



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **PROMOTIONAL PROCESS** NUMBER: 2.09

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

ISSUED: 06/16/2021

EFFECTIVE: 06/16/2021

RESCINDS

AMENDS

REFERENCE: WI State Statute: 62.13 (4)

WILEAG 5TH EDITION

STANDARDS: 2.6.1, 2.6.2, 2.6.3,
12.2.6.2

INDEX AS: Career Development
Promotions
Promotional Announcements
Promotional Process
Training (Promotional)

PURPOSE: The purpose of this Policy & Procedure is to clarify authority granted in WI State Statute 62.13 (4) and establish standardized criteria and procedures for the promotion of any member of the Sturgeon Bay Police Department in addition to promoting the most qualified personnel for positions within the Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

I. POLICY

- A. In order to maximize resources in providing quality service to the public, the Chief of Police shall appoint subordinates subject to the approval of the Police & Fire Commission

- B. Promotions shall be made when it can be done with advantage, otherwise from an eligibility list approved by the Police & Fire Commission.
- C. To provide incentive to individual officers, consideration of their past performance as demonstrated by capability, knowledge, initiative, judgement, education, and leadership qualities will be factored into the selection process.
- D. The promotional process must meet the legal, professional, and administrative requirements established for such procedures. The various steps in the process shall be job-related and non-discriminatory.

II. PROCEDURE

A. MINIMUM REQUIREMENTS FOR PROMOTION

Note: See individual job descriptions for additional requirements for each position.

1. Sergeant

- a) As set forth by the Collective Bargaining Agreement.

2. Captain

- a) As set forth by the Police and Fire Commission.

3. Assistant Chief

- a) As set forth by the Police and Fire Commission.

B. PROMOTIONAL SCREENING PROCEDURES

The Sturgeon Bay Police & Fire Commission has approved this promotional Policy & Procedure utilized by the Sturgeon Bay Police Department and will approve (or disapprove) the final promotion.

The Chief or designee is responsible for the administration and development of all promotional processes. Promotional processes for Assistant Chief, Captain, and Sergeant, are as follows:

1. Step One: Posting of Promotional Opportunity

- a) A written notice of promotional opportunities will be posted on the Sturgeon Bay Police Department squad room bulletin board. This notice will be dated and will remain posted on the board for 14 calendar days.

- b) Attached to the notice will be a current job description.
- c) Candidates who are eligible and interested in applying for the position must submit a resume and letter of application to the Chief of Police by the specified due date/time indicated on the posting.
- d) Participation in any phase of selection process for promotions is voluntary. No compensation is due to any individual who participates in the process. Individuals who choose to participate in the process will be assured of time off (using available benefit time).
- e) The Commission reserves the right to advertise outside the Department.
- f) If this process is in conflict with the current collective bargaining agreement(s), the bargaining agreement shall control.

2. Step Two: Written Examination

- a) A pre-announced passing score may be established by the Police and Fire Commission for the written examination. Following the examination, candidates will be notified of their scores and rankings. Those candidates who do not score at or above the established minimum passing score will not continue on in the process. Those who do pass will carry their score on to the next step of the process.

3. Step Three: Oral Interview

- a) An oral interview panel with the Police and Fire Commission.
- b) Questions will be asked of all candidates and a numerical value will be placed on those questions. Evaluator scores will be total and averaged to provide each candidate with a single mean average score for this step.
- c) In addition to the oral interview a written test may be administered. Scores for candidates will be combined with individual oral interview scores to yield a total score for each candidate.

4. Step Four: Assessment Center

- a) The assessment center, if implemented by the Commission, may consist of a variety of exercises designed to represent typical activities associated with the position. Prior to the assessment center, participants will be notified of the total score attainable in this step.
- b) Individual written test score, oral interview score, and assessment center score, if applicable, will be combined to yield a total score for each candidate

who participates in this step. Candidates will be notified of their assessment center score, total combined score and ranking at this stage.

5. Step Five: Psychological Assessment

- a) Candidates for promotion to any of the above ranks may be required to submit to a psychological assessment prior to moving to step six. If this step is required, any candidate(s) determined to be unsuitable for promotion shall be disqualified from moving to step six.

6. Step Six: Second Interview

- a) At the discretion of the Commission, a second interview may be conducted.

7. Step Seven: Background Investigation

- a) A thorough background investigation may be conducted prior to appointment.

8. Step Eight: Eligibility List

- a) If an eligibility list is created pursuant 62.13(4)(a) Wis. Stats., candidates may be ranked on said eligibility list in order of their total combined scores. Candidates with tied scores will be considered as being equally ranked at this step.
- b) The eligibility list will be considered “certified” on the date of the first actual promotion from that list. The eligibility list may be in effect for a minimum of one (1) year from the date of certification.

The Commission, prior to the completion of the one (1) year effective period, may cancel a certified list. The Commission also may extend the duration of the eligibility list past the one (1) year effective period and will provide written notice of such to each candidate remaining on the list.

C. SELECTION OF CANDIDATES FOR PROMOTION

The Chief may promote a subordinate in the Chief’s discretion or through the hiring process to establish an eligible list approved by the Commission. For vacant Assistant Chief or Captain positions, the candidates are eligible to be considered for promotion based upon but not limited to the following criteria: (Selection of a vacant Sergeant position is outlined in the Collective Bargaining Agreement).

1. Final Selection Criteria

- a) PERFORMANCE: Command staff review of documented performance history (i.e. performance evaluations and personnel files) and discussion with ranking officers to include both past and present supervisors.
 - b) SUITABILITY: Appraisal of individual suitability for the specific rank or position that is open.
 - c) EDUCATION AND/OR TRAINING: Advanced degrees in leadership, management or specialized training, including but, not limited to:
 - (1) Bachelors and Masters Degrees
 - (2) Approved Leadership Academies:
 - (a) FBI National Academy
 - (b) Northwestern University Center for Public Safety School of Police Staff and Command
 - (c) Northwestern University Center for Public Safety Executive Management Program
 - (d) Southern Police Institute Command Officers Development Course
 - (e) Certified Public Manager Program
 - (f) Criminal Justice Executive Development Institute
 - (g) Senior Management Institute for Police (PERF)
 - (3) Specific programs applicable to the open position.
 - d) INVOLVEMENT: Activities and demonstrated abilities above and beyond the basic job description of positions held by an individual.
2. Following a promotion, all candidates who remain on the eligibility list will be notified of their status. Candidates may choose, at their discretion, to discuss their status with the Chief of Police.

D. PROBATIONARY PERIOD

- 1. All promotions shall have a probationary period as specified by the applicable collective bargaining agreement or by City of Sturgeon Bay Policy. Individual job performance will be observed and evaluated during the probationary period and mid-term and final evaluation forms may be completed.

Probationary periods may be extended at the discretion of the Chief, in accordance with City and Commission Policy, and collective bargaining agreements.

2. During the probationary period, the Chief may return an individual to the rank that the individual held prior to promotion and written notification shall be provided to the individual and Commission. This action would occur pursuant to Wisconsin State law and the provision set forth in the applicable collective bargaining agreement.
3. Following promotion to a higher rank, the promoted or appointed member will, as soon as practical, be provided the necessary additional training to provide him/her with the skills and knowledge to perform the duties of the job description for the new rank.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/26/2020