

TITLE: PROMOTIONAL PROCEDURES

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PURPOSE

The purpose of this directive is to establish guidelines for the administration of examination devices used in the promotional process of personnel within the Santa Fe Police Department. This may include, but is not limited to, written examinations, oral interviews or assessment centers.

DISCUSSION

The promotional process is of vital interest and concern to both the Santa Fe Police Department and the employee. The promotion process brings about recognition, personal satisfaction and added responsibility. For these reasons the process must be standardized and provide a fair and equitable means of advancement for all employees who participate. In order for the process to be successful it must show validity, utility and minimum adverse impact.

POLICY

It is the policy of the Santa Fe Police Department to maintain a structured and equitable system in cooperation with efforts put forth by the City of Santa Fe Human Resources Department for the promotion of sworn non-bargaining unit classified personnel.

The Chief of Police and his/her designee(s) will fully comply with the Personnel Rules and Regulations and EEOC laws concerning the promotion of employees.

The City of Santa Fe Human Resources Division will have the primary responsibility to handle all aspects regarding the promotion of employees within the City of Santa Fe Police Department as set forth in the City of Santa Fe Personnel Rules and Regulations, and all EEOC laws concerning the promotion of employees.

This directive is not applicable to the selection of Exempt Ranks.

PROCEDURE

21.1.01 The City of Santa Fe Human Resources Division shall have the responsibility for:

A. Filing:

1. All applications for positions in the Police Department shall be made on forms prescribed by the Human Resources Director. Such applications shall include information which the Human Resources Director may deem necessary or is mandated by City, State, and Federal law, regulations, and guidelines. All applications shall be signed, dated and the truth of all statements contained therein certified by the candidate's signature.
2. No question on any form or application shall be so worded as to elicit information concerning the sex, age, race, physical or mental handicap, national or ethnic origin, political or religious opinions or affiliation of any candidate, except that information required to assist with the equal employment opportunity efforts, nor shall inquiry be made concerning such origin, opinions or affiliation during any interview, and all such disclosures thereof shall be disregarded.

B. Examinations:

1. Examinations of candidates shall consist of testing devices that will establish and confirm the qualifications of candidates required by the class and/or the rank for which candidates are being examined.
2. Examinations to measure the qualifications of candidates shall be conducted by the Human Resources the Human Director and his/her staff or by persons designated by the Human Resources Director to assist.

C. Character:

1. Testing for a position vacancy and/or higher rank in the Police Department may be accomplished by one or a combination of the following types of tests: written tests,

training and experience, oral tests, assessment center, performance test, or any other appropriate selection device.

2. New tests will be developed in accordance with established professional techniques and relevant federal laws, regulations and guidelines with the intent of measuring critical or important knowledge, skills, abilities, job duties, work behaviors, or work necessary for successful job performance.
3. No test shall be administered by the Police Department to a candidate for employment without such test having been approved by the Human Resources Director.

D. Administration:

1. The Human Resources Director shall publish the dates and location of the scheduled test.
2. The Human Resources Director may designate such proctors and oral examiners of recognized professional competence in the area to be tested as may be necessary for the proper administration of tests, may provide for their compensation, and may arrange for the use of facilities in which to administer the tests.
3. Oral tests will be administered by oral examiners, appointed by the Human Resources Director, who do not hold any political office and who do make the final hiring decisions at the Department level for the position in question. A testing specialist from the Human Resource Office will proctor all oral tests.
4. The Human Resource Director shall assign an identification number to each examinee and this number shall be used to identify all of an examiner's papers.
5. If the conduct of any examinee is improper during any phase of a test, the proctor may remove such examinee from the test. Such conduct will be brought to the attention of the Human Resources Director who may bar the examinee from future tests. The Human Resource Director may require any examinee to retest if there is reason to believe the examinee has received prior

knowledge of confidential information about the test content, has made false representations at the test administration, or whose conduct during test administration was such as to obtain an unfair advantage.

E. Scoring:

1. The Human Resource Director shall compute a final score using acceptable testing practices. Where a combination of testing procedures may constitute failure for the entire test.
2. The observed (raw) score shall be used to rank the candidates who received passing scores.
3. The Human Resource Director shall determine what constitutes a passing score prior to testing.

F. Notice of Results:

1. Notification of test results shall be in writing and made within 30 calendar days of the test date.

G. Confidentiality:

1. The Human Resource Director shall maintain the security of all tests. Written tests, oral test questions, performance tests, rating formulas or any related material that would compromise the content of a test shall be confidential.

