

**CITY OF PORTLAND, MAINE**

**CIVIL SERVICE COMMISSION**

**RULE GOVERNING PROMOTIONAL PROCESS**

**FOR THE POSITION OF COMMANDER 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 Commander; 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 Commander.

**II. Promotional Process**

All sworn personnel who have completed three (3) years of supervisory law enforcement experience in one or more of the following ranks are eligible to participate in the promotional process: Lieutenant and/or Major.

**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 at the position of Commander to be filled, each applicant shall submit a cover letter and a resume outlining his/her professional development, education, experience, and accomplishments.
2. Applicants must meet the educational requirement for the position as established by separate Civil Service Rule.

3. The Chief of Police and one Civil Service Commissioner shall review each candidate's resume and personnel history; including discipline, training and education, sick leave usage, and performance evaluations. The Chief of Police shall select the applicant he/she believes is the best qualified to meet the managerial, professional and technical requirements of the rank of Commander.

#### **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.

**CITY OF PORTLAND, MAINE**

**CIVIL SERVICE COMMISSION**

**RULE REGARDING EDUCATIONAL REQUIREMENT**

**FOR THE POSITION OF COMMANDER IN THE POLICE DEPARTMENT**

**I.** Pursuant to Section 2-60.4(d) of the Civil Service Ordinance, and recognizing that the rank of Commander in the Police Department requires exceptional qualifications of a managerial, professional and technical character, the Commission hereby provides that there shall be a minimum educational requirement for applicants for the position of Commander.

**II.** The applicant must be able to demonstrate education and/or experience that provides him/her with the knowledge, skills and abilities required to perform the essential job duties and responsibilities. Applicants must possess a Post-Secondary Degree (Associate, Bachelor's, Master's or Doctoral Degree) from an accredited college or university in a field of study relevant to the position or an equivalent combination of education, experience and training.

**III.** An equivalent combination of education, experience and training is defined as: sixty (60) college or continuing education credit hours (which equals two years of college credits) and at least three (3) years of supervisory, law enforcement experience in one or more of the following ranks: Lieutenant and/or Major.