

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	8.03
		Original Issue Date	Reissue/Effective Date
		6/6/19	6/6/19
Order Title: PROMOTIONS		Accreditation Standard: POSTC: 1.11.2, 1.11.3, 2.6.7, 2.6.11, 3.6.12	Section 8
		Section Title PERSONNEL	
Rescinds: 2.7.3		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this General Order is to establish written guidelines for the promotional process for sworn officers of the Bridgeport Police Department.

II. POLICY:

It is Bridgeport Police Department policy that the promotional process for sworn personnel shall meet all professional, legal, and administrative requirements, including job-relatedness (validity), usefulness (utility), and fair and non-discriminatory procedures (minimum adverse impact.) Unless specifically stated otherwise, the standards in this General Order apply only to sworn personnel.

The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction, and added responsibilities. A standardized system is essential to both the Department and the individual. It is Department policy to promote persons without regard to race, creed, sex, age or national origin.

III. PROCEDURES:

A. Agency Role in Promotional Process

Pursuant to the City of Bridgeport City Charter, City Ordinances, Personnel Policies and Procedures enacted by the City legislature, the City of Bridgeport, through the Civil Service Commission, has the authority and responsibility to administer the promotional process for sworn officers of the police department. This process will result in the establishment of a promotional eligibility list for specific ranks.

1. Role of the Chief of Police

The Chief of Police, as the appointing authority of the department, will administer the Police Department's role in the promotional process. That role may include:

- a. To serve as advisor to the Personnel Director or his designee, on promotional matters, as may be requested by the Civil Service office.
- b. To provide input in the development of the promotional testing and measurement instruments that will be used to determine the knowledge, skills, and abilities of the promotional candidates, as may be requested by the Civil Service Office.
- c. To validate all eligibility prerequisites of candidates participating in all promotional processes, if so requested by the Civil Service office.

2. Review and Evaluation

- a. The entire promotional process should be evaluated by the Civil Service office in terms of effectiveness relative to selecting the most qualified candidates for promotion in accordance with the Uniform Guidelines on Employee Selection Procedures. In evaluating the promotional selection process, the Personnel Director or his designee should consider whether one or more components of the promotional process may need review and revision by the Office of the Civil Service Commission, through changes in policy and procedures, and changes in the *Collective Bargaining Agreement*, if applicable.
- b. In order to select the most qualified candidates for promotion, the Civil Service Commission of the City of Bridgeport, represented by the Personnel Director or his designee, shall review and revise as necessary, any element of the promotional process that is not in compliance with best practices.

B. Authority/Responsibility for Administering Promotional Process

1. The Office of the Civil Service Commission of the City of Bridgeport is vested with the authority and responsibility for all promotional processes. The Chief of Police is vested with the responsibility for the Department's role in the promotion process, as requested by the Civil Service office and as the appointing authority under the Bridgeport City Charter. This role may include performing appropriate liaison activities with the City and its vendors of promotional testing materials or its examination consultants, as needed.

C. Procedures for Promotional Process

1. The Personnel Director has the administrative authority to establish the elements of the promotional process for each rank and/or position. The Charter of the City of Bridgeport determines the selection process for the position of Chief of Police. The promotional processes for all other ranks, may include but are not limited to, the following components, in any combination thereof:
 - a. A written examination
 - b. An oral examination
 - c. An Assessment Center
2. Eligible candidates must provide written notification of their intent to take the promotional examination in accordance with the Office of the Civil Service Commission's procedures. All candidates may request to receive written notification of their score, and their placement on the promotional list when applicable, following the completion of all phases of the examination. The City's Civil Service Department shall retain results of each phase of the promotional process for a period of time as proscribed by the City's record retention policy.
3. The Office of the Civil Service Commission serves as the sole authority for promotional examinations and will issue a notice of examination which should list all the components of the promotional process upon its announcement of the commencement of such process. The components of the promotional process shall address, at a minimum, the following procedure:
 - a. Evaluating the Promotional Potential of Candidates

While the evaluation and selection of personnel for promotion begins with the identification of employees who appear to have the potential for assuming greater responsibility and who possess the skills, knowledge, and abilities required to perform at that level, the official criteria used in determining the promotional eligibility of candidates is outlined in Chapter 17 of the City's Charter, and governed by the Office of the Civil Service Commission of the City of Bridgeport in accordance with the Uniform Guidelines on Employee Selection Procedures, as well as the City's job description for the position or rank being evaluated. These are subject to evaluation and review and may be updated by the Office of the Civil Service Commission by means of a thorough job analysis completed for each position.

