



POLICY AND PROCEDURE NO. 100

Departmental Promotions

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2 Pages

The Worcester Police Department is controlled by Mass. General Laws, Chapter 31 (Civil Service) as it pertains to the original appointment and subsequent promotion of all sworn members of the Department. The Chief of Police is responsible for administering the Department's role in the promotional process.

POLICY:

It is the policy of the Worcester Police Department that promotional standards be applied to candidates certified as eligible by the Massachusetts Department of Personnel Administration in a manner that is consistent with this Department's standards and non-discriminatory policies.

PROCEDURES:

- The process is initiated by this Department when the City Manager, as the appointing authority, notifies the Department of Personnel Administration (DPA) that one or more vacancies exist or will occur in the following 12 months at a supervisory or administrative level (Sergeant, Lieutenant, Captain, Deputy Chief or Chief).
- The Department of Personnel Administration (DPA) will then supply the City Manager with a list of personnel certified eligible for promotion based upon the results of the last promotional examination for such a position. If no current pool of names exists, DPA will schedule an examination to test for and certify those personnel who meet the legal standards and have the technical knowledge for such higher position.
- At least six weeks prior to any promotional examination, DPA shall deliver public notices containing the date of the exam, job description, eligibility requirements and a reading list of source material, upon which the test will be based, to the Police Department. Such notices shall be posted in public areas, and the Department shall be responsible for notifying all eligible officers who may be absent, on sick or injured leave, vacation or other extended absence about the up-coming examination. Candidates must have at least 12 months experience in the next lowest rank to be eligible for the test, except for police officers who must have three years in that position in order to take the sergeants' exam. At least 4 persons must sit for the exam.

The examination is scored in two areas:

- a written test on the material outlined on the reading list, and
- training and experience.
- Each person taking the test must score a minimum of 70% on the written test or they shall be notified that they have failed. After attaining a minimum of 70% on the written portion

of the test, all documents and other materials submitted to establish training and experience shall be judged. The mark received on the written portion of the test shall be multiplied by the factor of four (4) and the mark received on the training and experience shall be multiplied by a factor of one (1). The resulting scores shall be added together and divided by five (5) to determine the final mark. This weighting is determined by D.P.A.

- After all examinations have been corrected; DPA will forward a list of certified, eligible candidates to the City Manager. A promotional list, once established, is valid until a new list is established by D.P.A. The Manager may not select any candidate for promotion whose name does not appear on the list by a formula of “ $2 \times N + 1$ ” or two times the number of promotions plus one. By this formula, the Manager must make his first promotion from the top three names; he must pick his second appointee from the top five names and must pick his third selection from the top seven candidates, etc. The Manager must report back to DPA in writing stating who was chosen for promotion DPA will review the material submitted by the Manager and will certify the promotion(s) when appropriate standards have been adhered to in the selection process.
- Officers have statutory right of appeal to DPA with regard only to the experience and training factor.
- Department will not call for a promotional exam that would include officers outside its own personnel (lateral transfers).

Per:

Edward P. Gardella
Chief of Police

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