

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



**JOANNA W. VITEK
CHIEF OF POLICE**

Effective Date: May 14, 2007	Rescinds: Amends:	Number: A-119
Subject: Promotions		Re-evaluation Date: May 2010
Distribution: All Personnel	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Eligibility for Promotional Process Participation
6. Promotional Announcements
7. Promotional Process
8. Determination of Eligibility List
9. Security of Files
10. Appointment to Position

1. **PURPOSE**

The purpose of this policy is to establish guidelines for the administration of the promotional process of sworn and certified personnel within the Watertown Police Department. This process includes: eligibility announcements, written examinations, oral interviews, and appeal processes.

2. **POLICY**

It is the policy of the Watertown Police Department to maintain a system for selecting agency personnel for promotion which is valid, fair, with minimal adverse impact and of the highest professional standards. Promotions will be in accordance with Civil Service Rules in effect at the time of the promotional opening. The Chief of Police has the authority to choose from the top five candidates certified by the Civil Service Board. The Chief of Police will utilize job related non-discriminatory criteria to determine which candidate to promote.

3. **DEFINITIONS**

- A. **ADVERSE IMPACT** ó a substantially different rate of selection in hiring, promotion, or other employment decisions which works to the disadvantage of members of a race, sex, or ethnic group.
- B. **CANDIDATE** ó an employee eligible and competing for promotion and/or job opportunity.
- C. **FILE REVIEWS** ó a review of job related information about an employee's past job performance, including information on performance appraisals, discipline, and/or other pertinent information.
- D. **PROMOTION** ó vertical movement in the agency from one position to another more responsible position, usually accompanied by an increase in salary.

4. **PROCEDURES**

A. General Promotion

1. The authority for identifying all promotional needs rests with the Civil Service Board and the Chief of Police.
2. The Civil Service Board will have the authority and be responsible for the administration of the Civil Service promotion processes which will include written and oral examinations in accordance with Civil Service Rules.
3. Written announcements summarizing promotion and transfer opportunities will be posted by the Civil Service Secretary in advance of promotion events.
4. No applicants for the promotional process will be accepted after the published deadline.

5. **ELIGIBILITY FOR PROMOTIONAL PROCESS PARTICIPATION**

- A. Classified Law Enforcement employees wishing to compete in the Law Enforcement Sergeant's or Captain's promotional procedure must meet the minimum education and experience requirements established in the appropriate position description by the date of the written examination.

6. **PROMOTIONAL ANNOUNCEMENTS**

- A. Any employee in the classified service who meets the eligibility criteria set forth above may participate in the promotional process.
- B. Promotional announcements publicizing the holding of examinations and the creation of eligibility lists to fill current and/or future vacancies will be distributed and posted throughout Watertown Police Department to ensure the widest possible exposure.

The promotional announcement will specify:

- 1. The position and title
- 2. The minimum qualifications for eligibility
- 3. The manner of making application and applicable instructions:
 - a. All candidates wishing to make an application for participation in the promotional process will complete the prescribed form which may be secured from the Finance Department.
 - b. This form will require the employee's signature but does not require chain of command approval or acknowledgement by the chain of command. Applications are obtained and returned directly to the Finance Department.
- 4. The closing date for receipt of the application
- 5. The general elements of the promotional process and other pertinent information as determined by the Civil Service Board, Finance Director and Chief of Police.
- C. Candidates who meet the minimum qualifications for the position and who submit his/her application by the closing date listed in the promotional announcement, will be notified in writing of the elements of the promotional process to include:
 - 1. Date, time and location of each element of the promotional process;
 - 2. A brief description of the promotional process elements and measurement instruments to be utilized including cut off scores and rating scales; and,
 - 3. A bibliography of source materials
- D. Candidates may withdraw from the promotional process at any time after the initial application without prejudice.

7. PROMOTIONAL PROCESS

The promotional process is subject to statistical documentation to ensure validity, reliability, and to minimize adverse impact. The measurement instruments selected for use in evaluating promotional potential will relate specifically to the duties and responsibilities of the class for which candidates are being examined. A variety of instruments may be utilized in the process to include:

- A. The Civil Service Written examination will be in multiple choice format. Examination questions will be restricted to the material covered in the published bibliography. Bibliographies will be prepared and updated periodically by the Police Department. Written examinations are considered content valid.
 - 1. Successful passage of the written examination will move the top ten candidates to the next phase of the promotional process. Candidates who are not one of the top ten candidates will be eliminated from the remaining elements of the promotional process.
- B. The Civil Service Oral interview is the next phase of the promotional process.
 - 1. Oral interview questions will be restricted to the material covered in Watertown Police Department General Orders, South Dakota Codified Law, Departmental Directives, and other material covered in the published bibliography.
 - a. Oral interviews will be conducted by Civil Service Board members.
 - b. Command Staff personnel may attend the Civil Service Oral interviews but will only act as passive observers.
 - c. Oral interviews may assess a candidate's verbal communications skills and interpersonal relations skills.
 - d. The Civil Service Board will then review each response and determine a consensus rating for each response.
 - 2. The Civil Service Secretary will be responsible for determining a cumulative score based upon the Civil Service written exam and the oral interview for each candidate.
 - 3. The top five scores will determine the eligible candidates forwarded to the Chief of Police.
- C. The Career Assessment is the next phase of the promotional process
 - 1. The top five candidates will be interviewed by a departmental oral review board consisting of the Chief of Police, the Assistant Chief of Police, and a Captain. The oral review board will assess a candidate's verbal communications skills and interpersonal relations skills. The oral review board will review each response and determine a consensus rating for each response.
 - 2. In addition to the oral review board scores, the Chief of Police and Assistant Chief will review and take into consideration the following: supervisory potential, job related experience, performance evaluation reports, time in grade, recommendations of supervisory officers, education record, commendations and medal awards, and disciplinary record, and any other relevant information. In the

event two or more candidates rate equally during the Career Assessment, seniority will be the final determination relative to promotion.

3. The Chief of Police will select the top candidate for promotion or appointment.

8. DETERMINATION OF ELIGIBILITY LIST

- A. Candidates who successfully complete all phases of the promotional process will be placed on an eligibility list.
- B. The eligibility list will be valid for a period not to exceed twelve months.
- C. Candidates who did not successfully complete the promotional process may re-apply during the next scheduled process without prejudice. Candidates will be required to submit a new application to participate in the promotional process.

9. SECURITY OF FILES

The Finance Office will ensure that Civil Service promotional written and oral exams are stored in a secure area when not in use. These measures will include securing documents in locked file cabinets, securing document in locked or limited access rooms, and/or securing documents in a password protected computer environment.

10. APPOINTMENT TO POSITION

- A. The Chief of Police has the sole authority to promote or appoint employees on promotional eligibility list(s) to vacant positions.
- B. The Chief of Police, prior to appointment to probationary status, will conduct an oral interview of the selected candidate.
- C. Any employee appointed to a promotional position will be placed on probation in that position for a period of twelve (12) months.
- D. Promotional probationary employees will have his/her performance evaluated by their supervisors in accordance with Personnel Rules for the City of Watertown.
- E. Should an employee fail to perform satisfactorily during the promotional probationary period, they may be subject to an extension of probation or a return to his/her former rank with a corresponding return to former salary.

JOANNA W. VITEK

Chief of Police

Watertown Police Department

Watertown, South Dakota