

BILL NO.: 4511

ORDINANCE NO.: _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #34 "PROMOTION" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Promotion Policy in compliance with CALEA standards.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this _____ day of _____ 2016

2nd Reading this _____ day of _____ 2016

3rd Reading, PASSED and APPROVED, this _____ day of _____ 2016

Theodore Hoskins, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 34
PROMOTION		
ISSUE DATE: 12/1/2016	EFFECTIVE DATE: 12/19/16	DISTRIBUTION: ALL PERSONNEL
AMENDED:		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 34.1.3, 34.1.7		NUMBER OF PAGES: 4

PURPOSE: The purpose of this order is to state the eligibility requirements and establish the procedures that will be used for promoting and appointing employees to supervisory positions.

POLICY: It is the policy of the Berkeley Police Department to ensure sworn officers have an equal opportunity to participate in a promotional process that is fair and equitable.

PROCEDURES:

EVALUATING THE PROMOTIONAL POTENTIAL [CALEA 34.1.3 a]

- A. The Chief of Police is responsible for evaluating each applicant's initial eligibility for promotion upon receipt of a memorandum of interest. This evaluation process includes reviewing each applicant's qualifications to ensure they meet minimum education and experience requirements.
 - 1. It is the candidate's responsibility to ensure that the Chief of Police has all the necessary documentation for educational requirements, etc.
 - 2. An unsatisfactory performance review or disciplinary action(s) involving suspensions or more serious action within two years preceding the close of applications, shall be cause for elimination from the promotional process.

- B. Eligibility for promotion will vary with the rank of the position being tested for and the candidate's length of service in his respective classification. The testing process for the ranks of Corporal and Sergeant is a three (3) phase process consisting of a written test, oral interview and City Manager or designee evaluation.
 - 1. Corporal – For this position all patrolmen must have a minimum of one (1) year of service from the end of their probationary period with no less than 30 hours of coursework from an accredited college or university.
 - 2. Sergeant - For this position, officers holding the rank of corporal or a patrolman with 5 years' experience beyond the probationary period will be eligible to participate in the promotional process. Furthermore, only those corporals with one (1) year in their classification from the end of their probationary period can participate in the process. Candidates for the

position of Sergeant must possess no less than 60 hours of coursework from an accredited college or university.

3. Positions above the rank of Sergeant - For this position, only those officers holding the rank of Sergeant will be eligible for promotion. Appointment to these positions will be made at the discretion of the Chief of Police and the City Manager with the approval of the Public Safety Committee. The process will be competitive but will not necessarily mirror the testing process for the previous mentioned ranks. Upon completion of the six (6) month probationary period, removal from this appointed position can only be done in compliance with Section 6.05 of the Berkeley Personnel Rules & Regulations.

WRITTEN TESTS [CALEA 34.1.3 b]

When a written examination is included in the process, it will be administered to applicants who meet the minimum qualifications for promotion. The Office of the Chief of Police will notify the candidate(s) of the written test date and time. The written test may be obtained from an outside vendor, using bibliography sources provided by the Department to derive questions for the test and/or the Chief of Police may use a written test comprised of questions developed within the Department. The written test will constitute 30% of the total grade.

ASSESSMENT CENTERS [CALEA 34.1.3 c]

The Berkeley Police Department may utilize an Assessment Center for sworn promotions that is designed to measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge, specified in the written job analysis. In the event an Assessment Center is used, The City of Berkeley takes an active part in the Assessment Center process, to include, at a minimum, input on the design and scoring criteria of the exercises utilized in the promotion process and the training of assessors.

ORAL INTERVIEWS [CALEA 34.1.3 d]

- A. Each eligible candidate will be afforded the opportunity to continue in the process and be interviewed by a board consisting of the Chief of Police, Sergeant and Patrol Commander who will rate the candidates. Each candidate will be rated in five (5) general areas. Those areas will include:
 1. General Appearance
 2. Communication Skills
 3. Professional Knowledge
 4. Leadership
 5. Relationships

The oral interview will constitute 35% of the total grade.

- B. The Chief of Police will make a recommendation for promotion in writing to the City Manager who will evaluate the candidate and recommend for selection of promotion to the Public Safety Committee. The City Manager's evaluation will constitute 35% of the total grade.

REVIEW AND APPEAL [CALEA 34.1.3 e]

- A. Upon receiving the ranked certification list of candidates from the City Manager, the Public Safety Committee is vested with the authority to select the most qualified candidate. Recommendations for appointment will generally be made in score order (highest Rating Point Value to lowest). Exceptions to score order may be made for good cause and the reason(s) for the exception must be incorporated in the written recommendation memo to the City Manager.
- B. Promotional policies and procedures established and administered by the City of Berkeley provide for the review of the results of each element of the process by promotional applicants. Applicants are encouraged to take advantage of the review processes and the feedback provided on test performance.
- C. Applicants who disagree with testing procedures and outcomes may appeal in writing to the Chief of Police and the designated personnel responsible for human resources relations within 15 calendar days of the completion of the process.
 1. Each appeal will be handled on a case-by-case basis, as the action will depend upon the part of the process being appealed.
 2. In all cases, appeals will be handled fairly and objectively and will be based upon professional standards relating to testing and promotional processes.

REAPPLYING [CALEA 34.1.3 f]

- A. Promotion eligibility lists will be in effect for twelve (12) months. During this time, eligible candidates will be considered for promotion without retesting unless there are fewer than three (3) candidates on the list, in which case the Chief may require a new list.
- B. Re-application, retesting and reevaluation will only be permitted if the overall validity of the process is affected by a sufficient number of process elements or phases being discarded. In this case, all original candidates will have an opportunity to reapply for the position. [CALEA 34.1.3 f]

LATERAL PROMOTIONS [CALEA 34.1.3 g]

Lateral promotions must adhere to the promotional evaluation process as outlined in the previous section. Eligibility for lateral promotion of Detective requires all candidates have a minimum of one (1) year of service from the end of their probationary period with no less than 30 hours of coursework from an accredited college or university.

PROMOTIONAL MATERIALS [CALEA 34.1.3 h]

- A. Department members and the designated personnel responsible for human resources relations, shall be responsible for the secure storage of test materials, and tests completed by candidates. Department personnel who assist in the testing process, or serve as subject matter experts in preparation shall keep information entrusted to them confidential in order to preserve the integrity of the promotional process.

PROMOTIONAL PROBATION [CALEA 34.1.7]

- A. Individuals selected for promotion will be required to successfully complete a six (6) month probationary period to determine:
1. Their desire to remain in the position;
 2. Their ability to perform the position.
- B. During the six (6) month probationary period, the employee shall have the right to revert back to their former position if there is such a vacancy.
- C. If the employee is found to be unsatisfactory in the new position, notice and reason will be submitted in writing to the employee.
- D. Those promoted shall be placed into the appropriate pay grade as required.

DRAFTED BY: Eye-Liza Conner	DATE: 11/18/16
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 11/21/16
APPROVED BY: Public Safety Committee	DATE: 12/1/16
APPROVED BY: Berkeley City Council	DATE: 12/19/16