

WEST PALM BEACH POLICE DEPARTMENT

I-7 PROMOTIONS

EFFECTIVE: 11/07/2005

CALEA Standards: 34.1.1, 34.1.2, 34.1.3, 34.1.5

CFA Standards: 15.01 THROUGH 15.04

I. POLICY: The West Palm Beach Police Department has established standards specifying conditions for the evaluation and selection of sworn candidates for promotion. The promotional process was designed to ensure fairness in the selection of sworn members for promotion and to advance the most qualified candidates. Promotional standards for civilian (non-sworn) personnel are set by the Human Resources Department. The promotional process for all members may be governed by terms contained within any applicable collective bargaining agreement.

II. DEFINITIONS:

A. Assessment Center - An exercise or process designed to elicit behavior related to job skills requiring participants to respond to situational stimuli resembling the work environment.

B. Examination - An exercise designed to examine progress or test qualification or knowledge.

C. Non-Discriminatory - A commitment and effort that the promotional process satisfies legal and administrative requirements designed to ensure that oral and written questions reflect job content and have minimum adverse impact.

D. Oral Interviews - A process of conducting a personal interview to determine job related knowledge and the ability to demonstrate verbal skills.

E. Review/Appeal - A process by which a candidate may review and challenge an examination or scored elements of the process or appeal a decision concerning eligibility for or appointment to a promotional vacancy.

III. ELIGIBILITY REQUIREMENTS AND POSITIONS FOR SWORN PERSONNEL:

A. The ranks of Sergeant and Lieutenant are available through the promotional process that is outlined in this procedure. All other positions are by special appointment through the Chief of Police. The West Palm Beach Police Department does not allow lateral entry promotions.

1. POLICE SERGEANT - No person will be admitted to an examination for the promotion to Police Sergeant until he or she has served at least four (4) years regular Civil Service status as a Police Officer prior to the expiration of the previous promotional list. Applicants must have an Associates degree or equivalent semester credit hours (at least 60), accepted by the Criminal Justice Standards and Training Commission, as of the closing date for the acceptance of applications.

2. POLICE LIEUTENANT - No person will be admitted to an examination for the promotion to Police Lieutenant until he or she has served at least one (1) year as Police Sergeant prior to the expiration of the previous promotional list. Applicants must have a Bachelors degree accepted by the Criminal Justice Standards and Training Commission.

3. POLICE CAPTAIN - All appointments to the position of Captain will be made by the Chief of Police from the rank of Lieutenant within the West Palm Beach Police Department. The candidate must possess a Bachelors Degree. The Chief may remove an individual from the rank of Captain for cause. An individual who is removed for cause may be reinstated to the previously held rank of Lieutenant within the West Palm Beach Police Department.

IV. PROMOTIONAL ANNOUNCEMENT:

A. The Director of Human Resources or a designee will be assigned the responsibility and authority to supervise all facets of the promotional process.

B. The Director of Human Resources or a designee will conduct promotional examinations as deemed necessary and in compliance with the applicable collective bargaining agreement. The examination will be designed to ensure that the content is equitable and nondiscriminatory.

1. The designated Human Resources representative will maintain security of all promotional materials.

C. The Director of Human Resources or a designee will issue a written Promotional Opportunity Announcement at least ninety (90) days prior to the testing date. The announcement will:

1. Delineate the position available, state eligibility requirements and provide a job summary,
2. Indicate dates, times and locations of all elements of the process,
3. Specify how the test is to be administered,
4. State an application deadline,
5. State where and when applications will be accepted,
6. Specify the selection process, and
7. Provide any additional pertinent information.

D. Attached to the announcement will be a study list of the reading material and information pertaining to the examination and elements of the assessment center.

E. Study and reference material will be made available to candidates through the Staff Services Division.

F. Only job related and nondiscriminatory promotional examinations will be used.

G. The announcements will be posted throughout the Police Department and applications will be made available to prospective candidates.

H. The Staff Services Division Commander or designee is responsible for administering the agency's role in the promotion process for sworn members.

