

GENERAL ORDER

G.O. 4-341

SUBJECT: PROMOTIONS



DATE EFFECTIVE: January 1, 2002
DATE WRITTEN: 03/23/99 DAB AMMENDED: 04/28/15, 04/05/16, 11/14/18, 11/27/18
AMENDS: Police Manual Section 15. Policy # B-88-8.
DISTRIBUTION: ALL SWORN PERSONNEL; COMMUNICATIONS UNIT
A.S. 1.11.2 1.11.3 2.6.7 2.6.11 3.6.12
ADMIN: Signature On Issue
SIGNATURE:
INDEX: PROMOTIONAL EXAMINATION PROCESS, ADVANCEMENT PROCESS, APPOINTMENT PROCEDURES

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and establish the procedures for a uniform promotional process at the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of the Chief of Police to conduct an open and competitive promotional process to fill vacancies that arise within the supervisory or command levels of this Department.

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2. It will be the responsibility of the Chief of Police to notify the Board of Police Commissioners when a vacancy occurs within the Police Department.

II. DISCUSSION:

- A. This general order deals with the use of a promotional examination process to fill vacancies arising within the supervisory and command levels at this Police Department. The filling of vacancies at this Department is guided by procedures established by the Chief of Police and Board of Police Commissioners. It is intended that the implementation of this directive will establish an understanding of the authority, guidelines, rights and responsibilities of all parties (Board of Police Commissioners, Chief of Police and candidates) involved in any promotional process administered to fill a Department vacancy.

III. DEFINITIONS:

- A. COMMAND RANK: The rank of lieutenant or higher.
- B. PROMOTIONAL PROCESS: A formalized procedure designed to establish a list of eligible employees for promotion as the result of a test(s) to identify their job knowledge, experience, abilities and personal qualities. Such tests may be comprised of a written examination, oral interview, evaluations of supervisors or a combination of these components.

IV. POLICY:

1. It will be the policy of the Monroe Police Department to maintain authorized staffing at all times, filling vacancies as soon as practical after they arise.
2. It will be the policy of the Monroe Police Department that this Department will use an open, competitive process to fill vacancies that arise within this Department and that the process shall be job related and non-discriminatory.

V. PROCEDURES:

- A. DEPARTMENT ROLE: Whenever a vacancy arises within the supervisory or command levels of the Police Department, the Chief of Police shall notify the Board

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of Police Commissioners of such vacancy and request the administration of an open, competitive examination process to be administered to fill the vacancy.

- B. **PROMOTIONAL PROCEDURES:** The promotional process shall be in accordance with all applicable labor accords, if any. The procedures used for the promotional process shall include the following:
1. Evaluating the promotional potential of candidates;
 2. Administering written tests;
 3. Using assessment centers (not used at this time, a future option);
 4. Conducting oral interviews prior to appointment to probationary status;
 5. Providing procedures for review and appeal of results for each promotional element by candidates;
 6. Determining promotional eligibility for vacancies where lateral entry is permitted.
- C. **JOB RELATED PROCEDURES:** All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory. The intent of this procedure is to ensure that candidates are evaluated by a promotion process that measures the traits or characteristics that are a significant part of the job.
- D. **PROMOTION ANNOUNCEMENTS:** When a vacancy occurs in the supervisory or command ranks of this Department, the vacancy will be filled by competitive examination. The Chief of Police shall direct that a written announcement of the promotional process be provided a minimum of two (2) weeks prior to the closing date. The written announcement must be posted within the Department facility. The announcement of a promotional process shall include the following information:
1. A concise description of the vacancy will be provided, including salary and the duties, responsibilities, skills, knowledge, and abilities required;

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2. A schedule of the dates, times and the locations of the different phases of the promotional process. When phases cannot be fixed at the time of the announcement, a reasonable period of time shall be allowed for candidates to prepare for each successive phase;
 3. A description of the eligibility requirements;
 4. A description of the process to be used in selecting personnel for the vacancy including:
 - a. Format;
 - b. Length;
 - c. Duration of written examination;
 - d. Summary of the role of the oral interview;
 - e. Cut-off scores on written and oral evaluations;
 - f. Numerical weight assigned to each element of the process.;
- E. PROMOTION ELIGIBILITY LISTS: A list of candidates eligible for appointment shall be derived from the successful completion of the promotional process as outlined in the announcement.
1. ELIGIBILITY LISTS: Eligibility lists shall include:
 - a. Numerical weight assigned to each eligibility requirement;
 - b. Time-in-grade and/or time-in-rank eligibility requirements;
 - c. Duration of the lists;
 - d. System of ranking eligible employees on list.

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2. The Chief of Police will make a selection from the top three ranking candidates on an eligibility list and the Chief's recommendation for promotion will be presented to the Board of Police Commissioners for their approval, consistent with the Town of Monroe Charter and Connecticut General Statutes.
- F. PROMOTION PROBATIONARY PERIOD: Employees who are promoted to the position of sergeant or lieutenant shall serve a twelve (12) month probationary period during which time the employee's performance shall be evaluated. Refer to the collective bargaining agreement between the Town and Monroe Police Union, Council #4 AFL-CIO, Local #1775, Article IV, Section 4.02.

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HISTORICAL CHANGES TO POLICY

April 28, 2015 – Page 4, Section E2 wording was changed eliminating need to recommend candidate choice to police commission.

April 5, 2016 – Page 5, Section V-F, all references to Council #15 were changed to Council #4.

Nov. 14, 2018 - Page 5, Section V-E2, wording was changed to "present Chiefs selection for promotion to Board of Police Commissioners for confirmation".

Nov. 27, 2018 - Page 5, Section V-E2, wording was changed to ""and the Chief's recommendation for promotion will be presented to the Board of Police Commissioners for their approval, consistent with the Town of Monroe Charter and Connecticut General Statutes".