
COMPENSATION AND BENEFITS

CAREER ADVANCEMENT

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

Policy Statement: It is the policy of the North Little Rock Police Department to identify and describe the current promotional process for sworn members. This process is governed by state law pertaining 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 guidelines for promoting sworn personnel. Therefore, this policy does not establish procedure or practice and is intended for informational purposes only.

Summary of Changes: Added 4.1.1 and 4.1.2 time for promotional examination for certified police officers from other departments.

Procedure:

1. General Provision

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

2. Succession Planning

2.1 Succession planning is developed to encourage future leaders within the agency and provide those individuals with the education, training, mentoring, and support needed to prepare for roles in the department when a vacancy occurs. Every department member is encouraged to transfer knowledge to other members via the listed topics. [CALEA 15.1.4]

2.1.1 Documentation: This means of transfer is using physical or electronic documentation. Documentation can include text, graphics, and videos to share with other members.

2.1.2 Mentor Relationships: Significant knowledge and skills are often transferred using a relationship between an expert and a younger member. Any member is encouraged to develop a mentor relationship with younger members to pass on expertise.

2.1.3 Training: Organizational knowledge is transferred using a formal education process training comprised of general education or a specific task.

2.1.4 Cross-Training: Whenever possible, less experienced members should be placed alongside more experienced members in a "job shadowing" process.

2.1.5 Communication: A great deal of organizational knowledge is transferred using structured and unstructured communications.

3. Administration of Promotion Procedures

3.1 The Civil Service Commission is the principal authority for the promotional process. The Chief of Police or designee and the City of North Little Rock Personnel Director or designee shall work in concert to administer promotional tests following the rules and regulations of the Civil Service Commission. [CALEA 34.1.1, 34.1.2]

3.2 The promotional process shall be reviewed annually and revised as necessary or practical.

3.3 Sworn personnel meeting eligibility requirements shall be notified by writing or posting on department bulletin boards before the sign-up period. The written announcement of the promotional process may include but shall not be limited to the following. [CALEA 34.1.4]

3.3.1 A job description of the rank being tested;

3.3.2 A schedule of dates, items, and locations of all elements of the process;

3.3.3 A description of eligibility requirements;

3.3.4 A description of selecting personnel for promotions, including a bibliography of preparatory reading material.

- 3.4 Officers who meet the eligibility requirements and wish to participate in the promotion process shall sign up at the Personnel Department no later than the examination's closing date.
- 3.5 Members will receive a receipt from the Personnel Department indicating they signed up for the promotional exam.
 - 3.5.1 This receipt should be retained by the candidate and presented to gain admittance to the test site.
 - 3.5.2 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. Therefore, no makeup tests will be scheduled.

4. Examinations and Promotion Requirements [CALEA 34.1.2a]

- 4.1 To be eligible to take the examination for advancement from a lower to a higher rank, an employee shall have served a minimum of two (2) years in the lower rank, except for an officer, who must serve a minimum of five (5) years. The Civil Service Commission could make an exception in emergency cases. [CALEA 34.1.5c]
 - 4.1.1 Certified officers hired by the North Little Rock Police Department who have served a minimum of three (3) years as a certified police officer at any police department and at least three (3) years as a police officer with the North Little Rock Police Department will be eligible to take the examination for advancement from a lower to a higher rank.
 - 4.1.2 Certified officers with prior service at the North Little Rock Police Department will have to serve (3) years from the new hire date to be eligible to take the examination for advancement from a lower to a higher rank.
- 4.2 Employees are eligible to take the promotional examination when members complete the required number of years of time-in-rank no later than the certification date by the Civil Service Commission. Except in case of emergency, the existence of which shall be determined by the Civil Service Commission.
- 4.3 No officer of the department shall be eligible for promotion to a higher rank if they have:
 - 4.3.1 Received disciplinary action(s) during the preceding twelve months resulting in lost salary, demotion, suspension, or two or more written reprimands.
 - 4.3.2 Received disciplinary actions in the preceding twenty-four months resulted in a suspension of ten (10) or more days.
- 4.4 An officer who becomes ineligible for promotion after being ranked on a promotional list shall lose all rights that may exist from such a promotion list.
 - 4.4.1 An officer whose period of disqualification is set to expire during the period the promotional list is to be in effect can participate in testing; however, his/her position on the promotional list shall not be valid until the period of disqualification has passed.
- 4.5 To be eligible for promotion to a higher rank within the department, an employee's performance evaluations for the past year must be at least satisfactory.
 - 4.5.1 If a member has two (2) or more below average, unsatisfactory, or marginal ratings in any performance area, the officer will be ineligible for promotion.
- 4.6 Any member not promoted by the expiration date of the certified list may reapply the following year, provided they meet all the requirements. [CALEA 34.1.2f]

5. Examination Format and Content

- 5.1 Examinations may include a rating of applicants based on written, oral, or practical examinations, length of service, efficiency ratings, assessment centers, and educational or vocational qualifications. [CALEA 34.1.2c]
- 5.2 The Personnel Director or designee shall establish the test format, test criteria, scoring formulas, and the source material in advance of any examination and after consultation with and approval of the Civil Service Commission. [CALEA 34.1.2b, 34.1.5a]
- 5.3 Length of service may be used as part of the scoring formulas for promotional tests as established by the Personnel Director after consultation with the Civil Service Commission's approval before the examination. [CALEA 34.1.5a]
 - 5.3.1 The maximum allowable length of service used for department promotional examinations shall be set at ten (10) years of service or time in rank.
- 5.4 Promotional criteria shall be job-related and non-discriminatory. Eligible officers participating in the process will be rated on a competitive basis. [CALEA 34.1.3]

6. Education and Training

- 6.1 Candidates for promotions may receive credit for education and training. Each process will determine the point value. Areas to be considered for assigning points are education, training and may include, but are not limited to:
 - 6.1.1 Master's Degree
 - 6.1.2 Bachelor Degree
 - 6.1.3 Associate Degree
 - 6.1.4 Arkansas Minimum Standards Certificates

7. Appeal Procedure

7.1 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. Officers should report mathematical or clerical errors affecting the final score 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 34.1.2e]

8. Promotion Summary

- 8.1 The Personnel Division will retain all test materials and rating forms to maintain the integrity of the promotion process. [CALEA 34.1.2h]
- 8.2 Officers competing for promotion shall be ranked according to their combined scores based on the written examination, certificates, seniority, and job simulation exercises. [CALEA 34.1.5b]
- 8.3 The Civil Service Commission will create an eligibility list based on ranking and forward the list of qualified candidates to the Chief of Police for selection. [CALEA 34.1.5b]
- 8.4 The list shall be active for 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 34.1.5d]
- 8.5 The Chief of Police shall interview the best-qualified candidates from the list when the position becomes available and select a candidate from the list for promotion. [CALEA 34.1.1, 34.1.2d, 34.1.5e]
- 8.6 A six-month probationary period is required of all members who are promoted. [CALEA 34.1.6]
- 8.7 The Civil Service Commission does not authorize lateral transfers from outside agencies and cannot be considered during the promotional process. [CALEA 34.1.2g]

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