

NEW CANAAN POLICE DEPARTMENT

SUBJECT: PROMOTIONS

GENERAL ORDER NUMBER: 88-2-46
FILE: PERS 4
PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this general order is to provide guidelines in the evaluation and selection of personnel for promotion.

It is the policy of the New Canaan Police Department to select and promote the most qualified personnel to positions of increased responsibility. See N.C.P.D. Policy Manual 665.30 ADVANCEMENT.

II PROCEDURES (PROFESSIONAL REQUIREMENTS)

A The Chief of Police or designee, shall administer examinations for promotions, on behalf of the Police Commission. (Reference C.G.S.7-276, Powers of Commissioners). The Chief of Police or designee, shall also post notice of promotional opportunities at least four weeks prior to such examination on the department bulletin board. Said notice shall include the following information:

1. Rank, Position, and Grade;
2. Qualifications for eligibility;
3. Schedule of dates, times, and location of elements of the testing process; and
4. Description of the process to be used in selecting personnel for the vacancies.
5. If written test is used, bibliography will be furnished.

B The Chief of Police or designee, will have the added responsibilities in the promotional process as follows:

1. As Department liaison in the development of the testing instruments that are used in determining the skills, knowledge and abilities of employees;
2. Primary responsibility for oral boards and interviews;
3. Certifying the eligibility list.
4. Recommendation of eligible candidate to the Police Commission; and
5. Administration of the probationary period.

- C** Procedures used for promotion will be determined by the Police Commission and the Chief of Police. Those procedures shall include provisions for:
1. Evaluating promotional potential;
 2. Administering written tests (if any);
 3. Determining that oral boards and interviews have been conducted prior to appointment to probationary status;
 4. Defining exceptions to the probationary period; and
 5. Determining promotional eligibility for vacancies where lateral transfers are permitted.
- D** The procedures used for promotion will be job related and non-discriminatory in application and scope.
- E** If a written test is used in the promotion process, the town or the contract agency (if used) will provide candidates with a bibliography of reading materials used as the source or questions in the written tests.
- F** An eligibility list will be established for promotion in accordance with rules as are established by the Police Commission. The following criteria will be considered in the development of the eligibility list:
1. The numerical weight assigned to each test element;
 2. The ranking of eligible employees will be based on the total numerical score. All testing elements as may be determined by the Police Commission will be considered in the final ranking;
 3. Time in Grade, Time in Rank (and other eligibility requirements, if any) will be determined by the Police Commission; and
 4. Whenever identical rankings are received, the tie will not be broken. The candidates receiving these scores will be considered to have equal merit and fitness.
 5. The duration of the list;
 6. Written certification of eligible employees;
 7. The method of selecting names from the list; and
 8. A written explanation of the reason(s) for appointing eligible employees to vacancies.

III PROCEDURES (ADMINISTRATIVE PRACTICES)

- A** All promotions shall be contingent upon the candidate serving and successfully completing a six month probation period.

B Appeals regarding an adverse decision concerning eligibility for an appointment to a promotional vacancy may be filed with the Police Commission through the office of the Chief of Police.

- 1.** Said appeal may include (if the employee desires) a review of the promotional process to include the following:
 - a. A review of the answer key to written examinations (if any);
 - b. A review of the written results of scored elements of the selection process;
 - c. Contesting promotional potential reports (if used) in the selection decision; and
 - d. If error is found, re-application, retesting and/or re-evaluation.

C The Chief of Police will, in consultation with the Police Commission, annually review, and if necessary revise, the promotional process. Said revision will be in accordance with any contractual agreements between the town and its labor union. SECTION IV, CAPTAIN, is exempt from this provision.

IV ELIGIBILITY REQUIREMENTS (CAPTAIN)

A Requirements for Admission to Examination

Candidates must meet minimum eligibility requirements as stated in IV, B below to be admitted to the examination.

