



Royal St Lucia Police Force

Promotion Guidelines

1. Promotion Procedure

The procedure to be followed by candidates for promotion within the Royal St Lucia Police Force shall;

- (a) be fair, consistent and objective;
- (b) be transparent;
- (c) be applied uniform
- (d) provide equal opportunity for all officers regardless of age, sex, religion or marital status;
- (e) ensure that the higher ranks of the Police Force must be filled by the most competent officers
- (f) ensure that opportunities must be provided for all officers to advance their careers in accordance with available positions and their abilities.

2. Attracting Candidates

(1) A notice advertising a vacancy will be issued at least two weeks prior to the commencement of the selection process to every station, unit and department of the Police Force in a prescribed form approved by the Commissioner of Police (**see appendix 1**).

(2) The Officer-in-Charge of each station, unit or department of the Police Force shall ensure that an advertisement is brought to the attention of all officers under his or her command.

(3) Every applicant shall complete a prescribed application form approved by the Commissioner of Police with relevant attachments (**see appendix 2**)

3. Promotion Committee

For the purpose of these Promotion Guidelines there shall be a Promotion Panel comprising of the following members:

- a. The Deputy Commissioner of Police responsible for Administration;
- b. The Assistant Commissioner of Police responsible for Operations;
- c. The Permanent Secretary of the Ministry responsible for the Public Service or his or her representative;
- d. The Permanent Secretary of the Ministry responsible for National Security (Home Affairs) or his or her representative.
- e. The Administrative Officer shall serve as Secretary of the Committee

4. Criteria for assessment

An officer's eligibility for promotion will be based on an assessment of the officer's performance, disciplinary record, qualifications, length of service, level of training and absenteeism record.

- (1) An officer shall not be eligible for promotion if, at the time the promotion process commences, the officer is subject to any disciplinary proceeding.
- (2) Where an officer is the subject of any of the disciplinary actions specified below, the officer will not be eligible for promotion for the specified period as follows:
 - (i) reduction in rank: a period of two years;
 - (ii) a fine: a period of one year; or
 - (iii) a reprimand: a period of six months.
- (3) The specified period established shall begin to run from the date of determination of the disciplinary action.
- (4) Where an officer is subject to any of the disciplinary actions referred to above than once within a consecutive period of three years, the period of ineligibility for promotion shall be doubled in each case.
- (5) To be eligible for promotion an officer must have attained the following:
 - (a) a rating of one hundred and forty and above in his or her performance appraisal for at least two consecutive years immediately preceding the closing date.
 - (b) the minimum criteria relating to length of service, qualifications and training for the rank to which he or she wishes to be promoted according to Section 6 of this Promotion Guidelines.

5. Promotion procedure and Promotions Results List

For promotion within the Police Force, an officer is required to undergo a promotion selection assessment.

- (1) An officer shall not be eligible to participate in the promotion process unless he or she has satisfactorily met all the criteria specified under Section 4 of this Promotion Guidelines.
- (2) The promotion selection assessment shall consist of —
 - (a) a verbal promotion examination (interview)
 - (b) a team exercise.
- (3) The verbal promotion examination (interview) shall be conducted by a panel of the Promotion Committee, consisting of not less than three members.
- (4) The verbal promotion examination (interview) will assess the values and competencies of an officer against the competencies established for the rank to which the officer wishes to be promoted, as specified by the Commissioner.

- (5) The Committee will collate all scores, ratings and results for each officer and prepare a Promotions Results List containing the following:
- (a) a statement that the officers named in the list are not the subject of any disciplinary proceedings or subject to disciplinary action;
 - (b) the performance appraisal rating of each officer for the two consecutive years immediately preceding the closing date;
 - (c) each officer's length of service, qualifications, training and absenteeism record;
 - (d) each officer's examination result;
 - (e) each officer's rating from the promotion selection assessment;
 - (f) the total and average score for each other.
- (6) The Committee will submit the Promotions Results List to the Commissioner with its recommendations for promotion to the vacant positions within the Police Force.
- (7) The Commissioner shall effect the promotions on the basis of the recommendations of the Committee.

6. Training and length of Service requirements

A candidate must satisfy the criteria set out in the table below in order to be eligible:

Criteria for Promotion

Constable -- Corporal	Corporal -- Sergeant	Sergeant -- Inspector
5 years experience as Constable	2 years experience as a Corporal	2 years experience as Sergeant
Having completed not less than 3 developmental, vocational or academic training courses at a recognized Training Institution.	Having completed not less than 5 developmental, vocational or academic training courses at a recognized Training Institution.	Having completed not less than 8 developmental, vocational or academic training courses at a recognized Training Institution or a Diploma or Degree from a Training Institution approved by the Minister after consultation with the Commissioner.

Appendix 1



Promotion Advertisement

Annual Promotions [yyyy]

1. Applications are invited for eligible officers to fill the following vacant positions:

Position [Inspector]	Number of Vacancies [2]
Position [Sergeant]	Number of Vacancies [9]
Position [Corporal]	Number of Vacancies [12]

2. Application forms may be collected from any station, unit, HR or the Corporate Services Department.

3. All applications must be accompanied by relevant documents in support of an officer's qualifications and training. Applications unaccompanied by supporting document will be placed on hold pending receipt of the said documents.

4. All applications must be submitted in a sealed envelope to the Administrative Officer or Human Resource Department no later than, **Friday September 30, 2011.**

5. Applications received after the deadline date will NOT be considered.

COMMISSIONER OF POLICE