

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 07/01/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>202.3</b>
<b>Accreditation Index:</b> 34.1.1			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Personnel Administration	
<b>Chief of Police:</b>			

## Promotional Process

### I Policy <sup>1</sup>

It is the policy of the Springfield Police Department to establish a process for promotion. It is the objective of the City of Springfield, the Springfield Police Department, and the Department of Human Resources to provide equal promotional opportunities to all members of the police department based on a candidate's merit. Merit – within the interpretation of these rules – shall mean ability, efficiency, qualification, and seniority.

The Springfield Police Department shall work with the Department of Human Resources to ensure a fair, professional standard is utilized for promoting employees. The final decisions concerning elements used in a competitive process rests with the Director of Human Resources based upon recommendations from the Chief of Police.

At all times, City Merit Rules shall govern and supersede any policy, procedure, rule, or other requirement established in the SOG.

### II Definitions

### III Procedure

#### 1 Non-Sworn Personnel

- 1.1 Each available position will be posted by the Department of Human Resources in accordance with City Merit Rules.
- 1.2 Interested personnel shall follow the application procedures listed on the posting.

---

<sup>1</sup> Policy Statement revised, punctuation corrections and minor rewording, per Policy Change Order 17-059.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

## 2 Sworn Personnel

### 2.1 Selection Process and Eligibility Requirements <sup>2</sup>

#### 2.1.1 Major

2.1.1(a) Promotions to the position of Major may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.1(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.1(a.1.1) Assessment center;

2.1.1(a.1.2) Written test;

2.1.1(a.1.3) Interview;

2.1.1(a.1.4) Past performance evaluation.

2.1.1(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Major AND must have received a satisfactory rating on their last performance evaluation.

2.1.1(b.1) Current Job Descriptions are available on CityShare.

#### 2.1.2 Captain

2.1.2(a) Promotions to the position of Captain may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.2(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.2(a.1.1) Assessment center;

2.1.2(a.1.2) Written test;

2.1.2(a.1.3) Interview;

2.1.2(a.1.4) Past performance evaluation.

2.1.2(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of

---

<sup>2</sup> Section 2.1 revised, punctuation/capitalization corrections and minor rewording, per PCO 17-059.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

Springfield Job Description for Police Captain AND must have received a satisfactory rating on their last performance evaluation.

2.1.2(b.1) Current Job Descriptions are available on CityShare.

#### 2.1.3 Lieutenant

2.1.3(a) Promotions to the position of Lieutenant may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.3(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.3(a.1.1) Assessment center;

2.1.3(a.1.2) Written test;

2.1.3(a.1.3) Interview;

2.1.3(a.1.4) Past performance evaluation.

2.1.3(b) To be eligible for promotion the candidate shall meet the experience, education and training requirements as described on the current City of Springfield Job Description for Police Lieutenant AND must have received a satisfactory rating on their last performance evaluation.

2.1.3(b.1) Current Job Descriptions are available on CityShare.

#### 2.1.4 Sergeant

2.1.4(a) Promotions to the position of Sergeant shall be based on a competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(c).

2.1.4(a.1) The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.4(a.1.1) Assessment center;

2.1.4(a.1.2) Written test;

2.1.4(a.1.3) Interview;

2.1.4(a.1.4) Past performance evaluation.

2.1.4(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Sergeant AND must have received a satisfactory rating on their last performance evaluation.

2.1.4(b.1) Current Job Descriptions are available on CityShare.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

#### 2.1.5 Corporal

2.1.5(a) Promotions to the position of Corporal shall be based on a competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(c).

2.1.5(a.1) The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.5(a.1.1) Assessment center;

2.1.5(a.1.2) Written test;

2.1.5(a.1.3) Interview;

2.1.5(a.1.4) Past performance evaluation.

2.1.5(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Corporal AND must have received a satisfactory rating on their last performance evaluation.

2.1.5(b.1) Current Job Descriptions are available on CityShare.

2.2 All required college credit hours must have been earned from an accredited college or university.

2.2.1 Human Resources shall be responsible for ensuring that all candidates meet the required college hours.

2.3 Time in grade and years of service requirements are outlined in the respective City of Springfield Job Descriptions for each rank. <sup>3</sup>

2.3.1 Time in grade and years of service requirements must be met by the last day of the promotional posting.

2.3.2 Years of service at any department other than the Springfield Police Department do not apply.

2.4 Promotion by Competitive Process as defined by Merit Rule 10 – Promotions, Transfers, and Demotion; Section 10.1 (c). <sup>4</sup>

2.4.1 When a vacancy exists, the Chief of Police shall begin the promotional process as soon as practical and feasible by notifying the Department of Human Resources.