V. PROMOTIONAL TESTING PROCESS:

A. The written examination for promotion will be administered by a representative of Human Resources in the following manner:

1. All written tests will be developed by in-house members and Human Resource personnel.
2. All tests will be administered during normal working hours.
3. All tests will be graded using the answer key created by the personnel who developed the test.
4. Test results will be mailed to those candidates who failed to qualify thirty (30) days after the completion of the test. Successful candidates will be notified of his or her written scores upon completion of the entire promotional process.
5. A passing score of 75% on the written test will entitle the candidate to proceed in the promotional process. No other credit will be used to attain this minimum passing grade.

B. Assessment centers will be structured to measure the characteristics directly related to the job or promotional opportunity. Those structured elements will include a minimum of:

1. A panel selected by the Chief of Police.

2. Techniques designed to elicit candidate's knowledge of a particular procedure.
3. Multiple written scenarios that would be commonly applied in practice.
4. Scenarios will be job related.
5. The score on the Assessment Process will not eliminate candidates, but will be included as a weighted component in the calculation of final ranking.

C. The promotional interview by the Promotional Review Committee will be conducted in the following manner:

1. Candidates for promotion must have a passing grade on the written test and have completed the assessment process in order to be interviewed by the Promotional Review Committee.
2. The Promotional Review Committee will consist of two (2) Assistant Chiefs, four (4) Captains and a representative from the Human Resources Department who serves as the committee's facilitator.
3. The promotional interview will be structured so all candidates will be asked the same questions by the Promotional Review Committee. Candidates will not contact each other or reveal the content of the oral review. Doing so may result in disciplinary action.
4. Standard forms will be used for rating each candidate throughout the process.
5. Results from the Promotional Review will be made available to respective candidates for review 30 calendar days following the completion of the last candidate's promotional review.

D. All elements used to evaluate candidates for sworn personnel for promotion will be job related and nondiscriminatory

E. The numerical weight assigned to each portion of the test will be determined by the current collective bargaining agreement.

F. Each candidate will be provided their final aggregate test score of the written test, assessment center and promotional review.

VI. DEVELOPMENT OF PROMOTIONAL ELIGIBILITY LISTS:

A. The establishment of a promotional eligibility list occurs after the written and oral assessments are completed. Taken into consideration are the following factors:

1. The candidate's score on the written examination,
2. The candidate's score on the assessment center,
3. The candidate's score on the promotional interview,
4. Time in-grade points pursuant to Civil Service Rules and regulations, and
5. Any other factors included per the applicable collective bargaining agreement.

B. Names of candidates will be placed on the eligibility list in the order of their relative grades in the examination. This list will be posted on bulletin boards throughout the Department.

VII. USE OF PROMOTIONAL ELIGIBILITY LISTS:

A. Promotional examinations will be administered every two (2) years for the positions of Police Sergeant and Police Lieutenant.

1. Once a candidate's name has been placed on the eligibility list, it will remain active for a period not to exceed two (2) years from date the eligibility list is certified.
2. All candidates must reapply to the Director of Human Resources each time a Promotional Opportunity announcement is published.
3. All promotions will be made by utilizing a rule of five and/or in accordance with the current applicable collective bargaining agreement.

VIII. REVIEW AND APPEALS PROCEDURE:

A. Any candidate who wishes to appeal any portion of the promotional process may do so. The appeal must be consistent with the Civil Service Rules and Regulations.

IX. PROBATIONARY STATUS:

A. All newly promoted employees will serve a probationary period per the current collective bargaining agreement. During this period the progress of the employee will be monitored and evaluated by his or her immediate supervisor. Unsatisfactory performance should be noted at the earliest possible moment and brought to the attention of the affected employee. Repeated unsatisfactory performance may result in the return of the employee to his or her former position.

B. All aspects of probation are pursuant to Civil Service Rules and Regulations.

X. PROMOTIONAL PROCESS EVALUATION:

A. Upon completion of each promotional process, both Departments will evaluate the entire process to make sure all legal and functional criteria were met.

B. The result of each review is forwarded to the Director of Human Resources and the Chief of Police.

XI. REFERENCE:

- Civil Services Rules and Regulations IV, Sections 10.
- Current applicable collective bargaining agreements

Delsa R. Bush, Chief of Police

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