

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> <b>PROMOTIONAL PROCESS</b>	<b>Procedure:</b> General Order 17.1.1 CALEA 34.1.1	<b>Total Pages:</b> 6
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 07/14/2011	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to establish standards and processes for evaluating candidates for promotion. The Department's role in the promotional process is designed to ensure fairness and consistency in the selection of the best qualified personnel to positions of increased responsibility. The Civil Service Board has the final authority in all promotional decisions.

**II. PURPOSE**

This written order establishes promotional procedures for sworn personnel.

**III. SCOPE**

This written order is applicable to all sworn personnel.

**IV. RESPONSIBILITY**

It shall be the responsibility of all sworn personnel to comply with this directive.

**V. OVERVIEW:**

- A. The Florence Police Department adopts and fully complies with the applicable Civil Service laws of the City of Florence, Alabama. In the event this or other written directives are contrary to Civil Service law, the Civil Service law supersedes other directives.
- B. All promotional selection processes will be conducted consistent with the current City of Florence Manual for Supervisors and Employees.
- C. The rank structure, whereby promotional opportunities exist, consists of Sergeant, Lieutenant, Captain, Deputy Chief, and Chief.

**VI. PROCEDURES**

**A. ADMINISTRATIVE RESPONSIBILITIES**

- 1. **CHIEF OF POLICE:** The Chief of Police is responsible for the formulation, direction, and coordination of a comprehensive employment program for the Florence Police Department. This employment program includes the functional component of promotions. Consequently, the Chief shall be responsible for

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submitting a list, containing the name(s) of candidates to be considered for promotion, to the Civil Service Board. In doing so, the Chief shall act in accordance with this directive and any related, officially adopted promotional procedures.

2. PROCESS COORDINATION:

- a. The Office of the Chief of Police shall have the authority and responsibility to administer the Department's role in the sworn promotional process.
- b. The designee from this office shall serve as the liaison to coordinate Departmental promotional activities with the City of Florence Department of Human Resources.
- c. The Department of Human Resources coordinates efforts with the Civil Service Board.

3. ANNOUNCEMENTS: The Department will provide sworn personnel with a written announcement of each promotional process. This announcement will be provided in advance, so that applicants are afforded reasonable preparation time. The announcements originate with, and are issued by the Department of Human Resources in the form of a Promotional Opportunity Announcement and shall contain the following:

- a. A description of the position and/or job description for which the process will be conducted;
- b. A description of eligibility requirements; and
- c. The deadline for application.

B. PROMOTIONAL PROCESS

1. ANNOUNCEMENT of the position opening.
2. PRE-SCREENING – All promotional candidates are pre-screened to ensure they meet the minimum qualifications for promotion.
3. APPLICATION THROUGH HUMAN RESOURCES – Once the position is posted; each candidate is to submit the required application and documents. The application and any related documents must be submitted to Human Resources by the stated deadline.
4. STUDY MATERIALS – At least six weeks prior to the written examination, the Department shall make the required study materials available to the promotional candidates.
5. NOTIFICATION of employees of the date, time, and location of the written examination.

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6. WRITTEN EXAMINATION – The Department of Human Resources administers a written examination.
7. ASSESSMENT CENTER – Each promotional candidate will participate in a series of Promotional Assessments consisting of one or more of the following:
  - a. Oral Interviews
  - b. Practical Exercises
  - c. Oral Presentations
8. CIVIL SERVICE BOARD ORAL INTERVIEW – The ultimate decision for promotions resides with the Civil Service Board. Candidates for promotion will interview with the Civil Service Board during the promotional process.

**VII. GENERAL PROVISIONS**

- A. EQUAL OPPORTUNITY: Promotional processes will not discriminate based on race, color, creed, religion, national origin, sex, age, political affiliation, marital status or handicap (provided the essential functions of the position can be performed with reasonable accommodation).
- B. ELIGIBILITY FOR PARTICIPATION: Employees meeting eligibility requirements for a promotion will be permitted to participate in the process regardless of the date of their last participation.
- C. APPLICATION: Employees must submit the appropriate notification of their desire to participate in a specific promotional process to the Department of Human Resources during the posted filing period.
- D. RE-APPLICATION: All qualified persons not selected for promotion are eligible and encouraged to re-apply for subsequent positions for which they are qualified.
- E. EVALUATIONS: Performance evaluations may be considered by the Civil Service Board when making promotional decisions. Performance evaluations provide an overview of an employee's work history, skills, knowledge, abilities, promotional potential, and other job-related factors.
- F. MEASUREMENT INSTRUMENTS: Promotional processes shall be designed to ensure that each element used to evaluate candidates for promotion is job related and nondiscriminatory. Department personnel or Human Resources personnel will administer the various aspects of the promotional process.
- G. READING LISTS, WRITTEN TESTS: A reading list containing all study material will be provided to each promotional candidate.
  1. The reading list will be posted at least six weeks prior to the date of the written examination.

