made to extend their probation based on performance with the approval of the Chief of Police. If the employee has not satisfactorily performed at the level required for the position within the probationary period, the employee may be returned to their actual rank.

FEEDBACK AND SUGGESTIONS

After the promotional process, each participant will be allowed to offer feedback and suggestions concerning the promotional process. Participants will be allowed to review their scores and offer feedback to improve their scores.

RECORDS RETENTION AND SECURITY

Copies of all records pertaining to the selection process will be kept on file in the HISD Police Department Office of the Chief of Police for a minimum of two years and in accordance with the district's retention policy.

Approved By


Pedro Lopez Jr., Chief of Police