



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.22</b>
<b>TO:</b> All Law Enforcement Personnel
<b>FROM:</b> Marsha Grigsby, City Manager
<b>SUBJECT:</b> Professional and Legal Requirements Concerning the Promotional Selection/ Examination Process for Law Enforcement Personnel
<b>DATE:</b> December 21, 2010
<b>Supersedes and Replaces Administrative Order 2.22 dated 7/25/05 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a policy concerning the professional and legal requirements associated with the promotional selection/examination process for law enforcement personnel. This Administrative Order shall:

- A. define the Dublin Police Division's role in the promotional selection/examination process;
- B. establish responsibility and authority for administering the Division's promotional selection/examination process;
- C. specify the procedures governing the promotional selection/examination process;
- D. Require the promotional selection/examination process to be job-related and non-discriminatory;
- E. establish procedures and requirements governing the provision of a bibliography of reading materials for promotional written examinations;
- F. establish procedures and requirements governing the announcement of the promotional selection/examination process;

G. specify the criteria and procedures governing the development of eligibility lists; and,

H. specify the criteria and procedures governing the use of eligibility lists.

**II. POLICE DIVISION'S ROLE IN THE PROMOTIONAL SELECTION/ EXAMINATION PROCESS**

It shall be the policy of the Dublin Division of Police to maintain standardized procedures pertaining to the promotional selection/examination process. The overall goal of the process is to examine and select the best-qualified candidates in a valid, fair, and equitable manner.

**III. PROMOTIONAL SELECTION/ EXAMINATION PROCESS ADMINISTRATION**

A. The promotional selection/examination process shall be administered by the Chief of Police and the Director of Human Resources/or his or her designee with cooperation from the City Manager. The City Manager possesses the ultimate decision making authority regarding promotional appointments.

B. The responsibility for conducting oral interviews and for the monitoring of all employees' probationary periods shall be maintained by the Division of Police, Office of Human Resources, and the Office of the City Manager.

**IV. PROMOTIONAL SELECTION/EXAMINATION PROCEDURES**

A. A promotional selection/examination process shall be initiated only when a vacancy exists within a particular job classification for which no promotional eligibility list exists.

B. Whenever it is the judgement of the City Manager and the Director of Human Resources or his or her designee that vacancies in ranks/classifications above the entrance level should be filled by promotional appointments, and no promotional eligibility list exists for said classifications, a promotional selection/examination process shall be initiated. This selection/examination process shall be closed and competitive unless the Director of Human Resources or his or her designee determines that the number of internal candidates qualified to participate in the process is insufficient to justify closed competition, in which case the promotional selection/examination process shall be open and competitive in character.

C. No position above the rank of Police Officer shall be filled by any candidate who has not first successfully completed the promotional selection/

examination process.

- D. No competitive, promotional selection/examination process shall be conducted unless there are at least two candidates eligible to compete.
- E. A candidate who is not in full compliance with all Divisional or City requirements shall be ineligible to participate in the promotional selection/examination process.
- F. The promotional selection/examination process shall consist of the following three (3) components:

- 1. Written Examination

- a. A written examination shall be administered on a pre-determined date at a designated time and place. The written examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation.
- b. Eligible candidates must provide written notification to the Director of Human Resources or his or her designee of their intent to take the written examination. This written notification must be submitted not less than fourteen (14) calendar days prior to the scheduled examination date.
- c. All candidates shall receive written notification of their score following the written examination. Results of the written examination shall be retained, in written form, by the Director of Human Resources or his or her designee.
- d. The written examination shall comprise 30% of each candidate's total score.

- 2. Assessment Center

- a. All eligible candidates shall participate in an Assessment Center to be conducted by trained professionals within the field of law enforcement.
- b. The assessment center will comprise 50% of each candidate's total score.

(See A O. 2.24 for more detail on assessment centers.)

3. Oral Interview

All eligible candidates shall participate in an oral interview to be conducted jointly by the Chief of Police and Director of Human Resources or his or her designee.

1. Candidates will be evaluated based on a standardized rating scale and the results will be recorded on a standardized rating form.
2. The oral interview will comprise 20% of each candidate's total score.

G. All candidates selected for promotional appointments shall serve a one (1) year probationary period. This probationary period shall begin immediately upon appointment.

