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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish guidelines for the promotion of departmental personnel within the Kinston Police Department.

II. DEFINITIONS

A. Promotion: the action of raising someone to a higher position or rank.

III. POLICY

- A. The Department is responsible for developing, coordinating and administering procedures used for the testing of candidates for positions in the Department promotional process.
- B. The Chief of Police is vested with the ultimate authority and responsibility for administering the Department promotional process.
- C. The Chief of Police or a designee will develop, coordinate and administer the promotion processes for positions.
- D. It shall be the responsibility of the Chief of Police to make the final evaluation of a candidate's promotional potential. He/she shall base his/her decision on multiple factors including but not limited to:
 - 1. Past Performance Evaluations
 - 2. Promotional Process Results
- E. Written tests may or may not be a part of the promotional process. Written tests shall be job related, non-biased, and shall test the knowledge of the applicant. Written test may be national standardized tests or developed within the department.
 - 1. The administering of the written test shall be done by personnel designated by the Chief of Police. All tests and answer sheets shall be maintained within the Chief's or a designee's Office. Tests shall be scored by personnel designated by the Chief of Police or leased test scoring officials. Testing results shall be maintained in the Chief's Office.
- F. The assessment center testing format used by the Kinston Police Department shall conform to accepted guidelines demonstrating that it is job related, significant, or necessary to perform the job and shall ultimately be a predictor of future job success.
- G. The assessment center process employed by the department has incorporated all of the following designs, activities and objectives in its assessment center evaluations:

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1. Dimensions, attributes, characteristic, qualities, skills, abilities or knowledge specified in written job analysis are measured.
 2. Multiple assessors who are trained prior to participating in an assessment are used.
 3. Techniques designed to provide information to evaluate the established dimensions are used.
 4. Simulation exercises that have been pretested prior to use to ensure that they provide reliable, objective and relevant information while remaining job-related are used.
 5. Judgments based on the outcome of pooled information from assessors and techniques are rendered.
 6. Evaluations of behavior based on observations by different assessors at separate times during various exercises are made.
 7. Dimensions to be evaluated are established in writing (prior to the assessment center process).
 8. Specific forms are used by all assessors to record and document the observations made at each stage.
 9. Participants are provided, upon request, with written rationale and information concerning the dimensions, ratings and recommendations of the assessment center.
- H. The Chief of Police or his designee shall conduct post promotional process interviews with participants. This interview shall be done before appointment of the participant to any probationary status.
- I. It shall be the policy of the Kinston Police Department to permit individuals participating in a promotional process to review their performance results in each element of the promotional process to include:
1. Review the answer key to any written exams administered unless prohibited by the leaseholder of the test.
 2. Review of the written results of scored elements of the selection process.
 3. Review of reports/materials that are directly related to the participant used in the selection decision.
 4. Re-application, retesting, and/or re-evaluation directly related to the participant.

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5. However, in accordance with North Carolina General Statute 160A-68 (C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and, in the opinion of the agency, the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

- J. Personnel may appeal adverse decisions of the promotion process through procedures established in Kinston Police Department's Grievance Procedures.

- K. Applicants may reapply for positions in response to any available position announcement. Applicants for a position are not limited to the number of times that may reapply for any position.

- L. Position and Promotional eligibility requirements are established by the Chief of Police.

- M. The Chief's Administrative Manager shall maintain secured files containing promotional materials and shall be responsible for maintaining security of evaluation tools and scores during and after the promotional process.

- N. Kinston Police Department promotional processes shall satisfy professional, legal and administrative requirements to ensure that all elements used to evaluate candidates for promotion are job related and nondiscriminatory. Candidates shall be evaluated by elements within the process which measure traits or characteristics necessary for the candidate to perform successfully in the new position. The assessment center shall be constructed to measure the presence of skills, knowledge, and abilities that have been recognized as necessary to perform the essential job functions identified by the position description.

- O. When vacancies exist and a decision to fill the positions is made, written announcements requesting letters of interest will be posted and distributed to all affected employees. Announcements will include:
 1. A description of the positions or job classifications for which vacancies exist.
 2. A description of eligibility requirements.

- P. Eligible candidates shall be provided with detailed information of the promotional process to include:
 1. A schedule of dates, times and locations of all elements of the process.
 2. A detailed description of the process to be used in selecting personnel for the vacancies.

- Q. Candidates' eligibility shall be determined by assigning numerical weights to eligibility requirements. Eligibility requirements may differ depending on positions to be filled. Eligibility requirements may include but are not limited to: assessment center evaluation; education; years of service; performance evaluations; disciplinary record; written examinations; psychological

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evaluations and fitness/physical exams.

1. A numerical weight shall be placed on each requirement prior to the promotional process. The higher accumulation of points shall determine the candidates listing on the eligibility list.
- R. Upon completion of the promotion process, the Chief of Police may establish a written eligibility list. The eligibility list shall be valid for a period determined by the Chief of Police. The actual list will be maintained on file in the Chief's Administrative Manager Office.
1. Employees placed on the eligibility list will receive written notification of such placement. An employee on the eligibility list may be promoted from any position or ranking on the eligibility list at the discretion of the Chief of Police.
- S. Newly promoted employees will serve a probationary period of at least twelve (12) months.
1. Individuals who do not complete the probationary period for performance reasons may be returned to the rank or position held prior to promotion, or released from employment.
 2. A performance evaluation shall be completed on the newly promoted employee at six (6) months after promotion. The performance evaluation shall be completed by the employee's immediate supervisor using the City of Kinston's standard evaluation forms.
 3. If a supervisor is demoted, he or she shall not be eligible for promotion for minimum of (3) years after the demotion.
- T. Any employee with a pending disciplinary action shall not be promoted until the disciplinary action is completed without substantiated allegations.
- U. If an employee receives a (3) on a performance appraisal (yearly evaluation), the employee will not be eligible for advancement (POI – Chief, and non-sworn personnel); however, after (6) months from receiving the performance appraisal, the employee may be eligible for advancement – depending on the position. It will be up to the employee's supervisor to complete an up-to-date performance appraisal on the employee, detailing the improvement in order to advance.