

<b>GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES</b>		
<b>Chapter 34</b>	<b>Promotion</b>	
<b>Date Initially Effective: 11/15/1994</b>	<b>By the Order Of:</b> <b>Mark Holtzman, Chief of Police</b>	
<b>Date Revised: 08/21/2019</b>	<b>Date Reissued: 10/11/2019</b>	<b>Page 1 of 3</b>

The Greenville Police Department shall seek to identify and promote those employees who demonstrate the potential for assuming greater responsibility and possess the skills, knowledge, and abilities required to perform at higher levels within the Department.

### ***34.1 Professional and Legal Requirements***

#### **34.1.1 AGENCY ROLE, AUTHORITY AND RESPONSIBILITY**

CALEA Standard: 34.1.1 (Agency Role, Authority and Responsibility)

The Greenville Police Department may contract with an outside entity for the administration of all sworn promotional processes in the department. For each promotional process or assessment center, candidates will be provided information on the behavioral dimensions used to evaluate the candidates and the structure of any written test, or oral interview, if utilized. A comprehensive description of the process will be provided to each candidate, to include: dates, times, and testing location for each element of the process.

The Chief of Police is vested with the ultimate authority and responsibility for administering the Greenville Police Departmental promotional process for sworn personnel. The Administrative Services Bureau Commander is responsible for coordinating the promotional process administered to candidates in sworn positions.

Civilian positions within the Police Department do not participate in a promotion process. Civilian personnel wishing to move into a different position within the department or city government are required to apply for open positions through the City of Greenville Department of Human Resources.

#### **34.1.2 ELEMENTS OF THE PROMOTION PROCESS**

CALEA Standard: 34.1.2 (Promotional Process Described)

##### **Assessment Center**

The assessment center testing format used by the Greenville Police Department shall conform to accepted guidelines demonstrating that it is job related, significant, or necessary to perform the job and shall ultimately be a predictor of future job success.

The assessment center process employed by the Department has incorporated all of the following designs, activities, and objectives in its assessment center evaluations:

- Dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in written job analysis are measured.
- Multiple assessors are trained prior to participating in an assessment center.
- Techniques designed to provide information to evaluate the established dimensions are used.
- Simulation exercises that have been pre-tested prior to use to ensure that they provide reliable, objective, and relevant information while remaining job related are used.

- Judgments based on the outcome of pooled information from assessors and techniques are rendered.
- Assessors make evaluations of behavior based on their observations.
- Dimensions to be evaluated are established in writing (prior to the assessment center process).
- Specific forms are used by all assessors to record and document observations.
- Participants are provided, upon request, written rationale and information concerning the dimensions, ratings, and recommendations of the assessment center.

The company administering the promotional test is responsible for the security of all materials used in the testing process up to and during the testing process. The Administrative Services Bureau Commander shall maintain secure files containing completed promotional materials.

### **Review and Appeal Process**

It shall be the policy of the Greenville Police Department to permit individuals participating in a promotional process to review their performance results in each element of the promotional process.

However, in accordance with North Carolina General Statute 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency, the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

Candidates who do not pass an element of the process may re-apply once the position is re-opened.

Personnel may appeal adverse decisions of the promotion process through procedures established by the City of Greenville Personnel Policies.

### **34.1.3 JOB RELATED AND NONDISCRIMINATORY TESTING PROCEDURES**

CALEA Standard: 34.1.3 (Job Relatedness)

The Greenville Police Department will promote persons for all job vacancies without regard to race, color, religion, sex, national origin, age, handicapped status, or any other non-merit factor, except where sex or physical condition constitutes a genuine qualification necessary to properly and efficiently function in the job.

The Greenville Police Department promotional processes shall satisfy professional, legal, and administrative requirements to ensure that all elements used to evaluate candidates for promotion are job related and nondiscriminatory.

### **34.1.4 PRE-ANNOUNCEMENTS**

CALEA Standard: 34.1.4 (Promotional Announcements)

When vacancies exist and a decision to fill the positions are made, written announcements requesting letters of interest will be posted and distributed to all effected employees. Announcements will include:

- A description of the positions or job classifications for which vacancies exist
- A description of eligibility requirements, including any time-in-grade and/or time-in-rank requirements

For each ranking position, promotional requirements are as follows:

- Sergeant: An associate's degree and four years of continuous service
- Lieutenant: A Bachelor's degree and two years at the rank of Sergeant
- Captain: A Bachelor's degree and two years at the rank of Lieutenant
- Deputy Chief: A Bachelor's degree and two years at the rank of Captain
- Chief of Police: As appointed

**34.1.5 DEVELOPMENT AND USE OF ELIGIBILITY LIST**

CALEA Standard: 34.1.5 (Eligibility Lists)

Candidates' ranking and eligibility shall be determined by the cumulative score and recommendations provided by the assessors utilized for the assessment center or promotion process.

The Chief of Police will have the final decision on the promotion of personnel.

**Eligibility List**

Upon completion of the promotion process, the Chief of Police may establish a written eligibility list. The eligibility list shall be valid for one year. The Chief of Police may extend the validity of the list by six (6) months.

Eligibility lists will be maintained by the Administrative Services Bureau Commander. An employee on the eligibility list may be promoted from any position or ranking on the eligibility list at the discretion of the Chief of Police.

**34.1.6 PROBATION**

CALEA Standard: 34.1.6 (Promotional Probation)

The City of Greenville personnel policies establish guidelines governing probationary status and evaluations following promotion.

The Chief of Police may, based on documented recommendations of the probate's immediate supervisor, extend the initial six-month evaluation period.