

PALM BEACH GARDENS POLICE DEPARTMENT		
PROMOTIONS PROCESS		
POLICY AND PROCEDURE 4.1.10		
Effective Date : 03/20/14	Accreditation Standards: CALEA 34.1.1 – 34.1.7 CFA 15.01 – 15.04	Review Date: 06/01/2016

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INTENT: To establish guidelines for the promotions process.

SCOPE: This policy and procedure applies to all sworn officers and Emergency Communications Center staff.

REVIEW RESPONSIBILITY: Chief of Police

POLICY: It is the policy of this Police Department to establish standards specifying conditions for the evaluation and selection of candidates for promotion. The promotions process is designed to ensure fairness, with minimum adverse impact, in the selection of candidates for promotion.

1. PROMOTIONS PROCESS ADMINISTRATION

- a. All methods used to evaluate candidates for promotions shall be job related and non-discriminatory.
- b. The Department shall post notice of all promotional opportunities as they arise.
- c. The Chief of Police is charged with the responsibility of administering the Department's role in the promotions process.
 - i. The Chief of Police may delegate authority for the promotions process.
- d. The promotions process for Police Sergeant shall consist of:
 - i. a written job-related examination,
 - ii. a job-related oral board or assessment exercise/center,
 - iii. a review of the candidate's personnel and training files
- e. The promotions process for Emergency Communications Supervisor shall consist of:
 - i. a job-related modified assessment exercise/center
 - ii. a review of the candidate's personnel and training files
- f. There are no lateral promotional positions within the department.
- g. All civilian supervisory positions within the Department, other than Emergency Communications Operator, are open competitive and not considered a promotional position.

2. PROMOTIONS PROCESS PROCEDURES, POLICE SERGEANT

- a. To be eligible to apply for promotion to Police Sergeant, the candidate must have at least five (5) years of continuous sworn law enforcement service with the City prior to the date of the written examination.
- b. A promotional opportunity announcement will be posted at least 45 days prior to the date of the written exam.
 - i. The announcement shall include:
 1. Title of the available position.
 2. Eligibility requirements.
 3. Application process and deadlines.
 4. Description and schedule of elements of the process.
 5. Areas which the examination will cover
 - a. a bibliography listing material from which examination questions will be developed
 6. Any additional pertinent information.
- c. The Department will make all required reference material available in accordance with the collective bargaining agreement.
- d. The written examination is the first element (assuming time in service requirements are met) for the position of Sergeant and will be administered in the following manner:
 - i. The examination will be job-related.
 - ii. The examination will be developed and administered by the selected vendor.
 - iii. The examination will be graded using the vendor's answer key.
 - iv. Prior to preparing final examination scores, the vendor will provide a post-examination review session to address and respond to any challenges to any examination questions.
 - v. The examination will be scored on a Pass/Fail basis.
 1. a score of 75% or better is required to achieve a score of "Pass"
 - vi. A candidate's test score ("Pass" or "Fail") will be provided to the candidate in a manner established by the vendor.
- e. The oral review board, if used, will be conducted in the following manner:
 - i. The oral review board will have three to five voting members and one non-voting member.
 1. The voting members will be Sergeants or higher ranking officers selected from law enforcement agencies located within Palm Beach County or surrounding counties.
 2. The non-voting member will be a member of this Department holding the rank of Bureau Major or above and will act as a liaison and recorder for the board.
 - ii. The questions used in the oral review must be job-related and will be provided by the vendor and/or the Chief of Police.
 - iii. The oral review will be a structured interview and all candidates will be asked the same questions by the review board.
 1. No candidate shall contact another candidate involved in the promotional process and reveal the contents of the oral review.
 - iv. Standard forms will be used for rating each candidate throughout the process.
 - v. The oral review board shall be scored on a Pass/Fail basis.
 - vi. A candidate's oral review score ("Pass" or "Fail") will be provided to the candidate in a

manner established by the vendor.

- f. The assessment exercise/center, if used, will be conducted in the following manner:
 - i. All scenarios shall be realistic and job-related.
 - 1. Scenarios:
 - a. may be written, with written responses;
 - b. may involve, for example, role-players and verbal responses simulating actual performance;
 - c. may be written exercises such as an “in-basket” exercise;
 - d. may be some combination thereof.
 - 2. Whichever process is used shall be the same for each candidate throughout each specific promotions process.
 - ii. The assessor panel for an assessment exercise/center shall be of the same structure as for the oral review board described above.
 - 1. Unless the format of an assessment center requires additional assessors, e.g., multiple role-player exercises.
 - 2. In any case, all assessors must be of the rank of Sergeant or higher.
 - iii. All candidates will be presented with the same scenarios.
 - iv. Standard forms will be used for rating each candidate throughout the process.
 - v. The assessment center/exercise will be scored on a Pass/Fail basis.
 - vi. A candidate’s assessment score (“Pass” or “Fail”) will be provided to the candidate in a manner established by the vendor.
- g. The personnel and training file review will be conducted internally with no involvement by the vendor.
 - i. The review panel will consist of:
 - 1. three current Sergeants, one of whom is a PBA representative (if available),
 - 2. any command staff as assigned by the Chief of Police
 - ii. The panel will review the files of those candidates who passed both the written examination and the oral interview board or assessment exercise/center, whichever is used.
 - iii. The panel will meet with the Chief of Police and discuss their findings reference the qualifications of the candidates based on the file review.