B Education and Supervisory Equivalent Experience

Lieutenants are eligible/qualified if they meet the following Education and Supervisory Equivalent Experience requirements:

<u>Education</u>	<u>Supervisory and Equivalent Experience</u> <small>(includes experience in the rank of Sergeant)</small>
15 - 29 Credits	4 Yrs. S & E Exp.
30 - 59 Credits	3 Yrs. S & E Exp.
60 or more Credits	2 Yrs. S & E Exp.
Bachelors Degree or Beyond	1 Yr. S & E Exp.

Sergeants are eligible/qualified if they meet the following Education and Supervisory Equivalent Experience requirements:

<u>Education</u>	<u>Supervisory and Equivalent Experience</u>
15 - 29 Credits	5 Yrs. S & E Exp.
30 - 59 Credits	4 Yrs. S & E Exp.
60 or more Credits	3 Yrs. S & E Exp.
Bachelors Degree or beyond	2 Yrs. S & E Exp.

V **EXAMINATION (CAPTAIN)**

A Administration of Examination

This rank is an administrative position not attached to the bargaining unit. As such, there is greater flexibility in the examination process to fill an opening. The Chief of Police may determine one of three processes for conducting examinations for this position. They are:

- I. An Assessment Center;
- II. Oral Examination and review of Performance Evaluations; or
- III. Review of Evaluations.

All examinations shall be conducted by an independent agency or a consultant company. All examinations will be conducted in New Canaan, Connecticut.

The Chief of Police may initiate a promotional process upon notice that an opening for a Captain's position exists or will occur in the organizational structure.

B Composition and Weights

Depending on the test composition to be used, the following weights will apply:

<u>Test</u> <u>Parts</u>	<u>I</u> <u>Weights</u>	<u>II</u> <u>Weights</u>	<u>III</u> <u>Weights</u>
I Assessment Center	50%		
II Oral Examination		25%	
III Performance Evaluations	<u>50%</u>	<u>75%</u>	<u>100%</u>
	100%	100%	100%

Note: In all tests (I, II, III), Performance Evaluations will be reviewed/computed for the prior three (3) years.

C Final Grade and Certification of Eligibility List

The impartial agency, or board or consultant company administering the assessment center, oral examination and/or performance evaluation review shall certify the results to the New Canaan Police Commission. The chief of police shall compute the seniority and college credit points to the test score to determine the final grade. The final grade shall determine the rankings on the Certified Eligibility Promotion List.

The Police Commission shall reserve the right to conduct oral interviews of all the candidates who are eligible for promotion based on the Certified Eligibility Promotion List prior to appointment.

D Appointment

The rule of three (3) shall apply. All appointments shall be made from the top three candidates or from the top four or five candidates if the fourth or fifth candidates are within five (5) points of the top grade.

If more than one appointment is to be made from the same list, the number of certified names shall be correspondingly increased; for example, for two appointments the top six candidates are eligible, or, from the top seven or eight, if the seventh or eighth candidates are within five points of the top grade. NOTE: Vacant positions which occur within thirty (30) days of one another shall be considered as simultaneous vacancies for purpose of appointment.

A candidate who is on the Certified Eligibility Promotion List and has appeared before the Police Commission for a promotion interview will be continually under consideration for appointment until promoted or the expiration of the Certified Eligibility Promotion List.

E Expiration Date of Certified Eligibility Promotion List

After examination and certification by the constituted appointing authority, vacant positions will be filled as soon as practicable from the same certified eligibility list, which will remain in effect for a period of one year from the date of its promulgation.

The Eligibility List will be extended for one (1) year provided that no new candidates become eligible to take an examination during this period. In no event will the Eligibility Promotion List be active beyond a total of two (2) years from the effective date of its promulgation.

VI **ELIGIBILITY REQUIREMENTS (LIEUTENANT)**

A Requirements For Admission to Examination

Candidates must meet minimum eligibility requirements as stated in VI, B below to be admitted to the examination.

B Education and Supervisory Equivalent Experience

Sergeants are eligible/qualified if they meet the following Education and Supervisory Equivalent Experience requirements:

<u>Education</u>	<u>Supervisory and Equivalent Experience in position being tested for</u>
7 - 14 Credits	5 Yrs. S & E Exp.
15 - 29 Credits	4 Yrs. S & E Exp.
30 - 59 Credits	3 Yrs. S & E Exp.
60 or more Credits	2 Yrs. S & E Exp.
Bachelors Degree or Beyond	1 Yrs. S & E Exp.

