

Chapter: 34	Promotion
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## Chapter 34 Promotion

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#### 34.1.1 Agency Role

The [promotion](#) process within the department shall be initiated by the Chief of Police. The Human Resources Department, with the assistance of the Chief of Police, shall have the lead responsibility in the administration and certification of the promotional process.

#### 34.1.2 Authority and Responsibility (Combined with CALEA Standard 34.1.1)

The Office of the Chief of Police shall notify the Director of the Human Resources Department of the Chief's intention to initiate a [promotional process](#) as required to fill existing or anticipated vacancies. The Human Resources Department, with the cooperation of the Chief of Police shall prepare all required elements in order to conduct the promotional process. The Chief of Police will:

1. Maintain approval authority over all phases of both the advancement and promotional processes.
2. Determine the knowledge, skills, and abilities required for each position for promotion through the use of a Job Task Analysis developed by the Human Resources Department.
3. Initiate a promotional process on an as-needed basis.
4. Select a candidate for promotion at the completion of the process.

#### 34.1.3 Promotional Process Described (CALEA Standard 34.1.2)

##### A. Evaluating the promotional potential of candidates

Human Resources Department will determine each candidate's eligibility to participate in the promotional process based on time in service and educational status.

##### B. Administering written tests, if any

Human Resources Department will administer any written examinations.

**C. Using assessment centers, if any**

When used, an assessment will evaluate each candidate's performance in handling job-related problems and situations through specially developed simulation exercises, role play, oral presentations and written projects.

**D. Conducting oral interviews, if any**

The Chief of Police will interview candidates on the certified eligibility list received from Human Resources prior to making a promotion.

**E. Providing procedures for review and appeal of results for each promotional element by candidates**

At the conclusion of a promotional process, candidates may request a review of any scores related to their performance in the process. Candidates wishing to review their performance in the promotional process may contact the Human Resources Department to make an appointment. Candidates wishing to contest any element of the process must do so in writing to the Director of the Human Resources Department within five (5) working days of the date the candidate received notification of his/her performance in the promotional process.

The Director of the Human Resources Department will notify the Chief of Police of a candidate's request to contest the results of the promotional process. The Director and the Chief of Police will confer regarding a candidate's concerns and will conduct a joint review of the elements of concern. The review may include a meeting with the candidate. The Chief of Police will make the final decision and inform the candidate of the results.

**F. Establishing procedures for reapplication, if any**

New Bern Police Department does not allow for reapplication until a new promotion process is opened.

**G. Determining promotional eligibility for vacancies where lateral entry is permitted, if any**

New Bern Police Department does not have lateral entry sworn supervisory positions through the rank of sergeant. Any person laterally coming to the New Bern Police Department must meet the equivalent criteria set forth by the Chief of Police during the promotional announcement.

**H. Security of promotional materials**

Material used for each promotional process will be securely maintained by the Human Resources Department.

**34.1.4 Job Relatedness (CALEA Standard 34.1.3)**

Prior to each promotional process, promotional procedures will be reviewed by the Human Resources Department to determine current applicability and that all elements used to evaluate candidates for promotion are job-related and nondiscriminatory.

**34.1.5 Promotional Announcement (CALEA Standard 34.1.4)**

Human Resources Department, upon notification by the Office of the Chief of Police shall post written notice announcing the vacancies as follows:

1. Description of the position to be filled, including salary range.
2. Description of eligibility requirements.
3. Closing date for candidates to apply.

#### **34.1.6 Eligibility Lists (CALEA Standard 34.1.5)**

At the time of formal application, candidates are informed, in writing, of:

##### **A. The numerical weight, if any, assigned to each eligibility requirement**

In order for a candidate to be considered eligible for promotion and be placed on the certified list, the candidate must meet the minimum requirements as outlined in the job announcement and participate in the promotional assessment.

##### **B. The system of ranking eligible candidates on the lists**

Upon the completion of the Promotional Assessment, Human Resources will certify the list of applicants as set forth in the promotional announcement. The results of the Assessment Center and certified list will be maintained by Human Resources.

##### **C. Time-in grade and/or time-in-rank eligibility requirements, if any**

- To be eligible for promotion to the rank of Sergeant, the officer must be an MPO II or above.
- Eligibility requirements for promotion to the rank of Lieutenant will be determined by the Chief of Police and specified in the job announcement.
- Eligibility requirements for promotion to the rank of Captain will be determined by the Chief of Police and specified in the announcement.

##### **D. The duration of the lists**

The duration of the eligibility list will be established by the Chief of Police and included on the promotion process announcement.

##### **E. The system for selecting names from the lists**

Upon announcement of a vacancy, the Human Resources Director will forward the number of candidates specified in the job announcement from the certified list of candidates to the Chief of Police in alphabetical, not ranking order. The Chief of Police may interview the list of certified candidates and use prior evaluations, recommendations and other work related criteria to make the promotion decision.

#### **34.1.7 Promotional Probation (CALEA Standard 34.1.6)**

Newly promoted personnel will serve a probationary period of six months as required by the City of New Bern Ordinance [Section 54-71](#).