2.4.2 The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police.

2.4.3 The posting for a competitive promotional process shall be made in writing and will remain open for at least seven (7) days to allow candidates to sign up for the process. The posting announcement will contain the following information:

---

<sup>3</sup> Section 2.3 revised, sentence restructured, per Policy Change Order 17-059.

<sup>4</sup> Section 2.4 revised, minor reorganization, per Policy Change Order 17-059.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

- 2.4.3(a) A description of the vacant position including duties and responsibilities, and skills, knowledge, and abilities needed to perform the job;
  - 2.4.3(b) A description of eligibility requirements including education and length of service/time in grade requirements;
  - 2.4.3(c) Full salary range;
  - 2.4.3(d) Description of all elements of the competitive process, including a numerical weight for each element if applicable;
  - 2.4.3(e) Tentative dates, times, and locations of all phases of the promotional process;
  - 2.4.3(f) Instructions on application;
  - 2.4.3(g) Application deadline.
- 2.4.4 The competitive selection process MAY include the following elements:
- 2.4.4(a) Assessment Center
    - 2.4.4(a.1) The assessment center may include multiple exercises which are designed to provide relevant, reliable, and objective information for the purpose of measuring a candidate's characteristics, qualities, skills, knowledge, and abilities relating to the position described in the job posting.
    - 2.4.4(a.2) Exercises shall be job-related and nondiscriminatory and may include:
      - 2.4.4(a.2.1) Role-play exercises;
      - 2.4.4(a.2.2) Written in-basket exercises;
      - 2.4.4(a.2.3) Oral review board exercises.
    - 2.4.4(a.3) The dimensions to be evaluated for each position shall be announced in writing to each candidate prior to evaluation at the assessment center.
    - 2.4.4(a.4) A minimum of two assessors shall be utilized for each exercise.
      - 2.4.4(a.4.1) Assessors shall be at least one rank above that of the position being tested.
      - 2.4.4(a.4.2) Assessors shall be selected from Departments with rank structures and promotional processes comparable to those of the Springfield Police Department.
      - 2.4.4(a.4.3) This does not preclude personnel from the Springfield Police Department from being utilized as assessors.
    - 2.4.4(a.5) Assessors shall be trained prior to the start of the assessment center exercises by the Department of Human Resources and/or the contractual consulting firm.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

2.4.4(a.6) Assessors shall utilize a standard rating scale to assess a defined set of job-related elements established by the Department of Human Resources.

2.4.4(a.6.1) A standardized form will be used to record scores and document observations at each stage of the exercise(s).

#### 2.4.4(b) Interviews

2.4.4(b.1) Questions used in the interview will be job-related, nondiscriminatory, and designed to provide relevant, reliable, and objective information used to identify the knowledge, skills, and abilities required for the position.

2.4.4(b.2) A minimum of three evaluators shall be utilized for each oral interview.

2.4.4(b.2.1) One evaluator shall be from the Department of Human Resources;

2.4.4(b.2.2) The remaining evaluators shall be selected from within the Springfield Police Department or other agencies and shall be at least one rank above the position being interviewed for.

2.4.4(b.3) Evaluators shall be trained prior to the start of the interview process by the Department of Human Resources.

2.4.4(b.4) Evaluators shall use a standardized rating scale and assess a defined set of job-related elements as established by the Department of Human Resources.

2.4.4(b.4.1) The scores and observations shall be recorded on a form provided by the Department of Human Resources.

#### 2.4.4(c) Written Test

2.4.4(c.1) Questions used in a written test will be job-related, nondiscriminatory, and designed to provide relevant, reliable, and objective information used to identify the knowledge, skills, and abilities required for the position.

2.4.4(c.2) Written tests will be scored in a uniform manner by the Department of Human Resources and/or the contractual consulting firm.

#### 2.4.4(d) Past Performance Evaluation

2.4.4(d.1) A review of each candidate's personnel files, evaluations, Internal Affairs demeanor reports, and/or a resume will be conducted to assess each candidate's past performance.

