



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

<b>ADMINISTRATIVE ORDER 2.23</b>
<b>TO:</b> All Law Enforcement Personnel
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Administrative Practices & Procedures Concerning the Promotional Selection/ Examination Process for Law Enforcement Personnel
<b>DATE:</b> February 15, 1996
<b>Supersedes and Replaces Administrative Order 2.23 dated 11/1/93 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a policy concerning the administrative practices & procedures associated with the promotional selection/examination process for law enforcement personnel. This Administrative Order shall:

- A. specify the probationary period for promotional appointments;
- B. establish appeal and review procedures for candidates involved in the promotional selection/examination process; and,
- C. establish a provision regarding an annual evaluation of the promotional selection/examination process.

**II. PROMOTIONAL PROBATIONARY PERIOD**

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

- A. 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.

- B. 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.
- C. 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 Personnel & Purchasing for inclusion into the employee's personnel file.
- D. 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.
- E. The probationary period may be extended at the discretion of the City Manager for a period of time not to exceed six (6) months.
- F. 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.
- G. 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.
- H. 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.
- I. 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.

**II. PROMOTIONAL SELECTION/EXAMINATION PROCESS APPEAL PROCEDURES**

- A. A candidate may appeal any aspect of the promotional selection/examination process to the City Manager. This appeal must be initiated within three (3) calendar days following the announcement of the final results of the process. The City Manager shall conduct a hearing to resolve the appeal. The City Manager shall issue a written decision within five (5) calendar days of the hearing and his decision shall be final.
- B. A candidate may also review and appeal, by the above referenced procedure, any adverse decisions concerning their eligibility for, or appointment to, promotional vacancies, and includes:
- \* review of the answer key to written examinations;
  - \* review of the written results of scored components of the selection process; and,
  - \* contesting promotional-potential reports used in the selection decision.
- C. If a candidate wishes to obtain the scores of other candidates participating in the selection/examination process, he/she may submit a request stating his/her wishes to the City Manager. The City Manager may grant such a request only after all participants in the process have given their written approval.
- D. The Division of Police and the Office of Personnel & Purchasing shall provide for the reapplication, re-testing, and/or re-evaluation that may result from any appeal decision made by the City Manager.

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

- A. The entire promotional selection/examination process shall be evaluated annually in terms of its effectiveness relative to selecting the best qualified candidates in a fair and equitable manner. Elements of the process which become obsolete or have unintended effects over time shall be changed. All circumstances concerning the evaluation of validity, utility, and adverse impact shall be considered in determining when one or more components of the process is/are outdated.
- B. A committee comprised of the Chief of Police, the Director of Personnel & Purchasing, and the City Manager shall evaluate the process and make appropriate changes.