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2. All questions on the written examination will be drawn from the specified materials.
  3. Candidates must achieve a minimum score at the cut-off level or higher to advance in the process.
  4. Each applicant taking the examination will be notified of his/her score per instructions from the Department of Human Resources, within a reasonable time.
  5. A designee from the Department of Human Resources will administer the written examination.
  6. The Department of Human Resources is responsible for the retention of records regarding the written examinations.
- H. **ASSESSMENTS CENTERS:** Assessment centers are a component of the promotional process. The purpose of the Assessment Centers is to test and provide a measurement of job-related skills that are directly correlated to the position for which the candidates are being evaluated. Each component of the Assessment Centers shall be non-discriminatory and shall be uniformly administered and evaluated. The Assessment Center components consist of a combination of one or more of the following:
1. **ORAL INTERVIEWS** – Oral interviews may be used as a measurement instrument during the promotional assessment center. Any such interviews will include uniform questions and rating scales and will measure a defined set of personal attributes. Results of the interview will be documented. All questions will be job related.
  2. **PRACTICAL EXERCISES** – Practical exercises may be used as a component in the promotional process. The Office of the Chief of Police or designee will be responsible for the development of exercises that are used in determining the skills, knowledge, and abilities of employees involved in the promotional process. Examples of these exercises are:
    - a. Written scenarios
    - b. Press Releases
    - c. Complaints
    - d. Situational scenarios
- I. **REVIEW AND APPEAL PROCESS:** Candidates wishing to review and appeal their scores and/or evaluations related to their performance in the promotional process may do so by following the grievance procedures as provided by other sections of these orders and the City of Florence Manual for Supervisors and Employees. Upon request, a candidate may arrange with the Department of Human Resources to view their own answer key to the written examination.

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- J. LATERAL ENTRY ELIGIBILITY: Lateral entry from other law enforcement agencies will be allowed only at the officer level. However, the position of Chief of Police may be posted for all qualified candidates.
- K. PROMOTION ELIGIBILITY LIST:
1. Each candidate that made application and qualified for promotion is included in the list of eligible candidates for promotion.
  2. This Department does not assign numerical weights or values to each eligibility requirement.
  3. Upon completion of the assessment center, a list is compiled with the name of each eligible promotional candidate along with their scores from each of the various assessment components. The Civil Service Board determines the ranking and/or weighting associated with these results.
  4. The appropriate time-in-grade and/or time-in-rank restraints must be met prior to application and qualification in order to be named on the eligibility list. These requirements are included in the job description.
  5. Each eligibility list lasts for the duration of each promotional position. The only exception is when alternate selections are made by the Civil Service Board for anticipated additional promotional positions. Generally, the maximum duration of any such list is six (6) months, at which time the promotion process will begin anew.
  6. The Civil Service Board has final authority in selecting a candidate for promotion. In the event that more than one promotional position is anticipated, the Civil Service Board may decide, using their own criteria, to select an additional candidate(s) from the list of eligible candidates for a future, anticipated promotional position.
- L. PROBATIONARY PERIOD – According to the City of Florence Civil Service Law Chapter VII. Promotions Section 4: *All promotions shall be for a (1) year probationary period. The affected Chief will make progress reports, in writing, to the Chairperson of the Civil Service Board at the end of each three (3) month period of probationary period. The Civil Service Board reserves the right of demoting or extending the probationary period of a candidate. In the eleventh month of the probationary period the affected department head will notify the Civil Service Board Chairperson of his/her decision as to whether or not the candidate shall be retained at the level of promotion. After the probationary period the decision of the Board will be final.*
- M. SECURITY OF MATERIALS

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1. The Office of Chief of Police shall be responsible for the security of all Department originated documents applicable to the promotional process.
2. The Department of Human Resources shall be responsible for the security of all applications, written examination test books, written examination score sheets, written examination results, and/or other related documents originating from that office.
3. No personnel who may be eligible to participate in the promotional process shall have access to promotional materials of any kind.