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

- 2.4.4(d.1.1) Elements to be reviewed will be approved by the Department of Human Resources and will be job-related and nondiscriminatory.
- 2.4.4(d.1.2) The review will be conducted by a team of two evaluators selected from the candidate's supervisors for the past two years.
- 2.4.4(d.2) Evaluators shall be trained prior to the start of the evaluation process by the Department of Human Resources.
- 2.4.4(d.3) Evaluators shall use a standardized rating scale and assess a defined set of job-related elements as approved by the Department of Human Resources.
  - 2.4.4(d.3.1) The scores and observations shall be recorded on a form approved by the Department of Human Resources.
- 2.4.4(e) Candidates who fail any portion of the promotional process will be disqualified from competing further in the current promotional process.
  - 2.4.4(e.1) The candidate may reapply for the next scheduled promotional process in accordance with Merit Rule 6 – Registers, provided they meet the established requirements for the position to which they have applied.
- 2.4.4(f) Requests to review or appeal any part of the competitive process shall be made in accordance with Merit Rule 6 – Registers and Merit Rule 13 – Appeals.
- 2.4.5 Competitive Process Results
  - 2.4.5(a) The Director of Human Resources shall be responsible for ensuring that elements of the selection process are job-related and nondiscriminatory.
  - 2.4.5(b) The Department of Human Resources is responsible for the tabulation and final results of all elements of the competitive process.
  - 2.4.5(c) The Department of Human Resources shall be responsible for the maintenance and security of all records pertinent to the promotional process according to Missouri Retention Guidelines.
  - 2.4.5(d) The Department of Human Resources shall prepare a register of persons with passing scores in order of their final rating.
    - 2.4.5(d.1) All fractional scores shall be rounded to the nearest whole number and ties will be broken as stated in the current, or active, Collective Bargaining Agreement.
    - 2.4.5(d.2) The list of eligible candidates shall normally be maintained for six (6) months from the date of establishment of such list, in accordance with Merit Rule 6 – Registers; Section 6.4(a).

## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

- 2.4.5(d.2.1) The list may, upon the request of the Chief of Police and with approval of the Director of Human Resources, be extended for not more than one year beyond the original date of its expiration.
  - 2.4.5(e) The Director of Human Resources or designee shall forward the eligibility list to the Chief of Police.
- 2.4.6 Appointment
  - 2.4.6(a) The Chief of Police shall select a person whose score is included in the three highest scores listed on the eligibility list as stated in Merit Rule 7 – Certification and Selection of Eligibles.
  - 2.4.6(b) The Chief of Police may conduct an informal interview of the candidates with the three highest scores to assess the suitability of each candidate to serve in the position being filled.
  - 2.4.6(c) Candidates will be excluded from consideration for appointment under the following circumstances:
    - 2.4.6(c.1) Candidate requests that they not be considered for appointment;
    - 2.4.6(c.2) Candidate fails to reply within seven (7) calendar days to the request of the Chief for an interview;
    - 2.4.6(c.3) Candidate fails to appear for an interview they have scheduled with the Chief;
    - 2.4.6(c.4) Candidate accepts an appointment and fail to present themselves for duty at the time and place agreed to without giving the Chief satisfactory reasons for delay;
    - 2.4.6(c.5) The Chief offers an objection in writing based on Merit Rule 5 – Applications and Examinations; Section 5.4 and that objection is sustained by the Director of Human Resources.
  - 2.4.6(d) The Chief of Police shall announce all promotions in writing.
- 2.5 Promotions by Non-Competitive Process
  - 2.5.1 When a vacancy exists, the Chief of Police shall begin the non-competitive promotional process as soon as practical and feasible by notifying the Department of Human Resources.
  - 2.5.2 The City Manager or designee may authorize the Chief of Police to fill a position by promotion of an employee on a non-competitive basis, otherwise referred to as a direct promotion in accordance with Merit Rule 10 – Promotion, Transfer, and Demotion; Section 10(d) and Administrative Memorandum #8 – Direct Promotions.<sup>5</sup>
  - 2.5.3 The Chief of Police shall submit the name of the employee proposed for promotion to the Director of Human Resources.

---

<sup>5</sup> Section 2.5.2 revised, minor wording change and punctuation corrections, per Policy Change Order 17-059.



## **SOG 202.3**

### Promotional Process

Effective Date: 04/20/2018

2.5.4 The Director of Human Resources shall verify the qualifications of the employee proposed for promotion and notify the Chief of Police of their findings.

2.5.5 The Chief of Police shall announce all promotions in writing.

#### 2.6 Probation

2.6.1 Upon promotion, the first six (6) months of service in the position to which the employee has been promoted shall constitute a probationary period.

2.6.1(a) The Chief of Police, with the approval of the Director of Human Resources, may extend the probationary period no more than an additional six (6) month or any part thereof.

2.6.2 During the probationary period, the employee shall be closely observed to ensure they are developing and performing in a satisfactory manner.

2.6.2(a) Refer to SOG 205.2 – Performance Evaluations for information on documentation requirements of newly-promoted employees. <sup>6</sup>

## **IV Attachments**

---

<sup>6</sup> Section 2.6.2(a) revised, punctuation corrections, per Policy Change Order 17-059.