

# MONTREAT POLICE DEPARTMENT POLICY AND PROCEDURES

**SUBJECT:** Career Advancement Program

**EFFECTIVE DATE:** 9/7/2006

**APPROVED BY:** Montreat Board of Commissioners

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**Purpose:** To establish a program whereby an Officer may advance in rank and the procedures for advancement.

**Guidelines:** The Career Advancement Program is a six-year long program administered in two-year increments. At the completion of two years service an Officer will be eligible to test for the rank of Police Officer 2<sup>nd</sup> Class. At the completion of two additional years, the Officer may test for Police Officer 1<sup>st</sup> Class. At the completion of the final two years, the Officer may test for the rank of Master Police Officer.

**Procedure:** At the completion of an Officers 2<sup>nd</sup> year, an Officer may submit a memo to the Chief of Police stating a desire to test for the position of Police Officer 2<sup>nd</sup> Class. The Chief of Police will review the Officers file and if there are no fitness issues the Officer will be deemed eligible for testing. The Chief will administer a written examination consisting of thirty questions covering state laws, traffic laws or situations and Town Ordinances. Upon successful completion of the examination, the Chief will recommend to the Town Administrator, and the Town Council, the approval of the Officer for promotion. If approved the Officer will receive \$500.00 per year increase in salary and may wear one stripe on the uniform shirt sleeve. A metal collar bar may be worn instead of the shirt stripe.

At the completion of four years of service, an Officer may submit a memo to the Chief stating a desire to be examined for the rank of Police Officer 1<sup>st</sup> Class. The Chief will review the Officers file and if there are no fitness issues, the Officer will be deemed eligible for the examination. The Chief will administer a written examination consisting of thirty questions covering state laws, traffic laws or situations and Town Ordinances. Upon successful completion of the examination, the Chief will recommend to the Town Administrator and the Town Council, the approval of the Officer for promotion. If approved the Officer will receive an additional \$500.00 per year increase in salary and may wear two stripes on the uniform shirt sleeve. A metal collar bar may be worn instead of the shirt stripe.

At the completion of six years of service, an Officer may submit a memo to the Chief of Police stating a desire to be examined for the position of Master Police Officer. The Chief of Police will review the Officers file and if there are no fitness issues, the Officer will be deemed eligible to be examined. The Chief will administer a written examination covering 10 criminal laws, 10 questions on traffic laws or situations and 10 questions on Town Ordinances. Upon successful completion of the exam, the Chief will recommend to the Town Administrator and the Town Council the approval of the Officer for promotion. If approved, the Officer will receive \$500.00 per year increase in salary and may wear a stripe on the uniform sleeve consisting of the Police Officer 1<sup>st</sup> Class stripe with a one stripe rocker below it.

**NOTE:**

The above ranks require no changes in duties and are not supervisory ranks. All examinations will be standardized and are at a level of knowledge appropriate for that level of experience. Examination questions are based on local situations and laws, as well as traffic laws from the State of North Carolina.