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<b>GENERAL ORDER 34</b>
<b>PROMOTION</b>
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**PURPOSE:** The purpose of this chapter is to describe the Division's promotional process and outline the procedures required to examine and select the best-qualified candidates.

### **34.1 PROFESSIONAL AND LEGAL REQUIREMENTS**

#### **34.1.1 DIVISION'S ROLE IN PROMOTION PROCESS**

- "It shall be the policy of the Dublin Division of Police to maintain standardized procedures pertaining to the promotional selection/examination process. The overall goal of the process is to examine and select the best qualified candidates in a valid, fair, and equitable manner." (Administrative Order 2.22 II)

- While promotional processes for the Division of Police are primarily the responsibility of the Division of Human Resources and Procurement, the Chief of Police shall participate in promotional processes through input and oversight at various phases, particularly in the oral interview phase of the final selection process. (See General Order 34.1.3)

### 34.1.2 PROMOTIONAL PROCESS ADMINISTRATION

- "The promotional selection/examination process shall be administered by the Chief of Police and the Director of Human Resources with cooperation from the City Manager. The City Manager possesses the ultimate decision making authority regarding promotional appointments."
- "The responsibility for conducting oral interviews and for the monitoring of all employee's probationary periods shall be maintained by the Division of Police, Office of Human Resources, and the Office of the City Manager." (Administrative Order 2.22 (III))

### 34.1.3 PROMOTIONAL PROCESS

- A. "A promotional selection/examination process shall be initiated only when a vacancy exists within a particular job classification for which no promotional eligibility list exists. The promotional process will be designed to **evaluate the promotional potential of the candidates**.
- B. "A **written examination** shall be administered on a pre-determined date at a designated time and place. The written examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation.
  - "Eligible candidates must provide written notification to the Human Resources Director of their intent to take the initial examination. This written notification must be submitted not less than fourteen (14) calendar days prior to the scheduled examination date.
  - "All candidates shall receive written notification of their score following the initial examination. Results of the initial examination shall be retained, in written form, by the Director of Human Resources.
  - "The initial examination shall comprise 20% of each candidate's total score.
- C. "All eligible candidates shall participate in an **Assessment Center** to be conducted by trained professionals within the field of law enforcement.
  - The Assessment Center "uses multiple techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined in a written job task analysis;
  - "The assessment center will comprise 50% of each candidate's total score." (Administrative Order 2.22 IV)
- D. "All eligible candidates shall participate in an **oral interview** to be conducted jointly by the Chief of Police, Director of Human Resources or designee.
  - "Candidates will be evaluated based on a standardized rating scale and the results will be recorded on a standardized rating form.

- "The oral interview will comprise 30% of each candidate's total score.
- E. "A candidate may **review and appeal** any aspect of the promotional selection/examination process to the City Manager. This appeal must be initiated within three (3) calendar days following the announcement of the final results of the process. The City Manager shall conduct a hearing to resolve the appeal. The City Manager shall issue a written decision within five (5) calendar days of the hearing and his decision shall be final.
- Upon completion of the promotion process any candidate may review any of the materials used in the selection process to include answer keys, written notes, or evaluation forms. This request should be made to the Director of Human Resources.
  - "If a candidate wishes to obtain the scores of other candidates participating in the selection/examination process, he/she may submit a request stating his/her wishes to the Director of Human Resources. The City Manager may grant such a request only after all participants in the process have given their written approval.
- F. "The Division of Police and the Division of Human Resources shall provide for the reapplication, retesting, and/or re-evaluation that may result from any appeal decision made by the City Manager." (Administrative Order 2.23 II)
- G. Generally, the promotion process for all ranks above the entry level and up to but not including the Chief of Police shall be closed and competitive among current employees unless the Director of Human Resources determines there are an insufficient number of qualified internal candidates. In such an event external candidates may be considered. External candidates must meet all minimum requirements for the position with the exception of time in service as a Dublin Division of Police employee.
- No competitive, promotional selection/examination process shall be conducted unless there are at least two candidates eligible to compete.
  - In the event there are not at least two internal eligible candidates, the process may be opened up to non-agency candidates.
- H. The Director of Human Resources will be responsible for the security of promotional materials.

