

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0026
SUBJECT: Promotions		
ISSUE DATE: October 4, 2000	REVISED: 12/13/01, 7/4/05, 7/21/06, 5/11/10,	AMENDS/RESCINDS: N/A
REVISIONS CONTINUED: 5/14/13, 7/17/13, 3/29/19, 11/7/19		DISTRIBUTION: A (All)

I. Policy

The St. Joseph Police Department shall provide a fair and effective promotional process in order to identify and promote the most qualified personnel to positions of higher authority and responsibility. The Promotional process for commissioned members shall be conducted in a manner that is consistent the Police Department Working Agreement entered into between the City of St. Joseph and the Fraternal Order of Police, Lodge #3 (hereafter referred to as the 'working agreement').

II. Definitions

- A. Seniority** A privileged status attained by length of continuous service. Seniority shall be determined by the date of hire for an employee or change of classification or an adjusted date of hire if the break in service is less than a year. Continuous service shall only be broken by a break in service of more than one year. If more than one individual is hired on the same date, seniority shall be determined by the ranking on the hiring list. Seniority for the department will be from date of hire or adjusted date and seniority in rank shall be by date of promotion. If more than one individual is promoted on the same date their seniority shall be based on ranking of the promotion list. Years of service at any Department other than the St. Joseph Police Department do not apply.

III. Procedure

- A.** The Police Department and the Human Resources Department have the shared responsibility for the administration of testing procedures used in determining the skills, knowledge, and abilities of candidates in the promotional process for non-exempt positions.
- B.** The Chief of Police, or his/her designee, shall work in conjunction with the Human Resources Director in administering these promotional processes. The Department shall maintain the primary responsibility for certain key activities (i.e. oral interviews, probationary periods, etc.). The promotional process to be administered shall include:

1. Scheduling various components of the process;
 2. Identifying selection standards;
 3. Selecting tests and testing methods;
 4. Selecting/Testing sites; and
 5. Selecting persons to serve on Oral Boards.
- C. The Chief of Police, in coordination with the Human Resources Department, has responsibility for the direction of the processes and final selections.
- D. All procedures used in the promotional process shall be job related, nondiscriminatory, and in compliance with all legal, professional, and administrative requirements.
- E. Promotional vacancies shall be filled in accordance with the FOP Working Agreement for the position of Sergeant, and with the City Personnel Manual for all other positions, subject to budgetary limitations.
- F. Lateral entry is not permitted for sworn promotional positions, with the exception of the Chief of Police, which may be filled by a process prescribed by the City Manager.
- G. No member shall be deemed eligible to test for a promotion if either of his/her last two (2) evaluation ratings were not satisfactory or higher.
- H. Civilian promotional positions may be advertised externally as well as internally, and may be filled from outside the Department if in the best interest of the City and the Department.
- I. Candidate application for a vacant position must be made by the submittal of a promotion/transfer request to the Human Resources Department. All applications shall be filed in the Human Resources Department on or before the closing date on the announcement.
- J. Eligibility List**
1. The Human Resources Director shall be responsible for compiling all weighted values and developing an eligibility list for non-exempt positions. Such a list shall rank candidates in their "order-of-finish".
 2. Upon completion, Human Resources Department personnel shall provide a copy of the results to the Chief of Police for review.
- L. Duration of Eligibility List**
1. Each time a promotion is made, the next name from the list, ranked in order of finish, shall be considered for the next promotion.
 2. The Eligibility Register shall be established within thirty (30) days of the completion of the Oral Assessment.
- M. Process Evaluation** The promotional process may be evaluated by the Department and/or the FOP at the request of the Chief of Police. Reviews shall be performed for the purpose of determining the effectiveness of the process in selecting the best qualified candidates in a fair and equitable manner.
- N. Candidate Review of the Promotional Process**
1. Members shall have the right to examine and challenge any aspect of the promotional process through an administrative review and appeal process.
 2. The review and appeal process may include:
 - a. Reviewing the member's written examination within thirty (30) days of the testing date (in the presence of Human Resources Personnel Department personnel);

- b. Reviewing the written results of scored elements of the selection(s) process;
 - c. Contesting promotional reports used in the selection process decision, if any; and
 - d. Re-testing and/or re-evaluation.
 - 1) The policy of this Department is to prohibit re-testing on an individual basis. Re-testing shall only be done if the written test is declared invalid and another test is administered to all eligible candidates.
3. Members may appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. The appeal process shall also allow members an opportunity to register any dissatisfaction with the results of specific components of the process.
 4. Members may exercise their rights when appealing an adverse decision, utilizing the dispute resolution procedures as outlined in the City of St. Joseph Personnel Code and/or the Department General Order governing "Grievances".

O. Promotional Probationary Period

1. A six-month probationary period is required of all sworn members who are promoted.
2. A six-month probationary period is required of all civilian members who are promoted.
3. The member's immediate supervisor shall provide the Chief of Police with an evaluation prior to the end of the probationary period. The approved evaluation shall be provided to the Human Resource Department no less than ten days prior to the expiration of the employee's probationary period, noting whether the employee's performance has or has not been satisfactory.
4. Adverse performance or lack of improvement on the part of a member during this probationary period may be cause for the member's return to his/her last held rank/position.

P. Security of Promotional Materials

The Human Resources Director and the Chief of Police (when applicable) shall be responsible for the security of all records pertinent to the promotional process under their control. Members delegated responsibility for any portion of a promotional process shall be responsible for the security of any promotional material associated with that process.

Q. Qualifying Standards for Promotion per Rank

1. From Police Officer to Police Sergeant

- a. Rank of Police Officer on the Department;
- b. Minimum of five (5) years seniority on the Department as of the date of the promotional examination;
- c. No pending disciplinary action (in the event that a vacancy exists for which an officer pending discipline is eligible, no action will be taken to fill that vacancy until the outcome of the disciplinary action is determined);
- d. Standing on the eligibility register as established by promotional procedures under Municipal Ordinance/Department policy.

2. From Police Sergeant to Police Captain

- a. Rank of Police Sergeant with the Department for a period of two (2) years as of the commencement of the selection process; and
- b. Promotion to Captain shall be exempt from the promotional procedures prescribed above. Selection criteria shall be at the discretion of the Chief of Police.

3. From Police Captain to Police Commander

- a. Rank of Police Captain with the Department for a period of one (1) year.
- b. Promotion to Commander shall be exempt from the promotional procedures prescribed above. Selection criteria shall be at the discretion of the Chief of Police.

R. Remarks

The Policy contained herein represents a coordinated effort of the Fraternal Order of Police, the St. Joseph Police Department, the Human Resource Department, and the Office of the City Attorney.

Chris Connally, Chief of Police

Date