4. Administering Written Tests

Examinations shall be administered in accordance with Title VII of the Civil Rights Act of 1964, the Uniformed Guidelines on Employee Selection Procedures, the Americans with Disabilities Act, the Uniformed Services Employment and Reemployment Rights Acts, the Fourteenth Amendment to the United States Constitution and the procedures identified under the Bridgeport City Charter.

5. Providing Procedures for Review and Appeal of the Results

Chapter 17 of the Charter of the City of Bridgeport provides each candidate the opportunity to review his or her results of a promotional examination within a 30-day window following the preliminary publishing of the results of the examination. In addition, employees may be eligible to appeal promotional processes through provisions established by Federal, State, and/or local laws.

6. Reapplication Procedures

Upon the expiration of a particular promotional list as identified in the Bridgeport City Charter, candidates may apply and participate in the next promotional process.

7. Determining Promotional Eligibility of Lateral Entries

The *Collective Bargaining Agreement* does not allow for the lateral entry of personnel for the rank of Captain or below, but the Bridgeport City Charter may allow for lateral promotions under certain limited circumstances. The Charter of the City of Bridgeport determines eligibility for the position of Chief of Police.

8. Security of Promotional Materials

The Personnel Director has the responsibility for the security of promotional materials. Only the Director of Civil Service, or designees, shall have accessibility to these materials.

D. Job Related and Nondiscriminatory Procedures

It is the intent that all elements to evaluate candidates for sworn personnel promotions are job-related and non-discriminatory.

All procedures used in the promotional process will comply with the Uniform Guidelines on Employee Selection Procedures. The promotional process should be designed to ensure that candidates are evaluated on the knowledge, skills, abilities, traits and/or characteristics that are a part of the job being sought. All phases of the process

should be designed so that they address content, construct and/or criterion related validity, and to minimize adverse impact to any protected classes.

E. Promotional Process Announcement

The Office of the Civil Service Commission has the authority to establish and announce potential promotional examinations. A promotional announcement shall be posted in conspicuous locations within the Department. The announcement, and follow-up announcements, shall contain the following, at a minimum:

1. A description of the position and/or job classification which may include the adopted job description for that position.
2. A description of eligibility requirements.
3. A schedule of dates, times, and locations of all elements of the promotional examination process, including the opening and closing dates for applicants to register for the promotional process, or that a schedule will be provided to all eligible candidates at a future date.
4. A description of the resource, source material, or reading list from which the examination questions are prepared, if applicable.

This promotional announcement shall be as detailed as possible. The announcement will be issued to all eligible personnel by being posted in a prominent location in the Police Building.

F. The Charter of the City of Bridgeport and the Office of the Civil Service Commission's Rules and the Personnel Director establish the procedures for the development and use of eligibility lists for sworn positions, which include the following, at a minimum:

1. The system of ranking eligible candidates on the lists
2. Time-in-grade and/or time-in-rank eligibility requirements, if any
3. The duration of the lists
4. The method for selecting names from the lists

G. Promotional Probationary Period

1. Probationary Period – New Hires

Any newly hired employee who is certified at the time of hire shall serve a probationary period of one (1) year from the date of hire. Any newly hired employee who is not certified at the time of hire shall serve a probationary period from the date of hire to four (4) months after completion of field training.

2. Probationary Period – Promotions

All newly promoted ranks shall serve a Probationary Period of (6) months following his/her date of appointment, as provided by Chapter 17, Section 213(a) of the City's Charter, and Rule V of the Rules of the Civil Service Commission.

3. Probationary Period – Chief of Police

The Chief of Police shall serve a Probationary Period of one (1) year following his/her date of appointment, or as provided by the provisions of the City Charter or by agreement with the Mayor.