


<b>JOPLIN POLICE DEPARTMENT</b>	<b>3-01 STANDARD OPERATING GUIDELINE</b>
<b>SUBJECT: Promotions</b>	<b>REVIEW DATE: Annually - March</b>
<b>EFFECTIVE DATE: 06/27/2019</b>	<b>ACTION DATE:</b>
<b>AMENDS/SUPERSEDES: 04/19/2019</b>	<b>AMEND DATE: 06/27/2019</b>
<b>ACCREDITATION INDEX: 34.1.1, 34.1.2, 34.1.3 a, b, c, d, e, f, g, h, 34.1.4, 34.1.5, 34.1.6 a, b, c, d, e, 33.8.4 d</b>	<b>APPROVED:</b>  <b>Chief of Police</b>

## I. POLICY

It is this department's policy to utilize a promotion process that will select the best candidate for the position through a promotional process that is fair, equitable and meets professional and legal requirements. Procedures will be non-discriminating by assuring that minorities and women are included in the promotion process. (34.1.4)

## II. PURPOSE

To establish guidelines for employee promotions.

## III. PROCEDURES

### A. Role in Promotion Process – City Human Resources Director (34.1.2)

1. The Director of Human Resources, or his/her designee, is the administrator of the promotion process and is directly responsible for the coordination of the process. The HR Director will administer the process in accordance with Charter, Ordinance and Department Policy. The HR Director will have primary responsibility for:
  - a. Preparing announcement of the promotional process;
  - b. Security of promotional materials including examinations and records; (34.1.3 H)
  - c. Administration of written examinations;
  - d. Development and maintenance of an eligibility list of candidates for promotion to each rank.

### B. Role in Promotion Process – Chief of Police (34.1.1, 34.1.2)

1. The Chief of Police will have an active role in development of the criteria used in the promotional process. The Chief of Police will have primary responsibility for;
  - a. Posting and distribution of announcement of the promotional process to include; (34.1.5)
    - i. A description of the position;

- ii. Duties and responsibilities;
  - iii. Skills and knowledge;
  - iv. The abilities required;
  - v. Estimated duration of promotional process;
  - vi. Format, length and estimated duration of the written examination, if applicable;
  - vii. A summary of the roles of the interviews;
  - viii. Cut-off scores on any of the promotional tests, if applicable;
  - ix. A description of the assessment center, if applicable;
  - x. The numerical weight assigned to each element of the process, if applicable.
- b. Establishing an interview board and scheduling interviews for applicants who pass pre-requisite requirements;
  - c. Recommending to the City Manager candidates for promotion from the established eligibility list. The final decision to promote a candidate is the discretion of the Chief of Police and the City Manager.
  - d. The Chief of Police shall ensure that any employee, upon receiving a promotion or a new assignment, attend relevant training as soon as practicable.

C. Promotional Requirements

1. Requirements for Corporal (34.1.6 C)

To be eligible for participation in testing for promotion to the rank of Corporal, applicants must have:

- a. 18 months experience as a sworn police officer with the Joplin Police Department.
- b. 30 accredited college hours.

2. Requirements for Sergeant (34.1.6 C)

To be eligible for participation in testing for promotion to the rank of Sergeant, applicants must have:

- a. 3 years experience as a sworn police officer with the Joplin Police Department.
- b. 60 accredited college hours.
- c. Currently hold the rank of Corporal.

3. Requirements for Captain (34.1.6 C)

To be eligible for participation in testing from promotion to the rank of Captain, applicants must have:

- a. 5 years of service as a sworn officer with the Joplin Police Department
- b. 90 accredited college hours.
- c. Currently hold the rank of Sergeant

4. Requirements for Assistant Chief of Police (34.1.6 C; 33.8.4 D)

To be eligible for participation in testing for promotion to the rank of Assistant Chief of Police, applicants must have:

- a. 6 years experience as a sworn officer/peace officer, at least 3 years of which involved supervision of sworn subordinate staff with supervisory or lead officer responsibilities.
- b. A bachelor's degree in law enforcement, Police Science, Public Administration or closely related area.

