

CITY OF PORTLAND, MAINE

CIVIL SERVICE COMMISSION

RULE GOVERNING PROMOTIONAL PROCESS

FOR THE POSITION OF MAJOR IN THE POLICE DEPARTMENT

I. Introduction

Upon recommendation of the City Manager and the Chief of Police and pursuant to Section 2-60.4(d) of the Civil Service Ordinance, the employment subcommittee has provided by rule for special procedures for selection of the rank of Major; because such rank requires particular and exceptional qualifications of a scientific, managerial, professional, technical, or educational character. Therefore, the following procedures shall govern the process of screening applicants for the position of Major.

II. Promotional Process

All lieutenants, who have completed the one year probationary period at the rank of lieutenant as of the date of the assessment process, are eligible to participate in the promotional process. While education continues to be an important component of the promotional process, due to the experience, training, and education possessed by the eligible supervisors, there is no specific educational requirement for this position.

III. Sequence of Process

The following procedures are set forth in their normal sequence of application. Nothing herein shall preclude a candidate from withdrawing his/her application at any time during the selection process.

1. After the City Manager has authorized a vacancy to be filled at the position of Major, each applicant shall submit a cover letter and a resume outlining his/her professional development, education, experience, and accomplishments.

2. The Chief of Police shall appoint an Interview Board and an Assessment Board.
3. The Interview Board will include:
 - a. a Civil Service Commissioner;
 - b. the Commander of the Uniformed Operations Group;
 - c. a member of the Citizen Review Subcommittee;
 - d. a representative of the PBA;
 - e. a representative of the SOA, who is not a candidate for promotion to Major;
and
 - f. a representative of the community.
4. The Interview Board will:
 - a. review each applicant's cover letter and resume; and
 - b. interview each applicant for promotion. Interview questions will be prepared in advance by the PAO/Personnel and the Assistant Chief of Police in consultation with the Chief of Police.
5. The Assessment Board will include:
 - a. the Chief of Police;
 - b. the Assistant Chief of Police; and
 - c. a minimum of two and a maximum of three active or former Chiefs of Police selected by the Portland Chief of Police.
6. The assessment process will include an oral interview with questions focused on law enforcement duties and job functions in order to evaluate each applicant's potential to perform in a managerial capacity in the position of Major.
7. Based on feedback from the Interview and Assessment Boards and a review of each applicant's personnel history; including discipline, training and education, sick leave usage, performance evaluations, and life and law enforcement

experience, the Chief of Police will select the applicant for promotion to the rank of Major.

IV. Probationary Period

The probationary period for promotional appointments will be one year from the date of appointment. The appointment will not become permanent until the successful completion of the probationary period.