

COMPENSATION AND BENEFITS

CAREER ADVANCEMENT

Purpose: To establish standardized non-discriminatory promotions and identify the most qualified candidates for promotions.

Policy Statement: To identify and describe the current promotional process for sworn members. This process is governed by state law as it pertains to civil service rules and regulations. Procedures and practices are subject to change by the Civil Service Commission. The Chief of Police has no authority to establish rules and procedures for the promotion of sworn personnel. This policy does not establish procedure or practice and is intended for informational purposes only.

Summary of Changes: New format

Procedure

1 General Provision

It shall be the policy of the North Little Rock Police Department to maintain standardized procedures pertaining to promotions. Promotional appointments shall be made as soon as practical upon the existence of a vacancy. The department may contract with an outside organization that specializes in personnel matters to assist in the promotional process. [CALEA 34.1.1]

2 Administration of Promotion Procedures

- 2.1 The Civil Service Commission is the principal authority for the promotional process. The Chief of Police and/or designee and the City of North Little Rock Personnel Director and/or designee shall work in concert to administer promotional tests in accordance with the rules and regulations of the Civil Service Commission. [CALEA 34.1.2]
- 2.2 The promotional process shall be reviewed annually and revised as necessary and/or practical.
- 2.3 Sworn personnel meeting eligibility requirements shall be notified by writing and/or by posting on department bulletin boards prior to the sign up period. The written announcement of the promotional process may include, but shall not be limited to: [CALEA 34.1.5]
 - 2.3.1 A job description of the rank being tested;
 - 2.3.2 A schedule of dates, items and locations of all elements of the process;
 - 2.3.3 A description of eligibility requirements;
 - 2.3.4 A description of the process to be used in selecting personnel for promotions including a bibliography of preparatory reading material.
- 2.4 Officers who meet the eligibility requirements and who wish to participate in the promotion process shall sign up at the Personnel Department no later than the closing date of the examination.
- 2.5 Members will receive a receipt from the Personnel Department indicating that he or she has signed up for the promotional exam.
 - 2.5.1 This receipt should be retained by the candidate and presented to gain admittance to the test site.
 - 2.5.2 If the Personnel Department has no carbon copy of a candidate's sign-up receipt and the member does not have a copy, the candidate will not be permitted to take the test. No make up tests will be scheduled.

3 Examinations and Promotion Requirements

- 3.1 In order to be eligible to take the examination for advancement from a lower to higher rank, an employee shall have served a minimum of two (2) years in the lower rank in the Police Department, with the exception of Police Officer, who must have served a minimum of five (5) years as Police Officer, except in cases of emergency, the existence of which shall be decided by the Civil Service Commission. [CALEA 34.1.6c]
- 3.2 Employees are eligible to take the promotional examination when the required number of years of time-in-rank will be completed no later than the date the Commission's current eligibility list expires for each rank, except in case of emergency, the existence of which shall be determined by the Civil Service Commission.
- 3.3 No officer of the Police Department shall be eligible for promotion to a higher rank if he/she has:
 - 3.3.1 Received disciplinary action(s) during the preceding twelve months resulting in lost salary, demotion, suspension, or two or more written reprimands;
 - 3.3.2 Received disciplinary actions in the preceding twenty-four months resulting in a suspension of ten (10) or more days.
- 3.4 An officer who becomes ineligible for promotion after being ranked on a promotional list shall lose all rights that may exist from such promotion list.

- 3.4.1 An officer whose period of disqualification is set to expire during the period that the promotional list is to be in effect shall be allowed to participate in the testing, Provided, however, that his/her position on the promotional list shall not be valid until such time as the period of disqualification has passed.
- 3.5 To be eligible for promotion to a higher rank within the Police Department, an employee's performance evaluations for the past year must be at least satisfactory. [34.1.3a]
- 3.5.1 If a member has two (2) or more below average, unsatisfactory, or marginal ratings in any performance area, said officer will be ineligible for promotion.
- 3.6 Any member that is not promoted by the expiration date of the certified list may reapply the following year provided they meet all the requirements. [CALEA 34.1.3f]

4 Examination Format and Content

- 4.1 Examinations may include a rating of applicants based on results of written, oral, or practical examinations, length of service, efficiency ratings, assessment centers, and educational or vocational qualifications. [CALEA 34.1.3c]
- 4.2 The Personnel Director or designee shall in advance of any examination and after consultation with and approval of the Commission, establish the test format, test criteria, scoring formulas and the source materials to be used to develop the test. [CALEA 34.1.3b, 34.1.6a]
- 4.3 Length of service may be used as part of the scoring formulas for promotional tests as established by the Personnel Director after consultation with and approval of the Commission in advance of the examination. [CALEA 34.1.6a]
- 4.3.1 The maximum allowable length of service to be used for Police Department promotional examinations shall be set at 20 years of service, or time in rank.
- 4.4 Promotional criteria shall be job related and non-discriminatory. Eligible officers participating in the process will be rated on a competitive basis. [CALEA 34.1.4]

5 Education and Training

- 5.1 Candidates for promotions may receive credit for education and training. The point value will be determined by each process. Areas to be considered for assigning points are education, training, and may include, but are not limited to;
 - 5.1.2 Masters Degree
 - 5.1.3 Bachelor Degree
 - 5.1.4 Associate Degree
 - 5.1.5 Arkansas Minimum Standards Certificates

6 Appeal Procedure

- 6.1 After a promotional examination has been scored, employees who have taken the exam shall have a specified time set by the Personnel Director to review their tests. If any mathematical or clerical error affecting the final score is found, it is to be reported in writing within forty-eight (48) hours of the review to the Personnel Director or Test Administrator for correction. No other challenges to the examination shall be allowed. [CALEA 34.1.3e]

7 Promotion Summary

- 7.1 All test materials and rating forms will be retained by the Personnel Division to maintain the integrity of the promotion process. [CALEA 34.1.3h]
- 7.2 Officers competing for promotion shall be ranked according to their combined scores based on the written examination, certificates, seniority and job simulation exercises. [CALEA 34.1.6b]
- 7.3 The Civil Service Commission will create an eligibility list based on their ranking and forward a list of the five best-qualified candidates to the Chief of Police for selection there from. [CALEA 34.1.6b]
- 7.4 The list shall be active for a period of one (1) year, beginning on the date of issuance and contain an expiration date. On the expiration date, the list becomes inactive and is no longer valid [CALEA 34.1.6d]
- 7.5 The Chief of Police shall interview the best qualified candidates from the list at the time the position becomes available and select a candidate from the list for promotion. [CALEA 34.1.3d, 34.1.6e]
- 7.6 A six-month probationary period is required of all members who are promoted. [CALEA 34.1.7]
- 7.7 The North Little Rock Civil Service Commission does not authorize lateral entries from outside agencies and cannot be considered during the promotional process. [CALEA 34.1.3g]