VII EXAMINATION (LIEUTENANT)

A Administration of Examination

The Lieutenants examination process will be conducted upon notice from the office of the Chief of Police that a Lieutenants position in the organizational structure needs to be filled. Written test (if used), Oral Examinations and review of Performance Evaluations shall be administered by an impartial agency or board or consultant company. All examinations will be conducted in New Canaan, Connecticut.

B Composition and Weights

Depending on the test composition to be used, the following weights will apply:

<u>Test</u>	<u>I</u>	<u>II</u>
<u>Parts</u>	<u>Weights</u>	<u>Weights</u>
I Written Test	33.3%	
II Oral Examination	33.3%	50%
Performance Evaluation	<u>33.3%</u>	<u>50%</u>
	100%	100%

NOTE: In all tests (I, II) Performance/Evaluations will be reviewed/computed for the prior three years.

C Passing Grade

If a written test is used, a passing grade of seventy (70) must be attained to be eligible to take the oral examination.

D Seniority

One-quarter (1/4) point for each full year of service up to a maximum of twenty (20) years, (a maximum of five (5) points) will be added to the final grade.

E College

One-quarter (1/4) point for each fifteen (15) semester college credits earned up to a maximum of (one hundred twenty (120), (a maximum of two (2) points) will be added to the final grade.

F Final Grade and Certification of Eligibility List

The impartial agency, or board or consultant company administering the written test, oral examination and performance evaluation review shall certify the results to the New Canaan Police Commission. The chief of police shall compute the seniority and college credit points to the test score to determine the final grade. The final grade shall determine the rankings on the Certified Eligibility Promotion List.

The Police Commission shall reserve the right to conduct oral interviews of all the candidates who are eligible for promotion based on the Certified Eligibility Promotion List prior to appointment.

G Appointment

The rule of three (3) shall apply. All appointments shall be made from the top three candidates or from the top four or five candidates if the fourth or fifth candidates are within five (5) points of the top grade.

If more than one appointment is to be made from the same list, the number of certified names shall be correspondingly increased; for example, for two appointments the top six candidates are eligible, or, from the top eight if the seventh and eighth candidates are within five points of the top grade. NOTE: Vacant positions which occur within thirty (30) days of one another shall be considered as simultaneous vacancies for purpose of appointment.

A candidate who is on the Certified Eligibility Promotion List and has appeared before the Police Commission for a promotion interview, will be continually under consideration for appointment until promoted or the expiration of the Certified Eligibility Promotion List.

H Expiration Date of Certified Eligibility Promotion List

After examination and certification by the constituted appointing authority, vacant positions will be filled as soon as practicable from the same Certified Eligibility List, which will remain in effect for a period of two years from the date of its promulgation.

In no event will the Eligibility Promotion List be active beyond a total of two (2) years from the effective date of its promulgation.

VIII **ELIGIBILITY REQUIREMENTS (SERGEANT)**

A Requirements for Admission to Examination

Candidates must meet minimum eligibility requirements as stated in VIII, B below to be admitted to the examination.

B Education and Equivalent Experience

Officers are eligible/qualified if they meet the following Education & Equivalent Experience.

<u>Education</u>	<u>Equivalent Experience</u>
7 - 14 Credits	5.5 Years Exp.
15 - 29 Credits	5 Years Exp.
30 - 59 Credits	4.5 Years Exp.
60 or more Credits	4 Years Exp.

NOTE: * The 4 yrs. experience is in the New Canaan Police Department.
 * Equivalent experience shall be defined as; *A current or previously certified law enforcement officer employed by a Federal, State or Municipal government whose primary responsibility was providing law enforcement services to the general public.*

IX EXAMINATION (SERGEANT)

A Administration of Examination

Whereas Acting Sergeants positions are appointed based on current standings of candidates on the certified eligibility list, the Sergeant’s examination will be scheduled prior to the expiration of the current certified eligibility list. All Written Tests, Oral Examinations and Review of Performance Evaluations shall be administered by an impartial agency or board or consultant company. All examinations will be conducted in New Canaan, Connecticut.