5. Requirements for Chief of Police (34.1.6 C; 33.8.4 D)

To be eligible for participation in testing for promotion to the rank of Chief of Police, applicants must have:

- a. 7 years full time supervisory/managerial law enforcement work; OR a master's degree in Law Enforcement, Police Science, Criminal Justice, or closely related area may substitute for one year of the required experience.
- b. A bachelor's degree in law enforcement, Police Science, Public Administration or closely related area.

D. Submission of application & resume (34.1.3 A)

1. Employees wishing to be eligible for promotional testing will first complete an application as required by Section 5.1, Promotions, of the City of Joplin Employee Manual. The employee is to submit it, along with a resume, to the Human Resources Department no later than a date to be determined at that time. The application is also to include official transcripts from the college(s) attended, verifying the hours taken and showing the courses taken and grades received.

- a. The application and resume will be used to check the eligibility of the candidate to ensure that the candidate meets minimum requirements for the position. (34.1.1) (34.1.3 A)

2. No employee shall be deemed eligible for a promotion if their performance is unsatisfactory.

3. Lateral entry is not permitted for sworn promotional positions, with the exception of Assistant Chief of Police and Chief of Police, which may be filled by a process prescribed by the City Manager. (34.1.3 G)

E. Corporal and Sergeant Promotional Process

1. The promotion eligibility list will be in effect for a minimum of 1 year (12 months) from last day of testing. Eligibility lists will normally remain in effect for one (1) year from the last day of testing or until exhausted, whichever occurs first. The Director of Human Resources shall reserve the right to extend an eligibility list. (34.1.6 A,D)

2. Written examination (34.1.3 B)

The written examination will test an applicant's knowledge of current Standard Operating Guidelines of the department, knowledge of the City's Employee Manual, City Ordinances, and State Statutes as well as questions from selected readings (34.1.4). The written test may include questions from any of the previous sources.

- a. 100 points are possible on the written examination. (34.1.1) (34.1.6 A)
- b. The applicant must score at least a 70% on the written exam to proceed with the rest of the testing process.
- c. The written test will have a 30% weighted average.

3. Assessment center (34.1.3 C)

An assessment center will be administered as a part of the testing process.

- a. The assessment center will consist of multiple exercises.
- b. 100 points are possible on the assessment center. (34.1.1) (34.1.6 A)
- c. The assessment center will have a 20% weighted average.

4. Command Staff Interview

- a. The Command Staff Interview will be conducted with the current command staff which will consist of those with the rank of Captain or above or their designee in case of their absence.
- b. There will be 100 points possible for this interview.
- c. The Command Staff interview will have a 20% weighted average.

5. Peer Review

- a. A peer review will be conducted by every current Corporal that is available on the Corporal candidates.
- b. A peer review will be conducted by every current Sergeant that is available on the Sergeant candidates.
- c. The peer review will be completed in a group setting without the candidate present.
- d. The peer review will be graded on the five following criteria:

Report Writing—The panel will review three (3) random reports selected by the Chief or his designee. The panel will review and grade for thoroughness, quality, grammar, and spelling. They will also review if the report had been rejected by a supervisor, how many times it was rejected, and for what purpose it was rejected.

Job Knowledge—Knowledge of case law, city and state ordinances, and policy.

Communication—How well does the candidate communicate with dispatch, peers, supervisors, and outside agencies.

Work Habits—Self-initiated activity, cleanliness (uniform and vehicle), and collateral duties.

Leadership—Command presence on scenes, interpersonal relations/teamwork and taking control of active situations.

- e. Each of the five criteria will be graded on a 10-point scale with one being the worst and ten being the best. The score will then be doubled for a total of 100 points possible.
- f. The peer review will have a 15% weighted average.

