

# PROMOTION PROCEDURES

Directive: 6.44

## A. Notification of Eligible Candidates:

### 1. Eligibility for Participation in Sergeant Promotion System:

All patrol officers who will have 3 ½ years seniority as of the 15<sup>th</sup> of April of the year of the start of the new promotional list are eligible to participate in the process for the rank of Sergeant.

### 2. Eligibility for Participation in Lieutenant Promotion System:

All Sergeants who will have one (1) year in rank as of the 15<sup>th</sup> of April of the year of the start of the new promotional list are eligible to participate in the process for the rank of Lieutenant.

### 3. Sign-Up Period:

All eligible personnel who wish to participate in the Promotion Testing Process for Sergeant or Lieutenant must sign a notice of intent.

## B. DESCRIPTION OF SERGEANT PROMOTION SYSTEM COMPONENTS

The examination process for the rank of Police Sergeant will consist of the three parts:

### Part I

Part I will consist of a closed book, multiple-choice examination and will cover knowledge of relevant areas described in a study aid that will be distributed to all candidates via Informational Bulletin and which will be made available at the Human Resources Division.

**IT WILL BE NECESSARY TO PASS PART I IN ORDER TO BE ELIGIBLE TO COMPETE IN PARTS II AND III.**

The weight of this Component (Part I Written Multiple Choice Test) of the Sergeant Promotional Process is 30%.

## Part II

Part II will consist of a Problem Analysis Exercise and will cover skills and abilities used in supervision and management.

To aid candidates who will be participating in Parts II and III, each candidate may be required to attend an Orientation Program, designed to familiarize each candidate with the Part II and Part III processes that will be administered.

Individuals who will serve as assessors in Part II of the Sergeant Promotional System will be representatives from other law enforcement agencies that are trained in the process.

No member of the Wilmington Department of Police will participate as an assessor in Part II of the Sergeant Promotional System.

The weight of this Component (Problem Analysis Exercise) of the Sergeant Promotional System is 40%.

## Part III

Part III will consist of a Written Resume Presentation and will cover skills, abilities and experiences used in supervision and management.

The Written Resume Presentation will be made to a panel consisting of representatives from other law enforcement agencies that are trained in the process.

### Summary of Sergeant System

Part I	Closed Book Multiple Choice Test	30% Weight
Part II	Problem Analysis Exercise	40% Weight
Part III	Written Resume	30% Weight

### Seniority Points

All scores for each candidate who has participated in all components are standardized, weighted, and re-scaled to generate a Total Promotion Score Without Seniority. Once all candidate scores are derived, bands are created based on the Total Promotion Score Without Seniority. Individuals within the same band are considered to have performed at a relatively equivalent level on the entire examination process. Seniority Points are then assigned to each Sergeant candidate based on their anniversary date. A

candidate's Seniority Points are then added to their Total Promotion Score Without Seniority. This new total is then standardized and re-scaled to arrive at the candidate's Total Promotion Score With Seniority. Once all candidates scores are derived, bands are created based on the Total Promotion Score With Seniority. Two sets of bands are therefore created, one based on the Total Promotion Score With Seniority and one based on the Total Promotion Score Without Seniority. Only one set of bands is provided to the Department of Police and each candidate is placed in the highest band they achieved (either without Seniority Points or with Seniority Points). As such, Seniority Points can move a candidate up into a higher band; Seniority Points can not have the effect of moving a candidate down into a lower band.

The Chief of Police is then given the names of those Sergeant candidates in the Top Band for consideration for promotion to the rank of Sergeant.

## **C. DESCRIPTION OF LIEUTENANT PROMOTION SYSTEM COMPONENTS**

### **Part I**

Part I will consist of a closed book, multiple-choice examination and will cover knowledge of relevant areas described in a study aid that will be distributed to all candidates via Informational Bulletin and which will be made available at the Human Resources Division.

