



## Policy and Procedure

Policy Number

3.04

**Chapter** Employment Policies

**Article** Promotional Process

**Authorized By:**

Tim Doran, Chief of Police

**Effective Date:** February 23, 2023

### PURPOSE

To provide guidance on the promotional processes to those who aspire to achieve higher leadership positions within the Department.

### POLICY

It is the policy of the Department to select, promote, and appoint those individuals who have demonstrated a desire and capacity to assume greater responsibility in the police profession. The promotional and selection procedures utilized by this Department shall be non-discriminatory, based on professional standards of fairness, comply with the standards of validity/utility, and are job-related.

### DEFINITIONS

None

### GENERAL GUIDELINES

#### **Department Role in the Process** <CALEA 34.1.1> <CALEA 34.1.5>

The Chief of Police is responsible for all Department promotional processes and should seek support from the City's Human Resources Department (HR). The Chief will either facilitate the process directly or appoint a process facilitator (facilitator). The Chief of Police will set the direction of the process and make the final selection. The facilitator will administer the Department's role in the promotional processes for civilians and sworn personnel below the rank of Assistant Chief.

The Department will ensure that any promotional process is job-related and non-discriminatory. If the Department uses an independent consultant for any portion(s) of the process, the facilitator will ensure the consultant is responsible for ensuring the same.

#### **Evaluating the Promotional Potential of Candidates** <CALEA 34.1.2 (a)>

The Department will determine the promotional potential of candidates through the use of processes that evaluate and measure specific, job-related skills, knowledge, abilities, traits, and characteristics necessary to perform the functions of the position. The Chief or designee has the authority to assign numerical weights to each element of the promotional process. Promotional processes shall consist of one or more of the following elements:

- **Written Tests** <CALEA 34.1.2 (b)>

Written tests may be crafted and used as part of a promotional process by the Department and/or independent consultant with input from the City's HR.

- **Assessment Centers** <CALEA 34.1.2 (c)>



The Department may use an independent consultant to conduct an assessment center. The Department will engage the independent consultant to establish the elements of the assessment center. The consultant will provide proof of content and criterion validity for the testing elements.

- **Oral Interviews** <CALEA 34.1.2 (d)>

Oral interviews will be conducted according to established Department and City procedures that identify structured questions and evaluation tools predetermined and approved by HR and the Department.

- **Structured Resume**

Structured resumes are Department-developed resumes used to identify those traits, characteristics, and/or behaviors that the Department identifies as important in its leaders. Structured resumes will be available to employees on the network shared drive between testing processes to allow those who aspire to leadership roles to attain the desired qualifications. The Chief or designee is responsible for maintaining/updating the resume template (including categories and the associated points) and ensuring that it is available to all personnel. Structured resume elements may include but are not limited to:

- Law enforcement tenure/Time in grade
- Education
- Community involvement
- Training relevant to supervision/leadership
- Law enforcement experience/accomplishments

### **Promotional Process Announcement** <CALEA 34.1.4>

The facilitator will create an announcement sent to the entire Department to ensure all qualified candidates who are eligible to apply will receive the announcement. The announcement must include:

- Position job description
- City's pay plan for the position
- Minimum qualifications for the position
- Preferred qualifications for the position, if any
- Expected duration of the process
- Expected duration of the resulting eligibility list
- List and timeline of process elements
- The application closing date
- Recommended study resources
- Description of all process elements
- Numerical weight of each element, if any
- Appeals procedures (pre-Open Doors)

The facilitator must ensure that the announcement is sent to any employees who are deployed as defined in the Department's military deployment policy and City ARs to assure compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

### **Candidate Review of Each Promotional Element** <CALEA 34.1.2 (e)>

The facilitator will establish review procedures for each promotional process with input from the Chief of Police, the City's HR representative, and any independent consultant involved in the process. Candidates





will have the opportunity to view their scores for each element of the promotional process once the element has concluded for all candidates.

### **Appeals of Promotional Process** <CALEA 34.1.2 (e)>

The facilitator will establish appeal procedures for each promotional process with input from the Chief of Police, the City's HR representative, and any independent consultant involved in the process. Candidates may appeal a portion, or the entirety, of the element by following the procedures set out by the facilitator in the process announcement. The candidate must submit a written description of the problem as they see it as well as present a potential remedy. Appeals must be turned in to the facilitator no later than five days from the certification of the eligibility list. If the results of the appeal are still unsatisfactory to the candidate, the candidate may use the City's Open Doors process to file a formal grievance.

### **Promotional Processes that Allow Application from Candidates from Outside the Agency** <CALEA 34.1.2 (g)>

The Chief of Police and the Human Resources Director are responsible for the Department's role in the promotion or appointment of Assistant Chiefs, Lieutenants, Communications Manager, and Records Manager. The process for these positions may be made by direct appointment from within or outside the Department or a process as determined by the Chief. These processes or appointments will be based on the provisions of the City's Administrative Regulations. If the Chief would like to make a direct appointment to any of these positions, the Chief will present a request for the appointment to the city manager who must approve any appointment. There will be no eligibility lists established for processes involving any of these positions.

### **Minimum qualifications for promotion**

- **Sergeant** – Candidates must have 5 years of full-time sworn police experience.
- **Lieutenant** – Candidates are preferred to have, at a minimum, a Bachelor's degree from an accredited university or college and been a police sergeant for a minimum of 3 years.
- **Assistant Chief** – As determined by the Chief of Police.
- **Communications Manager** – As determined by the Chief of Police.
- **Communications Supervisor** – Candidates must have 3 years of dispatch experience.
- **Records Manager** – As determined by the Chief of Police.

### **Eligibility Lists** <CALEA 34.1.5 (a-e)>

Prior to the announcement of the process, the Chief will determine whether a list will be established and, if so, for how long the list will be in effect. Once the testing has been completed and all the results are tabulated and certified, the facilitator will present the results to the Chief. Candidates must achieve a minimum overall score of 70% in the process to be eligible for promotion. Eligible candidates will be ranked from highest to lowest on the list based upon their overall score. The Chief or designee will provide the list to the candidates and then publicly post the list within the Department. The list will be in effect from the date it is certified until the ending date set by the Chief in the original announcement, but can be extended by the Chief for up to a total of two years.





### **Reapplication** <CALEA 34.1.2 (f)>

Candidates who are not qualified, do not successfully complete the process, or are not promoted from the established list before the list expires may reapply for any position for which they are qualified once a new process has been announced.

### **Security and Retention of Promotional Materials** <CALEA 34.1.2 (h)>

The facilitator is responsible for maintaining and securing all promotional materials held by the Department during and after completion of the process. Only those persons authorized by the Chief of Police shall have access to the materials. The promotional materials will be retained according to the Department's Records Retention and Disposition Schedule.

