

## **GENERAL ORDER 34.1.1**

### **Promotion**

**GENERAL ORDER CROSS-REFERENCE: None.**

### **SUMMARY**

Describes the Department's promotion process.

### **DISCUSSION**

The Department is committed to managing promotion processes in a manner that is fair and provides equal opportunity to all candidates. The objective is to promote the best qualified candidate.

### **POLICY**

#### **I**

Promotions are conferred by the Chief of Police. Other sections of this policy notwithstanding, the Chief of Police has full authority to promote the person the Chief of Police feels is the best qualified.

The Chief of Police or his designee has the authority and responsibility for the administration of the promotional process.

The Professional Standards & Training Unit shall coordinate all aspects of the promotional process with the Human Resources Department to ensure that the process is designed to measure knowledge, skills and abilities and is non-discriminatory.

#### **II**

Promotional opportunities shall be posted at least 10 days prior to any promotional process. This posting shall describe: the positions or job classifications for which vacancies exist; the method of application; a schedule of dates, times, and locations of all elements of the process; a description of eligibility requirements; and a description of the process to be used in selecting personnel for the vacancies to include numerical weights, if any, assigned to any eligibility requirements or elements of the promotional process.

Human Resources shall evaluate each candidate's application for eligibility requirements. Eligibility requirements are described in each job classification under the headings Experience and Training, Certification, and License.

### III

The Chief of Police may permit lateral entry applicants for promotional opportunities.

### IV

When assessment centers are used, they shall: measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis; use multiple assessors who are thoroughly trained prior to participating in the center; use techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined; use multiple assessment techniques, one of which is a simulation; use simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job related; base judgments resulting in an outcome on pooled information from assessors and techniques; base overall evaluation of behavior made by assessors at a separate time from observation of behavior during the exercises; announce the dimensions to be evaluated in a written directive; use a form or forms to record and document the observations of assessors at each stage of the process; and provide participants with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

### VII

Written tests may be used as an optional screening tool. Tests may be essay, multiple choice, fill-in, or a combination of each and will be designed to test an applicant's knowledge related to the job duties and requirements of the position being tested for. Written tests shall be reviewed and approved by the Human Resources Department prior to being administered.

### VIII

When oral interviews are to be used prior to promotion, the Professional Standards & Training Unit shall review all questions to be used with the Human Resources Department. All oral interviews shall follow policies promulgated by the Human Resource Department.

### IX

If the Chief of Police determines that an eligibility list will be established, he/she will specify the duration of the list. Normally, this period shall be six months but may be extended to one year depending upon the number of anticipated vacancies. Only those persons who possess the required experience, education, knowledge, skills and abilities specified by the applicable position description shall be eligible for placement on the list. Persons shall be ranked on the

eligibility list in accordance with their overall score from the promotion process. The Chief of Police shall give due consideration to the ranking when making a promotion decision. However, the Chief may promote whichever candidate from the eligibility list he/she deems best qualified. In the event a person on the eligibility list is passed over, the person may request a meeting with the Chief. The Chief shall provide an explanation of the reasons why the person was passed over.

## X

Employees appealing an adverse decision concerning their eligibility for or appointment to promotional vacancies may contact the Department of Human Resources to: review the answer key to written examinations, if any; review the written results of scored elements of the selection process; contest promotional-potential reports used in the selection decision; and reapply, retest, and/or be reevaluated, as appropriate. The Professional Standards Unit shall coordinate with the Human Resources Department to determine the appropriate level of review. Further appeals must be in the form of a grievance.

## XI

A 12 month probationary period is required of all promoted employees. The probationary period shall not be extended.

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Richard L. Lewis  
Chief of Police