#### **34.1.4 JOB RELATED/NON-DISCRIMINATORY PROCEDURES**

"All promotional selection/examination procedures used within the Dublin Division of Police shall be job-related and non-discriminatory. (Refer to Administrative Order 2.15, Sections V. through XVI. for a detailed description regarding this subject.)" (Administrative Order 2.22 (V))

#### **34.1.5 PROMOTIONAL PROCESS ANNOUNCEMENT**

"A **written announcement** describing the promotional selection/examination process shall be circulated or posted at least fifteen (15) calendar days prior to the start of the selection process. This written announcement shall be issued by the Director of Human Resources and shall include: "a description of the position or job classification for which vacancies exist; "annual salary/wages for the position/classification in question; "a description of eligibility requirements; "a schedule of dates, times, and locations of all [components] of the process; and, "a description of the promotional selection/examination process. (Administrative Order 2.22 VII)

### 34.1.6 PROMOTIONAL PROCESS ELIGIBILITY

- A. "The promotional selection/examination process will consist of the following components and corresponding percentage weights:
- " Examination - 20%
  - "Assessment Center - 50%
  - "Oral Interview - 30%" (Administrative Order 2.22 VIII)
- B. "Candidates participating in a promotional/ examination process shall be ranked according to their total numerical scores received as a result of the entire promotional selection/examination process. This ranking shall constitute a list of candidates eligible for promotion to the position or job classification in question.
- C. "Eligibility to participate in a promotional selection/examination process, by candidates who have met all appropriate Divisional or City requirements, shall be determined as follows:
- Corporal - "Candidates holding the rank of Police Officer for at least two (2) years (one of which must be as a Dublin Police Officer) will be eligible for a competitive promotional selection/examination process.
  - Sergeant - "Candidates holding the rank of Corporal for at least one (1) year with the Dublin Division of Police will be eligible for a competitive promotional selection/examination process.
  - Lieutenant - "Candidates currently holding the rank of Sergeant (and off of probation) with at least three (3) years of supervisory experience within the Dublin Division of Police, as of the appointment date, will be eligible for a competitive promotional selection/examination process."
- D. The eligibility list shall be valid for one (1) year from the date of its original creation and may be extended for an additional period of not more than one (1) year by order of the Director of Human Resources.
- E. "Upon request from the City Manager, the Director of Human Resources shall provide written certification of the eligible candidates having the three (3) highest scores for the vacancy to be filled.
- "Within two weeks after the certification of eligibility has been made, the City Manager or designee shall appoint one of the candidates so certified to fill the vacancy. Those candidates who were certified but not appointed shall be restored to their original places on the promotional eligibility list.
  - "The City Manager shall provide a copy of the appointment notice to the Director of Human Resources. This appointment notice shall be accompanied by a written explanation stating the reason(s) for appointing a particular candidate.
  - "If, at some point later in time, another vacancy is to be filled and a promotional eligibility list exists for the job classification in question, the City Manager shall request the Director of Human Resources to provide written certification of the candidates with the three (3) highest scores remaining on the list. The City Manager shall appoint one of the candidates so certified to fill the vacancy. Those candidates who were certified but not appointed shall be restored to their original places on the promotional eligibility list.

### **34.1.7 PROMOTIONAL PROBATIONARY PERIOD**

- "All candidates selected for promotional appointments shall serve a one (1) year probationary period. This probationary period shall begin immediately upon appointment.
- "The purpose of the probationary period is to provide an opportunity for the City to determine whether the probationary employee can successfully perform the duties of the position to which he/she has been appointed.
- "During the probationary period, the employee may be removed from the position to which he/she has been appointed at any time that the employee demonstrates unsatisfactory performance, as determined by supervisory personnel. If the employee is not performing at an acceptable level, the Chief of Police may recommend removal to the City Manager, who shall make the final determination.
- "The probationary period may be extended at the discretion of the City Manager for a period of time not to exceed six (6) months.
- "The probationary period may be extended in order to allow the Division to provide probationary employees with remedial services such as professional counseling or specialized instruction.
- "At the conclusion of the six (6) month extension of the probationary period, the employee must have at least a 'meets standard' rating on a performance evaluation. An 'unsatisfactory' performance rating shall constitute grounds for removal from the position in question. If the employee receives a 'meets standard' performance rating, he/she shall be retained beyond the six (6) month extension of the probationary period and be granted permanent status.
- "If the probationary employee is removed from the position in question, said employee, at the City Manager's discretion, may be returned to a vacant position within the rank/classification the employee occupied prior to the promotional appointment, if such a vacant position exists." (Administrative Order 2.23 (II))

#### **CROSS REFERENCE TO STANDARDS AND POLICIES:**

Administrative Order 2.15, 2.22, 2.23, 2.24

#### **CROSS REFERENCE TO FORMS:**