**IT WILL BE NECESSARY TO PASS PART I IN ORDER TO BE ELIGIBLE TO COMPETE IN PARTS II AND III.**

The weight of this Component (Part I Written Multiple Choice Test) of the Lieutenant Promotional Process is 20%.

### **Part II**

Part II will consist of a Problem Analysis Exercise and will cover skills and abilities used in supervision and management.

To aid candidates who will be participating in Parts II and III, each candidate may be required to attend an Orientation Program, designed to familiarize each candidate with the Part II and Part III processes that will be administered.

Individuals who will serve as assessors in Part II of the Lieutenant Promotional System will be representatives from other law enforcement agencies that are trained in the process.

No member of the Wilmington Department of Police will participate as an assessor in Part II of the Lieutenant Promotional System.

The weight of this Component (Problem Analysis Exercise) of the Lieutenant Promotional System is 50%.

### Part III

Part III will consist of an Oral Resume Presentation and will cover skills, abilities and experiences used in supervision and management.

The Oral Resume Presentation will be made to a panel consisting of representatives from other law enforcement agencies that are trained in the process.

The weight of this Component (Oral Resume Presentation) of the Lieutenant Promotional System is 30%.

### Summary of Lieutenant System

Part I	Closed Book Multiple Choice Test	20% Weight
Part II	Problem Analysis Exercise	50% Weight
Part III	Oral Resume	30% Weight

### Seniority Points

All scores for each candidate who has participated in all three components are standardized, weighted, and re-scaled to generate a Total Promotion Score Without Seniority. Once all candidate scores are derived, bands are created based on the Total Promotion Score Without Seniority. Individuals within the same band are considered to have performed at a relatively equivalent level on the entire examination process. Seniority Points are then assigned to each Lieutenant candidate based on their date of promotion to Sergeant. A candidate's Seniority Points are then added to their Total Promotion Score Without Seniority. This new total is then standardized and re-scaled to arrive at the candidate's Total Promotion Score With Seniority. Once all candidate scores are derived, bands are created based on the Total Promotion Score With Seniority. Two sets of bands are therefore created, one based on the Total Promotion Score With Seniority and one based on the Total Promotion Score Without Seniority. Only one set of bands is provided to the Department of Police and each candidate is placed in the highest band they achieved (either without Seniority Points or with Seniority Points). As such, Seniority Points can move a candidate up into a higher band; Seniority Points can not have the effect of moving a candidate down into a lower band.

The Chief of Police is then given the names of those Lieutenant candidates in the Top Band for consideration for promotion to the rank of Lieutenant.

#### **D. Probationary Period**

All employees selected for promotion will be required to serve a probationary period of (1) year from the date of promotion. It will be the responsibility of their direct supervisor to rate their performance at (6) months and at (1) year. In the absence of any negative ratings, the employee will retain their assigned rank. If negative ratings occur, it will be the responsibility of the Commanding Officer of the Human Resources Division to bring this to the attention of the Chief of Police and the Director of Public Safety. At this time, a determination will be made as to the future of the employee's assigned rank.

Based on the determination made by the Chief of Police, the employee's probationary period could be extended or the promoted rank withdrawn.

#### **E. Eligibility Lists**

It will be the policy of the Wilmington Department of Police to abide by the collective bargaining contract between the City of Wilmington, and the F.O.P. as it pertains to any agreements on the length of promotion eligibility lists.

#### **F. Challenges to Questions in Part I of the Examination**

*Part I of the Promotional System consists of the closed book, multiple-choice test. Challenges to questions contained in the test will be made in writing on a form provided by the Police Department during a two-week period immediately following the administration of the test. During this two-week period, participants can respond to the Human Resources Division and review a keyed copy of the test. At the end of the challenge period, any challenge forms that are submitted will be forwarded to Management Scientists II for their review. Management Scientists II will respond to the challenges via a memorandum that will be distributed to all personnel.*