

MITCHELL POLICE DIVISION

CHAPTER 16

PROMOTION

PURPOSE: A promotional system should insure that the best-qualified officers are appointed to supervisory ranks. This requires that as much objectivity as possible be utilized in considering character, ability, performances, aptitude and other related factors.

16.1 PROMOTIONAL PROCESS ROLE DEFINED

- A. The Mitchell Police Division shall establish and maintain a comprehensive promotional process for its members as prescribed by the Chief of Public Safety. All aspects of the promotional process are determined and administered by the Mitchell Police Division.

16.2 PROMOTIONAL PROCESS ADMINISTRATION

- A. The Division is solely responsible for acquiring/designing and administering the promotional process.
- B. The Chief or his designee shall have the authority and responsibility of administering the promotional process.

16.3 PROMOTIONAL PROCESS MAINTAINED

- A. All facts of the promotional process shall be designed to be job related.
- B. The following components may be utilized
 - 1. Written and practical phase
 - a. Tentative dates for exams and a listing of any study material will be announced sufficiently in advance of the testing to provide eligible candidates an opportunity to study for the exam.
 - b. Tests are administered and scored with the results being posted.

2. Oral Phase
 - a. Dates, times and locations of the oral interviews will be announced.
 - b. The Oral Board for supervisory positions will be appointed by the Chief of Public Safety.

16.4 WRITTEN PROMOTIONAL TEST

If a written test is used, an updated list of references from which questions will be drawn should be made available to all personnel as far in advance of the testing as possible. In every case, references will be posted at least 30 days in advance of the written test.

16.5 PROMOTIONAL PROCEDURES VALID

The promotional process shall be job related and all candidates shall be provided an equal opportunity to demonstrate fitness for the position through non-discriminatory procedures. Promotional selections shall be made according to ability and merit.

16.6 WRITTEN PROMOTIONAL ANNOUNCEMENTS

- A. Any official notice of impending promotional testing shall be posted in writing at least 10 days prior to the first portion of the process. If a written test is utilized, notice must be at least 30 days prior to initiation of the process.
- B. The notice of examination shall include
 1. A description of the ranks for which vacancies exist or will exist.
 2. The dates, times and locations of all scheduled elements of the testing process. If a later element of the process has not yet been scheduled, that information may be posted at a later date.
 3. A description of the eligibility requirements for each rank being tested.
 4. An outline of the elements to be used in the promotional process for each position.

16.7 ELIGIBILITY LIST DEVELOPMENT CRITERIA

- A. Eligibility lists shall be established by aggregating the scores of any tests with the scores of the oral interview and staff rating.
- B. An eligibility list for each vacancy shall be established based on ranking by combined scores. After the list has been established, the Chief of Public Safety may send each candidate a notice in writing informing them of their written test scores and their ranking on the eligibility list.

16.8 ELIGIBILITY LIST USE CRITERIA

- A. The eligibility list shall remain in effect until it is voided by the Chief of Public Safety or a new list is created.
- B. The selection for promotion shall be made from this list, but not necessarily in order of score. Final selection shall be based on, but not limited to the following criteria
 - 1. Position on the eligibility list
 - 2. Performance evaluations
 - 3. Seniority
- C. After Staff review and recommendations, the Chief of Public Safety will make the final determination on selection for promotion.
- D. Upon promotion, the candidate's name shall be removed from the eligibility list and the list shall remain in effect for a minimum of six months.