



MIDDLETON POLICE DEPARTMENT

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POLICY
2.6.01

SUBJECT: **Promotional Process**

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Refer to:

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PURPOSE

Promotion means vertical movement in the organizational hierarchy from one rank classification or position to another, usually accompanied by increases in salary. The purpose of this policy is to establish guidelines for the promotion of personnel to fill vacant supervisory positions herein limited to Communications Center Supervisor, Office Manager, Sergeant, Lieutenant, and Captain.

POLICY

Promotion is a recognition of past competence and future potential. It is the policy of the Middleton Police Department to select for promotion only those employees who are the most qualified candidates for available positions. Promotions will be made on the basis of merit, experience, education, training, and physiological and emotional competence. The department will utilize promotional procedures that are job related and nondiscriminatory. The Chief of Police is responsible for the administration and integrity of the promotion process and shall exercise sufficient control to ensure compliance with department objectives and procedures. Promotional procedures for sworn positions are subject to approval and modification by the Police Commission. The department may utilize public or private external organizations to administer or provide one or more elements of the promotion process.

PROMOTION PROCEDURES

The Police Chief shall determine the promotion process, in consultation with the City Personnel Officer and Personnel Committee, for civilian positions. The Police Chief will recommend the promotion process to the Police Commission for sworn positions. The Police Commission may approve or modify the promotion process for sworn positions, and may add additional requirements as established by the Wisconsin Law Enforcement Standards Board or Middleton Police Commission. In the event that any stage of an announced selection process becomes unavailable, the Chief of Police and Police Commission (sworn), or Chief of Police, Personnel Officer and Personnel Committee (civilian) shall determine either to use an alternate method, or to vacate that portion of the procedure. The sequence or timing of the selection steps may be altered. The promotional process may include all or some of the following steps, as may be appropriate for the position and circumstance.

Step No. 1 Job Announcement and Posting

When a vacancy occurs, or is pending, a job announcement will be issued electronically and posted on the bulletin board in the police department squad room. The posting will be made by the Chief of Police not less than twenty (20) days prior to the closing date. Supervisors are responsible for the notification of all eligible employees under their command of a pending promotion as soon as it is posted. The job announcement shall include:

- a. A description of the position;
- b. Eligibility requirements as established by the department manual or Police Commission;
- c. Salary range;
- d. A schedule of dates, times, and location of all elements of the selection process;
- e. A description of the process to be used in selecting personnel for vacancies;
- f. Cut off scores for promotional potential ratings, written test, and oral evaluation, if any;
- g. The cut off score for placement on the promotional list, if any;
- h. Application procedures; and
- i. Written test preparation materials, including bibliography, if available.

Step No. 2 Eligibility and Application Process

Any employee who meets the minimum qualification for the vacant position may submit a letter of intent and a personal resume to the Chief of Police by the closing date. In addition, each employee being considered for promotion must sign a "release of information form" which permits persons conducting elements of the selection process and the Police Commission to access their personnel and service files.

Step No. 3 Promotional Potential Rating

If there is to be a promotional potential rating, the Chief of Police will select two or more members of the command staff to serve on a staff evaluation panel. The Chief of Police may be a member of this panel. The panel will evaluate the applicant's past performance and predicted potential.

Evaluators will consider the applicant's personnel record, training, job performance, attitude and loyalty, technical skills and job knowledge, judgment, expression and communication, initiative and resourcefulness, and supervisory and leadership ability. The panel will rate candidates by a group consensus. A uniform rating scale will be used and the results recorded on a standardized form. The maximum score on the promotional potential rating is 100 promotional points.

Step No. 4 Written Test

If there is to be a written test for the position, all applicants who meet the minimum qualifications shall be scheduled for the written test. The written test will typically be constructed to evaluate the applicant's mastery of topics relevant to the position and may include the following areas: Social ethics, management of human and fiscal resources, supervision, principles of administration, police procedures, tactical and operational ability, criminal and traffic law procedures, investigation procedures, community relations, and principles of leadership and employee development. The written test shall have a maximum score of 100 promotional points.

Step No. 5 Assessment Center

If there is to be an assessment center, all applicants who meet the minimum qualifications shall be scheduled to participate in an assessment center. The assessment center consists of a series of job simulations in which candidates are asked to perform a series of tasks emulating the work actually performed by a person in the position for which they are being evaluated. They are observed and scored by a panel of independent evaluators using a structured rating process and a series of pre-determined criteria. The assessment center shall have a maximum score of 100 promotional points.

Step No. 6 Oral Interview

If there is to be an oral interview, the Chief of Police will select an oral interview board. The board will consist of not less than three qualified persons from outside the department. Questions used shall be standardized and related to required knowledge, skills, and abilities of the job. The interviews shall be conducted to determine the applicant's qualifications, communication skills, problem-solving abilities, self-confidence, commitment to agency objectives and management style. Each board member will ask the same questions in the same manner and in the same order of each applicant being interviewed. A uniform rating scale will be used and the results recorded on a standardized form. The maximum score on the oral interview is 100 promotional points. The score is obtained by taking the cumulative score of all board members and dividing it by the number of board members.

Step No. 6 Promotional list

The weight to be given to each of the scored elements of the selection process will be determined by the Chief of Police, and approved by the Police Commission in the case of sworn positions. Each candidate's promotional points, from the scored elements (Steps 3, 4, 5 & 6), will be multiplied by the element's weight (%) and then totaled to obtain the final rating. If there is to be a promotional list, the Chief of Police, and Police Commission in the case of sworn positions, will establish a standard (cut off) for placement on the promotional list. The standard may be at

or above the set passing point, provided that all applicants are fairly treated and due notice is given. Candidates who meet or exceed this standard will be certified as eligible for promotion and their names placed on a horizontal promotional list in alphabetical order, subject to approval by the Police Commission for sworn positions. The list will stand for a period of time approved by the Chief of Police, or the Police Commission for sworn positions. The Chief of Police shall select employees for promotion from the promotional list. The Chief of Police shall provide the Police Commission with a notice of the candidate(s) selected for promotion to sworn positions.

Candidates must submit to a comprehensive medical and/or psychological examination prior to appointment, if required by the Chief of Police.

Administrative Practices and Procedures

Individuals promoted will serve on probationary status for twelve (12) months. The Chief may return a promoted employee to the previous rank and assignment held at any time during the probationary period. Individuals promoted should receive performance evaluations at least once during and at the end of the probationary period.

The Chief of Police will hold a review interview with applicants not selected for promotion as soon as possible after the promotional list is posted or promotion made. Candidates may review their scores and relative position for scored elements of the promotion process. This review is intended to assist unsuccessful applicants in identifying areas in which they could improve and suggest ways in which improvement can be achieved to prepare for future promotional consideration.