



# PROMOTIONS

**General Order Number: 20.1**

**Effective Date: December 17, 2024**

## **POLICY:**

It is the policy of the Brookline Police Department to conduct the promotion process in a manner that meets both the letter and the spirit of all applicable laws, regulations, and procedures. All promotions of sworn personnel to the ranks of Police Sergeant and Lieutenant will be managed by the Town as follows:

## **PROCEDURES:**

1. The Town will select a vendor to administer promotional examinations, assessment centers, or both to qualified candidates who meet the eligibility criteria. The vendor will be experienced in developing and administering promotional exams for municipal police officers. The Union President or designee may participate in the selection process for the vendor, but the final selection of a vendor rests with the Town.
2. The Town will protect the integrity of the promotion process and ensure that all promotion materials, documents, scores, and completed evaluations remain confidential and kept in a secure location; and
3. The Human Resources Office will maintain copies of active promotion lists.

## **TESTING MATERIALS:**

Testing Materials may include: Criminal procedures; criminal and motor vehicle law; Department policies, procedures, rules and regulations; and other materials relevant to police supervision and management, as determined by the Town. Questions on case law, statute law and policy and procedure will not take into account any changes occurring within 90 days prior to the exam. Testing exercises for an assessment center shall be selected from the following or any other exercise deemed appropriate consistent with recognized practice within the field of police promotional testing:

- i. Handling a one-on-one complaint or interview
- ii. Tabletop exercises or scenarios
- iii. Event planning
- iv. Participation in a group discussion or meeting
- v. Addressing the media or public forum
- vi. Timed question and answer of common job knowledge or events

- vii. In-basket exercise
- viii. Command team meeting
- ix. Take home/overnight written assignment
- x. Short answer and/or essay; or
- xi. Any other topic as deemed by the Chief to consistent with recognized practice within the field of police promotional testing; provided the Chief has given the Union notice at least six (6) months prior to any application of the new testing materials.

## **EXAMINATIONS:**

The examination will consist of two components:

1. A written examination covering department policies, procedures, rules and regulations, criminal law and procedures, and motor vehicle law (50% weight) and
2. An assessment center (50% weight). The passing score on the examination will be seventy (70).

Each component shall comport with testing standards generally accepted in police promotional exams, as determined by the Chief, and shall fairly test the knowledge, skills, and abilities that can be practically measured and that are actually required to perform the primary functions of the position of Sergeant or Lieutenant.

Calculation of Education, Experience and Military Service Credit Points will be added to the score of the examination for education, experience and military service credit as follows:

- Education (Maximum Points 1.5)
  - Associate's Degree 0.5
  - Bachelor's Degree 0.5
  - Master's Degree 0.5
- Experience (Maximum Points 1.5)
  - Greater than Five Years 0.5
  - Greater than Ten Years 0.5
  - Greater than Fifteen Years 0.5
- Military Service (Maximum Points 1.0)
  - Greater than Two Years 0.5
  - Greater than Four Years 0.5

## **NOTICE:**

Applicants participating in the promotional process will be given a minimum of six (6) months written notice that an exam is pending, which shall include any changes from the previous process, and given a list of the resources to be used for the testing. Notice will be posted prominently within

the police station and read at roll-call briefings. A recommended list of reading materials from which the questions on the written exam will be provided with the notice.

### **ELIGIBILITY:**

To be eligible for promotion to the rank of Sergeant, the candidate must be a permanent full-time patrol officer or detective of the Department with a minimum of three consecutive years of service in Brookline as of the date of the examination. To be eligible for promotion to the rank of Lieutenant, the candidate must be a permanent full-time member of the Department with a minimum of two consecutive years of service as a Sergeant as of the date of the examination.

### **TIMING OF EXAMINATION:**

The Town will offer a promotional examination for the ranks of Lieutenant or Sergeant, consistent with the notice requirements outlined above, whenever there is a current or reasonably foreseeable future vacancy in a position for the rank in question, provided that either:

- A. there is no existing valid promotional list for the position under this policy, or
- B. that list expires in six (6) or fewer months, or
- C. there are two (2) or fewer candidates on an existing promotional list.

### **DURATION OF LIST VALIDITY:**

The list will be valid for two years, unless the Town Administrator opts to extend the list's validity for no more than one additional year. A promotional examination for a position may be offered before a prior promotional list for that position expires if there are two (2) or fewer candidates on the promotion list, provided notice is given consistent with the requirements above. A new promotional list for a position automatically supersedes any unexpired list in existence at the time the new list is published.

### **ASSESSMENT CENTERS:**

The exam vendor will provide an orientation and training for all eligible candidates in advance of an assessment center. The assessment center portion of the exam shall be video recorded, and the recording will be made available to the candidate by the Town after the assessment center.

### **ASSESSMENT CENTER EVALUATIONS:**

The selected vendor shall develop and implement measures to ensure that the judges selected to score the assessment centers are not aware of the identity of the candidates. No member of the command staff of the Brookline Police Department shall communicate with any of the judges concerning the qualifications of promotional candidates, or the performance of any candidate in any aspect of the written exam or assessment center.

### **CANDIDATE SELECTION**

1. The Human Resources Office will create a list of candidates ranked from highest score to lowest score. Where the number of promotional appointments to be made is "n," the Chief

of Police may make a recommendation for appointment from the first  $2n + 1$  persons on the list. The Chief of Police may bypass a candidate with a higher score on a reasonable and objective basis. It is agreed that a tie score will not be considered a by-pass.

2. The Select Board will make the final selection of candidates for promotion based on a recommendation by the Chief of Police.
3. Candidates who are not selected for promotion will remain eligible for future promotion until a new list is created.

### **APPOINTMENT:**

The Select Board is the appointing authority and shall determine the final selection of a candidate for promotion.

### **PROVISIONAL PROMOTION:**

When there is no active eligible list, the Chief shall call for a new exam and may fill the vacancy on a provisional basis until the next examination.

### **BYPASS AND APPEAL**

1. Any candidate who is bypassed for promotion will receive, upon request, a written explanation that specifically describes the reasons for the bypass. A bypass is when a candidate is not selected for promotion and a candidate with a lower test score is appointed. In the event of tied test scores, there is no bypass if one of the candidates is selected.
2. Any candidate bypassed for promotion who believes there was no reasonable and objective basis for the bypass may file a grievance pursuant to the grievance procedures of this Agreement and the Union shall decide whether to proceed to arbitration over any such grievance.
3. If the Union decides to process the grievance to arbitration, the arbitrator's ruling may not reverse the decision of the Select Board but may require that a bypassed candidate be placed at the top of the eligible list to be considered for, and will not unreasonably be denied, the next available vacancy.