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<b>Effective Date</b>	<b>January 1, 2010</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### I. PURPOSE

To ensure that the Department promotion policy satisfies the professional, legal, and administrative requirements as it pertains to the validity, utility, and minimum adverse impact in the selection process.

#### II. POLICY

It is the policy of the Wilkesboro Police Department to establish procedures pertaining to the promotional process. The Chief of Police with the approval of the Town Manager retains authority and responsibility for the promotion process within this agency.

#### III. Eligibility

Promotion eligibility and promotional elements shall be job related and determined by an employee's job related experience, performance evaluations, training record, disciplinary record, and educational background. No employee, who is otherwise eligible, shall be excluded from promotional opportunity when such exclusion is based solely upon race, gender, religion, or ethnic origin.

#### IV. PROCEDURES

A. Promotion board announcements will be posted on the department bulletin boards and will include the following information:

1. Description of position vacancy
2. Date, time, and locations of promotional processes
3. Deadline for Application
4. Description of eligibility requirements
5. Description of the selection process

B. For general promotional purposes, lateral entry from other agencies above the rank of Police Officer (entry level) is not practiced, however prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements

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(including probationary period) are met. Prior experience with another agency will be assessed and qualified by the Chief of Police on a case-by-case basis. Exception to this is the position of Chief of Police (and any upper level management positions as determined by the Town manager).

- C. Applicants for promotion will submit their applications to the department Deputy Chief of Police. Those persons who meet the minimum requirements (as set forth by the Chief of Police) will be eligible to enter the promotional process.
- D. The immediate supervisor of each candidate may indicate his/her approval or disapproval of a potential promotion.
  - 1. This approval/disapproval is made directly to the Deputy Chief of Police
  - 2. A disapproval must be justified in writing.
- E. At the beginning of a promotional process, a promotion written record shall be uniform for all applicants and shall document the individual results of each stage of the process.
- F. The procedures used for the promotion process of Sergeant, Lieutenant and Captain will describe the elements to include:
  - 1. Administering any applicable written test;
  - 2. Evaluating the promotional potential of candidates through staff evaluations.
  - 3. Conducting oral interviews prior to appointment to probationary status;
  - 4. Defining exceptions to the probationary period; and
  - 5. Administering assessment centers (if any).
  - 6. As with any promotion, the Chief may decide to select a candidate for promotion and bypass one or more of the promotional steps.
- V. WRITTEN EXAMINATIONS
  - A. Each exam will be uniform for all candidates and will be a standardized test from the FMRT Group.

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- B. All written tests will be the FIRO-B, Myers-Briggs Type Indicator and will be secured at a FMRT Group Facility by their staff.

VI. ORAL REVIEW BOARDS

- A. An oral interview of each applicant shall be conducted. Each review shall be conducted by multiple interviewers.
- B. The oral interview shall be job related and uniform for all applicants.
- C. Interviewer's may be from within the department or from outside the department.
- D. The interviewer's shall record the results of each interview in writing. These results, along with a recommendation of approval/disapproval, shall be forwarded to the Chief of Police.

VII. ASSESMENT CENTERS

- A. This is a method of evaluating a promotional candidate based on multiple inputs. The decision to implement an Assessment Center into a particular promotional process will be made by the Chief of Police.
- B. In an Assessment center, multiple, trained assessors will utilize a number of specially designed techniques to evaluate each candidate and measure his/her various dimensions, attributes, characteristics, qualities, skills, abilities, and/or knowledge as related to a successful task performance of the position being sought. The criteria being measured (e.g. self-confidence, flexibility, leadership, oral communication, etc.) will be based on job task analysis. All candidates will be provided in advance with a list of the various dimensions to be measured.
- C. Assessors may be from within or outside the department.
- D. The multiple assessment techniques will include a job-related simulation (e.g. group exercises, interview simulations, in-basket exercises, etc.). The simulation used will be pre-tested prior to implementation into the promotional process to ensure reliability and objectivity.
- E. Each assessor will document his/her findings and results in writing during each stage of the process. The overall evaluation of candidate behavior will be made at a later time following completion of the exercises. Also, final results will be based on pooled information from all the assessors.

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This reduces the impact of a single assessor's bias for or against a candidate and provides better overall accuracy.

- F. Candidates will be provided with the final results of the Assessment Center. These results will include the dimensions measured, applicable ratings, and the recommendations of the center. Upon request, candidates may receive a written report containing the results and rationale behind the assessor's judgments.

#### VIII. ELIGIBILITY LISTS

- A. Upon completion of all phases of the promotional process, the names of those personnel who are deemed qualified will be placed on a promotion eligibility list. This shall be done by the Deputy Chief of Police. The list shall contain the following:
  - 1. Numerical weights, if any, assigned to each eligibility requirement;
  - 2. The system of ranking eligible employees on the list, to be determined by the Chief of Police;
  - 3. Time-in-grade and/or time-in-rank eligibility requirements, if any;
  - 4. The duration of the list; and
  - 5. The system for selecting names from the list
- B. The eligibility list shall be presented to the Chief of Police.
- C. This list will be maintained for one year from the date of the completion of the promotional process for those personnel who are qualified for promotion but not immediately selected. Any time during that year, The Chief of Police may again select any name(s) from that list for promotion. The frequency with which this occurs is usually contingent upon the number (if any) of openings in a particular position that have become available.
- D. Personnel who are not selected will be counseled by the Deputy Chief of Police or his/her designee as to the reason(s) why they were not selected for promotion. Upon request, a non-appointed candidate may receive this information in writing.
- E. Candidates not selected during a promotional process will have to reapply for the next promotional process unless they are still eligible under the prior promotional process period of one year.

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**IX. REVIEW AND APPEAL OF PROMOTIONS**

A. Employees who have been considered for promotion through established eligibility and promotional proceedings and were not promoted, have recourse in one or more of the following ways:

1. Request a review of the written reports that document the results of the various elements of the process;
2. Contest the contents of the reports;
3. Request a review of any written examinations; subject of course to any existing security agreements;

Note: If the test contents are being challenged standardized tests (e.g. FMRT Goup test) have their own process for recourse by challengers.

4. Submit a request for retest and/or re-evaluation.

B. Any employee desiring to exercise any of the aforementioned options must make his/her request in writing to the Deputy Chief of Police. The employee will be kept informed as to the status of the request and any subsequent reviews.

C. Employees shall serve a probationary period of six (6) months in their promoted grade.

D. The Deputy Chief of Police or his/her designee shall annually review and evaluate the departmental promotional process. Recommendations for revisions shall be made to the Chief of Police.

E. For security purposes, all promotional materials and final test scores will be maintained by the Chief of Police.

**X. REFERENCES**

CALEA 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6 and 34.1.7