SHREVEPORT POLICE DEPARTMENT
GENERAL ORDER

DATE ISSUED:	EFFECTIVE DATE:	REVIEW DATE:	PROCEDURE NUMBER:
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W. L. Shaw, Jr.	All Personnel	AUG 2011	PAGE 1 OF 2 PAGES

SUBJECT: PROMOTIONS INVOLVING BLOCK SENIORITY

INDEX: BLOCK SENIORITY; PROMOTIONS; TIE BREAK PROCEDURE

CALEA: 34.1.6

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I. PURPOSE:

The purpose of this order is to outline the procedure to be followed when promoting from block seniority.

II. POLICY:

It is the policy of the Shreveport Police Department to ensure a fair and equitable process to promote members of the department. This policy will outline the procedure to be used in the event there is a tie involving members who have the same adjusted seniority date.

III. SCOPE:

This policy applies to all sworn police members.

IV. PROCEDURE:

These procedures will become effective for eligibility lists that are certified after the effective date of this general order.

A. If there are no ties between members who have the same adjusted seniority date, the civil service promotional test score is the sole factor determining the order of promotion.

B. If members have the same adjusted seniority date and score the same on the promotional test, the Human Resources Commander will ensure the tie is broken within two weeks in the following manner:

1. The Shreveport Police Department Human Resources Lieutenant will contact the Shreveport Training Academy Director in order to obtain the Peace Officer Standards and Training (POST) certification score for the tied members. Human Resources personnel shall position the name of the tied member on the promotional eligibility list in order of test score, highest first. If after reviewing the POST certification test and there still remains a tie, the next step will be employed.

2. The Shreveport Police Department Human Resources Lieutenant will contact the Shreveport Training Academy Director in order to obtain the tied member's most recent annual firearms requalification score. Human Resources personnel shall position the name of the tied member on the promotional eligibility list in order of firearms requalification score, highest first. If after reviewing the most recent annual firearms requalification score and there still remains a tie, the next step will be employed.

3. The Shreveport Police Department Human Resources Lieutenant will contact the tied members in order to schedule a meeting to discuss efforts to resolve the tie. The meeting shall include the tied members along with the following Shreveport Police Department Human Resources personnel; the Commander, Lieutenant, and at least one Sergeant. Tied members will be offered an opportunity to break the tie by

forfeiting their position on the eligibility list allowing other tied member(s) to advance. If this option is chosen the member will submit this decision in writing to the Commander of the Shreveport Police Department Human Resources. This agreement will be in effect until the expiration of the eligibility list. If this option is not selected the tie will be broken as follows; each member will be provided with a single die (marked with dots numbering 1-6) and directed to roll the die one member at a time. A single score will be recorded by each tied member's name. Positions on the eligibility list will be in order of high score first with sequential scores following. This process will be repeated until the tie is broken.

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W. L. Shaw, Jr.
Chief of Police