1. The purpose of the probationary period is to provide an opportunity for the City to determine whether the probationary employee can successfully perform the duties of the position to which he/she has been appointed.
2. During the probationary period, the employee may be removed from the position to which he/she has been appointed at any time that the employee demonstrates unsatisfactory performance, as determined by supervisory personnel. If the employee is not performing at an acceptable level, the Chief of Police may recommend removal to the City Manager, who shall make the final determination.
3. The performance of the employee shall be evaluated in writing by the use of prescribed evaluation instruments at both the mid-point and the conclusion of the probationary period. These evaluation reports shall be submitted to the City Manager who shall, after review, transmit them to the Director of Human Resources or his or her designee for inclusion into the employee's personnel file.
4. At the conclusion of the one (1) year probationary period, the probationary employee must have at least a "satisfactory" rating on a performance evaluation. If the employee's performance has been rated at "satisfactory", he/she shall be retained beyond the end of the probationary period and be granted permanent status.
5. The probationary period may be extended at the discretion of the City Manager for a period of time not to exceed six (6) months.

6. The probationary period may be extended in order to allow the Division to provide probationary employees with remedial services such as professional counseling or specialized instruction.
7. The Chief of Police shall submit a written request for the extension of a probationary period to the City Manager. Said request shall provide an explanation justifying the extension of the probationary period.
8. At the conclusion of the six (6) month extension of the probationary period, the employee must have at least a "satisfactory" rating on a performance evaluation. An "unsatisfactory" performance rating shall constitute grounds for removal from the position in question. If the employee receives a "satisfactory" performance rating, he/she shall be retained beyond the six (6) month extension of the probationary period and be granted permanent status.
9. If the probationary employee is removed from the position in question, said employee, at the City Manager's discretion, may be returned to a vacant position within the rank/classification the employee occupied prior to the promotional appointment, if such a vacant position exists.

**V. PROMOTIONAL SELECTION PROCEDURES - JOB RELATED & NON-DISCRIMINATORY**

All promotional selection/examination procedures used within the Dublin Division of Police shall be job-related and non-discriminatory. (Refer to Administrative Order 2.15, Sections V. through XVI. for a detailed description regarding this subject.)

**VI. WRITTEN PROMOTIONAL EXAMINATION BIBLIOGRAPHY**

All questions for written promotional examinations will be selected from designated sources available to all candidates participating in the promotional selection/examination process. This bibliography of reading material shall be updated prior to each written promotional examination.

**VII. PROMOTIONAL SELECTION/EXAMINATION PROCESS ANNOUNCEMENT**

A written announcement describing the promotional selection/ examination process shall be circulated or posted at least thirty (30) calendar days prior to the start of the selection process. This written announcement shall be issued by the Director of Human Resources or his or her designee and shall include:

- \* a description of the position or job classification for which vacancies exist;
- \* annual salary/wages for the position/classification in question;
- \* a description of eligibility requirements;
- \* a schedule of dates, times, and locations of all of the process; and,
- \* a description of the promotional selection/examination process.

**VIII. PROMOTIONAL SELECTION/EXAMINATION PROCESS ELIGIBILITY**

A. Eligibility to participate in a promotional selection/examination process, by candidates who have met all appropriate Divisional or City requirements, shall be determined as follows:

1. Corporal

Candidates holding the rank of Police Officer for at least two (2) years (one of which must be as a Dublin Police Officer) as of the appointment date, will be eligible to compete in the promotional/selection examination process.

2. Sergeant

Candidates holding the rank of Corporal for at least one (1) year with the Dublin Division of Police will be eligible for a competitive promotional selection/examination process.

2. Lieutenant

Candidates holding the rank of Sergeant for at least three (3) years with the Dublin Division of Police will be eligible for a competitive promotional selection/examination process.

B. The promotional selection/examination process will consist of the following components and corresponding percentage weights:

- a. written examination - 30%
- b. assessment center - 50%
- c. oral interview - 20%

**IX. PROMOTIONAL ELIGIBILITY LISTS**

- A. Candidates participating in a promotional/examination process shall be ranked according to their total numerical scores received as a result of the entire promotional selection/examination process. This ranking shall constitute a list of candidates eligible for promotion to the position or job classification in question. The eligibility list shall be valid for one (1) year from the date of its original creation and may be extended for an additional period of not more than one year by order of the Director of Human Resources or his or her designee.
- B. A selection for each available vacancy shall be made from the three (3) highest ranking candidates per vacancy on the newly created Eligibility List. Those candidates who are considered but not selected shall be restored to their original places on the promotional Eligibility List.
- C. If, during the time frame within which the Promotional Eligibility List remains valid, another available vacancy occurs, any selection decision for the vacancy shall be made from one of the three highest ranking candidates remaining on the Eligibility List. Those candidates who are considered but not selected shall be restored to their original places on the promotional eligibility list.
- D. If a vacancy occurs and no promotional eligibility list exists for the job classification in question, a promotional selection/examination process shall be initiated for the purpose of establishing a promotional eligibility list.