3. PROMOTIONS PROCESS PROCEDURES, EMERGENCY COMMUNICATIONS SUPERVISOR

- a. To be eligible to apply for promotion to Emergency Communications Supervisor, the candidate must have, prior to the closing date of the announcement:
 - i. at least three (3) years of continuous Emergency Communications Operator service with the City of Palm Beach Gardens, or any agency/department which becomes part of the North County Regional Communications Center.
- b. A promotional opportunity announcement will be posted at least 45 days prior to the date of the first scheduled event in the modified assessment process.
 - i. The announcement shall include:
 - 1. Title of the available position.
 - 2. Eligibility requirements.
 - 3. Application process and deadlines.

4. Description and schedule of elements of the process.
 5. Areas which the process will cover.
 6. Any additional pertinent information.
- c. The Department will make all required reference material available in accordance with the PBA contract.
 - d. The modified assessment process for qualified Emergency Communications Supervisor candidates will be conducted as follows:
 - i. The process will consist of a series of job-related knowledge and scenario based questions.
 1. The questions will be presented to each candidate in a panel type interview.
 - a. They may be presented orally or in written form.
 2. The candidate will respond orally to the questions.
 - a. For responses to scenario based questions, the candidate may be asked to provide written responses
 - ii. Whichever process is used shall be the same for each candidate throughout each specific promotions process.
 - iii. The assessment panel will have:
 1. three to five voting members and one non-voting member.
 - a. The voting members will be personnel selected from law enforcement agencies located within Palm Beach County or surrounding counties serving in assignments as the equivalent of an Emergency Communications Supervisor or above.
 - b. The non-voting member will be the Emergency Communications Manager or Assistant Manager and will act as a liaison and recorder for the board.
 - iv. The questions used in the assessment process must be job-related and will be provided by the vendor (if used) and/or the Chief of Police.
 - v. All candidates will be asked the same questions by the panel.
 1. No candidate shall contact another candidate involved in the promotional process and reveal the contents of the questions.
 - vi. Standard forms will be used for rating each candidate throughout the process.
 - vii. The oral review board shall be scored on a Pass/Fail basis.
 - viii. A candidate's score ("Pass" or "Fail") will be provided to the candidate in a manner established by the vendor (if any) or through the Department.
 - e. The personnel and training file review will be conducted internally.
 - i. The review panel will consist of:
 1. three current Emergency Communications Supervisors (or as many as exist if fewer).
 2. any management or command staff as assigned by the Chief of Police.
 - ii. The panel will review the files of those candidates who received a score of "Pass" in the modified assessment process.
 - iii. The panel will meet with the Chief of Police and discuss their findings reference the qualifications of the candidates based on the file review.

4. DEVELOPMENT OF PROMOTIONAL ELIGIBILITY LISTS

- a. The promotional eligibility list for Police Sergeant shall consist of all candidates who achieved a score of “Pass” on the written examination and a score of “Pass” on the oral board or assessment portion.
- b. The promotional eligibility list for Emergency Communications Supervisor shall consist of all candidates who obtained a score of “Pass” on the modified assessment process.
- c. Candidates shall be placed on the list in alphabetical order.

5. USE OF PROMOTIONAL ELIGIBILITY LISTS

- a. Once an eligibility list is established, the list will remain active for eighteen (18) months from the date it is posted or until it is reduced to two or fewer candidates.
 - i. However, if there are five or fewer names on the list at the time it is originally posted, the Chief of Police may keep the list active after it is reduced to two or fewer candidates.
- b. In accordance with the collective bargaining agreement, the Chief of Police may select for promotion any candidate on the eligibility list.
- c. The promotion of any candidate may be delayed if the candidate is the subject of an active criminal or internal investigation.

6. REVIEW AND APPEALS PROCEDURE

- a. Any candidate(s) who desires to appeal any portion of the promotions process may do so.
 - i. The appeal must be made consistent with the standards established within collective bargaining agreement unless otherwise governed by the Chief of Police.
 1. All appeals process related information may be subject for review in files located in the Chief’s office.
 - a. The files will contain all documentation relevant to the promotions process.

7. PROBATIONARY STATUS

- a. All newly promoted Sergeants and Emergency Communications Supervisors shall serve a promotional probationary period of six (6) months.
 - i. Failure to successfully complete the probationary period will result in the return of the promotee to their former position in accordance with City policy and the collective bargaining agreement.
- b. In accordance with the collective bargaining agreement, the Department may extend this probationary period for an additional six (6) months.

8. SECURITY OF PROMOTIONS PROCESS MATERIALS

- a. The vendor is responsible for the security of all material developed by the vendor and used in the promotions process.
- b. The Administrative Operations Bureau shall be responsible for security of any material developed “in- house.”
- c. At the conclusion of a promotions process, any records and material provided by the vendor to the Department shall be stored in the locked Professional Standards file cabinet in the Chief’s office.

9. DEFINITIONS

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

Bibliography - A list of reading materials used as sources of questions utilized in the examination.

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

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

Promotion - The act or fact of being raised in position or rank.

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.

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DRAFTED: WHB / 03-06-14 FILED: 4.1.10.pdf

APPROVED:

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Chief of Police

03/20/2014
Date