

CITY OF PORTLAND, MAINE

CIVIL SERVICE COMMISSION

RULE GOVERNING PROMOTIONAL PROCESS

FOR THE POSITION OF SERGEANT IN THE POLICE DEPARTMENT

I. Introduction

The following procedures shall govern the process of testing and screening applicants for the position of Sergeant in the Police Department.

II. Selection components

A. *Time in Service.* All candidates for promotion to Sergeant must complete three (3) years of service with the City of Portland at the time of promotional testing.

B. *Professional Development.* All candidates must completed Verbal Judo, Crisis Intervention, and Field Training Officer training at the time of the Leadership/Management training. Completion of these requirements will allow candidates to take part in the Leadership/Management training phase of the process.

All candidates for promotion to Sergeant must have completed, on an annual basis, Leadership/Management training. This training will be taught and/or facilitated by the department annually. Officers seeking promotion to Sergeant will be required to attend up to twenty-four (24) hours of training. Participants in this training must attend ninety percent (90%) of the course to receive credit for the training.

A pass/fail written test will be administered at the end of the Leadership/Management training utilizing the Maine Criminal Justice Academy's standard of a minimum of two (2) questions per hour of instruction. The testing process will be facilitated by the police department's PAO/HR and the police attorney. A grade of seventy percent (70%) will be considered a passing score. Passing this test will allow an eligible candidate to move on in the promotion process.

For applicants who were not able to attend Leadership/Management training, due to the applicant's assignment to a mandated training, the command staff will facilitate Leadership/Management training using the materials utilized during the department's most recent Leadership/Management training and will cover the topics discussed during the original training. In addition, the department will administer a written test at the end of the review. Satisfactory completion of the training and the test will allow the aforementioned applicant to participate in the promotion process.¹

C. Aptitude Capacity Test. An assessment center for the rank of Sergeant shall be held annually. The assessment center is a comprehensive evaluation process that allows candidates for promotion an opportunity to demonstrate their skills, knowledge, and leadership abilities in a number of different situations related to a specific rank. The primary purpose is to objectively evaluate supervisory skills and abilities using standardized techniques under uniform conditions.

D. Performance Evaluations. The evaluation to be used is the last annual performance evaluation immediately prior to the date of the aptitude capacity test (assessment center). The evaluation will count thirty percent (30%) towards the promotional candidate's overall score.

E. Seniority. Time in the department (10 points maximum). Seniority is defined as aggregate Portland Police Cadet service or sworn Portland Police Officer service only and is to be determined as of the date the aptitude capacity test. Seniority shall be calculated as follows:

½ point per year up to a maximum of ten (10) points

a maximum of one (1) point for Cadet Service.

F. Oral Interview. All promotional candidates must satisfactorily complete an oral interview. The Oral Board shall consist of at least one employment subcommittee member, a member (who is not a candidate for promotion) designated by the president of each of the affected unions, and three (3) members appointed by the Chief from either city personnel or community members or a combination thereof, which three (3) members may include the Chief. If the Chief of Police so chooses, he may also interview each candidate privately.

¹ The parties agree that the City will request that the Civil Service Employment Subcommittee include this provision in all promotional rules approved by the Commission.

G. *Job Suitability Assessment.* Candidates for the position of Sergeant must undergo a job suitability assessment. Assessments within three (3) years from the date of examination may be used, or the police chief may require an updated job suitability assessment at any time.

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.

A. Successful completion of Leadership/Management training.

B. Aptitude capacity test (assessment center)

1. The City's Department of Human Resources will oversee an aptitude capacity test approved by the Commission.
2. The passing grade on the aptitude capacity test for promotional appointment is established at seventy percent (70%). Any applicant who scores below 70% on the examination shall be disqualified from the process.
3. The City's Department of Human Resources shall establish the eligible list. Each person's position on the eligible list shall be determined by the sum of the following weighted scores:
 - a. Aptitude Capacity Test (60%)
 $100 \times .60 = 60$ points maximum
 - b. Performance Evaluation (30%)
 - c. Seniority in the department (10 points maximum)

C. The eligibility list will be posted in the police department at the end of the assessment process using test identification numbers only.

D. The Chief of Police shall receive the names of a minimum of three (3) and a maximum of five (5) applicants on the eligible list with the highest, aggregate scores. These names shall comprise

the certified list. These names shall comprise the certified list for a single opening for promotional appointment.

A second contemporaneous opening for a promotional appointment of the same rank will require a certified list with a minimum of four (4) candidates and a maximum of six (6) candidates.

If any candidate whose name appears on the certified list is disqualified, or withdraws prior to the appointment to fill the vacancy is made, the Commission shall certify the next name from the eligible list.

E. Job suitability assessments shall be completed, if determined to be necessary by the Chief of Police. If the Chief determines that job suitability assessments are necessary, he/she may waive the job suitability assessment for any candidate who has completed a job suitability assessment for promotion in the previous three (3) years.

F. The Chief of Police shall establish an Oral Board to conduct interviews of the certified applicants.

G. Based on feedback from the interview panel(s), the assessment team and a review of each candidate'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 candidate for promotion to the rank of Sergeant.

IV. Testing Process

A. The aptitude capacity test shall be administered by an independent Assessment Center chosen by the City. The City may contract with the Assessment Center to provide multiple years of promotional testing.

B. Each eligible applicant will participate in an Assessment Center process conducted by autonomous assessors with law enforcement expertise.

C. The assessment exercises may include an interview with the assessors, written assignments, and/or simulated scenarios. The exercises are designed to test an applicant's skills, knowledge, and abilities in multiple areas relevant to the position of Sergeant.

E. The assessors will evaluate each applicant's performance and award a numerical score.

V. Probationary Period

The probationary period for promotional appointments will be one (1) year from the date of appointment. The appointment will not become permanent until the successful completion of the probationary period.