6. Personnel File Review (34.1.1) (34.1.6 A)

- a. The candidates personnel file will be reviewed from the last date of testing backward for two years. (Example: if test date is July 1, 2019, then will look back as far as July 1, 2017).
- b. Points will be deducted for any disciplinary action in the following manner:
  - i. 10 points for each written reprimand
  - ii. 15 points for each suspension of any length
  - iii. 20 points for each demotion
- c. The candidate will receive additional points for any of the following:
  - i. One point for every two years of service with the Joplin Police Department. This will be rounded to the nearest year. (Example: 9 years of service=4.5 points).
  - ii. One point for every three years of service with an outside agency.
  - iii. One point for every three years of active duty military service.
  - iv. ½ of one point for every three years in military reserves.
  - v. Two points for an associate degree or,
  - vi. Four points for a bachelor's degree or,
  - vii. Six points for a master's degree.
- d. Every candidate will begin with 80 points. The total amount of points that can be awarded will be 100 points.
- e. The personnel file review will have a 15% weighted average.

7. Chief's Interview (34.1.1)

The chief will conduct one-on-one interviews with the candidate(s) being considered for promotion as determined by the Chief. These interviews will be conducted last and will not count in the point totals.

8. Selection & Announcement of Promotion(s)
  - a. After all the points have been totaled and interviews conducted, the candidates will be listed with the candidate with the highest score in the number one position. (34.1.6 B)
  - b. Once the list is established, the Chief will choose a candidate to fill the first position using the Rule of Three. The Rule of Three says the chief has the prerogative to select from the top three candidates to fill the position. (34.1.6 E)
  - c. After the first position is filled the Rule of Three will again be used to fill the second and all subsequent positions. (34.1.6 E)
  - d. Departmental announcements concerning who is to be promoted will come from Chief of Police. The Human Resource Department will make the City-wide announcement concerning the promotion(s).

F. Captain Promotional Process

1. The Human Resources Department will submit to the Chief of Police a list of Sergeants who have properly submitted applications and resumes for the position of Captain
2. Staff Interview
  - a. The Human Resources Department will notify each candidate of the date, time and location of the interview.
  - b. The Staff Interview Board will assess the candidates' qualifications and make recommendations to the Chief of Police about possible promotion.
    - i. Staff Interview Boards will be appointed by the Chief of Police and will be comprised of at least three members of the Administrative Staff and a Human Resources representative.
3. Personnel File Review

Each candidate's Personnel and Internal Affairs file shall be reviewed by the Chief of Police.
4. Chief's Interview (34.1.3 D)

The Chief will conduct one-on-one interviews with the candidate(s) being considered for promotion as determined by the Chief.
5. Selection & Announcement of Promotion(s) (34.1.6 E)

The Chief of Police will receive and review any recommendations of staff, the Staff Interview Board, and any response and/or appeals submitted by the Sergeant and determine which Sergeant will be promoted to Captain.

  - a. Departmental announcements concerning who is to be promoted will come from Chief of Police. The Human Resource Department will make the City-wide announcement concerning the promotion(s).

G. Candidate Review of the Promotional Process (34.1.3 E)

1. Members shall have the right to examine and challenge any aspect of the promotional process through an administrative review and appeal process. (34.1.3 E)
2. The review and appeal process may include: (34.1.3 E)
  - a. Reviewing the member's written examination within 30 days of the testing date (in the presence of Human Resources Personnel Department personnel), if any;
  - b. Reviewing the written results of scored elements of the selection(s) process, if any;
  - c. Contesting promotional reports used in the selection process decision, if any; and
  - d. Re-testing and/or re-evaluation.
    - i. The policy of this Department is to prohibit re-testing on an individual basis. Re-testing shall only be done if the written test is declared invalid and another test is administered to all eligible candidates.
3. Members may appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. The appeal process shall also allow members an opportunity to register any dissatisfaction with the results of specific components of the process. (34.1.3 E)
4. Members may exercise their rights when appealing an adverse decision, utilizing procedures outlined in the City of Joplin employee manual and/or the Department Standard Operating Guideline governing "Grievances". (34.1.3 E)

H. Reapplication for Promotion

Candidates who are not selected for promotion before the expiration of the list may reapply at the next promotion posting provided they meet the minimum qualifications for the position to which they apply. (34.1.3 F)

E. Take Home Car

If a take home vehicle is assigned to any position, the assigned officer must live within 25 miles of the Joplin City Hall located at 602 S. Main Street. (Applies to assignments/promotions made after 06/14/2019).

**IV. COMPLIANCE**

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

**V. APPLICATION**

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of

safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.