H. List of Eligibles:

1. The Human Resource Director shall maintain an official roster of candidates eligible for appointment to a class and/or rank.

I. Establishment:

1. A separate list of eligibles shall be established and maintained for each class and/or rank in the City.

J. Names:

1. The names of candidates with passing test scores shall be placed on an appropriate list of eligibles. For promotional consideration, in rank order of final test scores achieved, and seniority of the employee in cases of tie scores.

K. Supplemental Registers:

- 1. The Human Resources Director shall periodically make a review of existing list of eligibles to determine whether there is an adequate number of candidates available to meet the needs of the Police Department. When the Human Resources Director determines that the particular list of eligibles is inadequate or may become inadequate in a short period of time, the Human Resource Director shall order recruitment and testing for that class and/or rank.

L. Duration of Names:

- 1. A candidate's name shall be retained on a list of eligibles for twelve (12) months from the date the candidate is placed on the list of eligibles.

M. Requests for Hire:

- 1. Whenever a vacancy or an anticipated vacancy occurs in a position, or when a list of eligibles is twelve (12) months old, and the Police Department desires to fill the vacancy with a promotion, a request for a list of eligibles shall be submitted to the Human Resource's Director on the prescribed forms, unless otherwise provided for by the Human Resource Director.

N. General:

- 1. Selection for appointment to a position in the Police Department shall be made from a list of eligibles.
- 2. Upon selection by the Department, a recommendation will be made to the City Manager through the Human Resource Director to which the City Manager must concur before the selection is approved.
- 3. Should the higher ranked Candidate(s) not be selected, he/she will be given the reason(s) prior to the Police Department's recommendation to the City Manager and Human Resources Director, as to why he/she was not selected and the opportunity to meet with the Chief to discuss their non-selection. The Chief shall also provide the City Manager and the Human Resources Director with the reasons why the higher

ranked candidate(s) were not selected. The candidate(s) not selected are given the opportunity to present in writing relevant facts to the City Manager within forty-eight (48) hours after the notification of non-selection. The City Manager shall review the Chief's and the candidate's submission and shall make a finding of justifiable cause for the non-selection. Justifiable cause includes, but is not limited to the following:

- a. Unsatisfactory work performance.
- b. Inability to perform duty due to mental, physical, or emotional difficulties that are clinically documented and that directly effect the work performance of the individual.
- c. Lack of specialized knowledge for the position.

POLICE DEPARTMENT ROLE

21.1.02 In compliance with the above procedures, the Santa Fe Police Department will fulfill the following role, in regards to the promotional process.

- A. Assist the Human Resources Department in identifying those eligible to participate in the testing process.
- B. Assist the Human Resources Department in advertisement of the testing process, to include: date, time; list of eligibles; testing procedures; and the final results of the testing process.
- C. Upon conclusion of the testing process, the Chief of Police shall interview the list of eligibles in accordance with their placement on the list.
- D. The final decision for promotion of an eligible shall rest with the City Manager. Any deviation from the order of the list shall be in accordance with this policy.
- E. All other elements of the testing process shall be the responsibility of the Human Resource Director.

PROBATION UPON PROMOTION

21.1.03 Upon promotion, each member of the Santa Fe Police Department shall be required to

serve a six (6) month probationary period. The probationary period shall begin on the effective date of promotion, and unless an extension is requested/granted in accordance with the City of Santa Fe Personnel Rules and Regulations, shall cease six (6) months from the effective date of promotion.

- A. This probationary period is one in which employees will receive on-the-job training, additional training to enhance their knowledge, skills, and abilities in their new position, and management techniques for supervisory personnel. Employees will be closely supervised by their immediate commander during this period.
- B. Should problem areas be identified during the probationary period, the member on probationary status should be alerted as early as possible about the need for improvement, the appropriate means for improvement, and possible results of failure to improve (training, retraining, demotion).
- C. An employee may be demoted, with the approval of the City Manager, to his or her prior rank without the right of appeal or hearing at any time during the probationary period. The City Manager will provide the employee with an opportunity to provide any information and/or evidence in writing for consideration prior to implementation, unless the demotion is due to an emergency situation.

Drafted(amb) 10/02

APPROVED: 
 BEVERLY K. LENNEN
 Chief of Police

DATE: 07-23-04