

*Keith Porch, Chief of Police*

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//K. Porch//

Date: \_\_\_\_\_

<b>GENERAL ORDER 34</b>
<b>PROMOTION</b>
EFFECTIVE DATE: May 1, 2019
SUMMARY OF REVISIONS:

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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 (LE1)**

The role of the Division of Police in the entrance and promotional level testing of its members is to **work in conjunction with the Civil Service Commission** of the City of Mansfield and its designated testing agency to develop and administrate those entrance and promotional examinations it specifies.

– While promotional processes for the Division of Police are primarily the responsibility of the Division of Human Resources & the Civil Service Commission, the Chief of Police shall participate in promotional processes through input and oversight at various phases, particularly in the **Assessment Center** phase of the final selection process. (See General Order 34.1.3)

### **34.1.2 PROMOTIONAL PROCESS**

– The promotional examination process shall be **administered by the Civil Service Commission of the City of Mansfield** and its designated testing agency with cooperation from the Chief of Police and the Director of Human Resources. The Safety-Service Director possesses the ultimate decision making authority regarding promotional appointments. The responsibility for monitoring all employees' probationary periods shall be maintained in the Office of the Safety-Service Director.

A. A promotional examination process shall be initiated upon request of the Chief of Police. 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 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 Chief of Police of their intent to take the written examination. This written notification must be submitted not less than thirty calendar days prior to the scheduled examination date.

– All candidates shall receive written notification of their score following the written examination. The Director of Human Resources shall retain results of the written examination, in written form.

C. When designated, all eligible candidates shall participate in an **Assessment Center** to be conducted by trained professionals within the field of law enforcement as approved by the Civil Service Commission.

– 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 score will be averaged with the written examination score of each candidate.

D. At this time, the Division of Police does not utilize Oral Interviews in the promotional process.

E. A candidate may **review and appeal** any aspect of the promotional examination process to the Civil Service Commission. This appeal must be initiated within five (5) business days following the announcement of the final results of the process.

F. The Division of Police does not permit reapplication.

G. The Division of Police does not permit lateral entry in the promotional process.

H. The Director of Human Resources will be responsible for the security of promotional materials.

### 34.1.3 JOB RELATED/NON-DISCRIMINATORY PROCEDURES

All promotional examination procedures used within the Mansfield Division of Police shall be job-related and non-discriminatory. It is the intent of the division to use examination methods that evaluate and help to demonstrate the traits and characteristics necessary to perform the job. The Division may use various examination methods and/or a combination of examination methods to comprise a promotional test; to include but not limited to:

- Written tests
- Oral Boards
- Assessment Centers

### 34.1.4 PROMOTIONAL PROCESS ANNOUNCEMENT

A **written announcement** describing the promotional examination process shall be circulated or posted at least thirty (30) calendar days prior to the start of the selection process. This written announcement shall be issued by the Chief of Police and shall include: a description of the position or job classification for which testing will be conducted, a description of eligibility requirements; a schedule of dates, times, and locations of all [components] of the process; and, a description of the promotional examination process.

### 34.1.5 PROMOTIONAL PROCESS ELIGIBILITY

A. The promotional examination process will consist of the following components and corresponding percentage weights:

- Written Examination – possible 100 % (if in conjunction with Assessment Center, the two scores are averaged).
- Assessment Center (if applicable) averaged with the Written Examination to equal up to 100 %.
- Seniority Points - possible 10 points to be added to the results of Written Examination, and Assessment Center, if applicable, for a total overall score.

B. Candidates participating in the promotional process shall be ranked according to their total numerical scores received as a result of the entire promotional 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 examination process, by candidates who have met all appropriate Divisional or City requirements, shall be determined as follows:

- Sergeant - Candidates holding the rank of Police Officer for at least five (5) years as a Mansfield Police Officer will be eligible for the competitive promotional examination process.
- Lieutenant – Candidates holding the rank of Sergeant for at least three (3) years with the Mansfield Division of Police will be eligible for the competitive promotional examination process.
- Captain -Candidates holding the rank of Lieutenant for at least two (2) years will be eligible for the

competitive promotional examination process.

– Chief and Deputy Chief- The promotional process for Chief of Police and Deputy Chief of Police is governed by the City of Mansfield Charter.

D. The eligibility list shall be valid for two (2) years from the date of its certification by the Civil Service Commission.

E. Upon request from the Chief of Police, through the Safety Service Director, the Civil Service Commission shall provide written certification of the eligible candidates having passed the Promotional Process in ranking order.

– Vacancies shall be filled by candidates from the written certification list in the order of their relative excellence as determined by the examination and credits.

– In the event two or more applicants receive the same score on a promotional examination, seniority shall determine the order in which names are placed on the list.

#### **34.1.6 PROMOTIONAL PROBATIONARY PERIOD**

All candidates selected for promotional appointments shall serve a six (6) month probationary period. Newly promoted sergeants will serve this probationary period in the Community Services Bureau. 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 Service-Safety Director, who shall make the final determination.

Time spent on a leave of absence shall not count as part of the probationary period. Time spent on a leave of absence, with or without pay, except for personal days, compensatory time, holidays, vacation, or sick leave of less than forty (40) consecutive hours, shall not be counted as part of probationary period.

**CROSS REFERNCE TO STANDARDS AND POLICIES:** Mansfield Civil Service Rules and Regulations: FOP/OLC Gold Labor Agreement, City of Mansfield Charter

**CROSS REFERENCE TO FORMS:**