B Composition and Weights

The following weights will apply:

<u>Test</u>	<u>I</u>	<u>Weights</u>
I	Written Test	33.3%
II	Oral Examination	33.3%
	Performance Evaluations	<u>33.3%</u>
		100%

NOTE: In all tests (I & II) Performance Evaluations will be reviewed/computed for the prior three years.

C Passing Grade

If a written test is used, a passing grade of seventy (70) must be attained to be eligible to take the oral examination.

D Seniority

One-quarter (1/4) point for each full year of service up to a maximum of twenty (20) years, (a maximum of five (5) points) will be added to the final grade.

E College

One-quarter (1/4) point for each fifteen (15) semester college credits earned up to a maximum of one hundred twenty (120), (a maximum of two (2) points) will be added to the final grade.

F Final Grade and Certification of Eligibility List

The impartial agency or board or consultant company administering the written test, oral examination and performance evaluation review shall certify the results to the New Canaan Police Commission. The chief of police shall compute the seniority and college points to the test score to determine the final grade. The final grade shall determine the rankings on the Certified Eligibility Promotion List.

The Police Commission reserves the right to conduct oral interviews of all the candidates who are eligible for promotion based on the Certified Eligibility List prior to appointment.

G Appointment

The rule of three (3) shall apply. All appointments shall be made from the top three candidates or from the top four or five (5) candidates if the fourth or fifth candidates are within five (5) points of the top grade.

If more than one appointment is to be made from the same list, the number of certified names shall be correspondingly increased; for example, for two appointments the top six candidates are eligible, or, from the top eight if the seventh and eighth candidates are within five points of the top grade. NOTE: Vacant positions which occur within thirty (30) days of one another shall be considered as simultaneous vacancies for purpose of appointment.

A candidate who is on the Certified Eligibility Promotion List and has appeared before the Police Commission for a promotion interview will be continually under consideration for appointment until promoted or the expiration of the Certified Eligibility Promotion List.

H Expiration Date of Certified Eligibility Promotion List

After examination and certification by the constituted appointing authority, vacant positions will be filled as soon as practicable from the same Certified Eligibility List, which will remain in effect for a period of two years from the date of its promulgation.

In no event will the Eligibility Promotion List be active beyond a total of two (2) years from the effective date of its promulgation.

X Records Security

- A** All records of promotional examination results and any Promotional materials (i.e. written examinations or oral board questions) shall be secured in the office of the Chief of Police.
- B** Any records related to promotional materials shall not be assessable to any Department personnel other than the Chief of Police or his designee, without written permission from same.

XI ASSESSMENT CENTERS

- A** The Assessment Center is a comprehensive, standardized promotional program in which participants are systematically observed over one or two days and evaluated for promotional purposes. The Police Commission will, in consultation with the Chief of Police, select an assessment center. The administration of the assessment center will be in accordance with Section V, B.
- B** If an assessment center is utilized for promotional purposes, the selected assessment center must meet the following criteria:
 - 1.** Measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job analysis;
 - 2.** Uses multiple assessors who are thoroughly trained prior to participating in a center;

3. Uses techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined;
4. Uses multiple assessment techniques, one of which is a simulation;
5. Uses simulation exercises that have been pretested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job related;
6. Bases judgements resulting in an outcome on pooled information from assessors and techniques;
7. Bases overall evaluation of behavior made by assessors at a separate time from observation of behavior during the exercises;
8. Announces the dimensions to be evaluated in a written directive;
9. Uses a form or forms to record and document the observations of assessors at each stage of the process; and
10. Provides participants, upon requests, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

XII DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

XIII EFFECTIVE DATE

This general order approved by the Police Commission on July 1, 1988 and is effective on July 1, 1988.

Revised, June 1991.
Revised, March 2000.
Revised, August 2003.
Revised, March 2004.
Revised, March 2005.
Revised, May 2009

Per Order,

Edward J. Nadriczny
Chief of Police