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## Promotions

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion through Civil Service positions including Corporal, Sergeant, Lieutenant and Commander and outlines a selection process for promotion.

*Policy and procedure for selection to a specialty assignment or collateral assignment are outlined in **Policy 1001 - Specialty and Detective Assignment Selection.***

### 1003.2 POLICY

The Vancouver Police Department complies with the City of Vancouver's Civil Service Rules and applicable laws for promotions including qualification requirements, examination plans and selection process. All elements used to evaluate candidates for promotion are job related and non-discriminatory.

### 1003.3 GENERAL REQUIREMENTS

The following values will be used in evaluating employees for promotion as is appropriate for the position. This is not an exhaustive list:

1. Job Skills
2. Quality of Work
3. Quantity of Work
4. Customer Service
5. Work Habits
6. Leadership Skills
7. Supervisory Skills
8. Honesty and Integrity
9. Non-Emergent Decision-Making/Reasoning
10. Self-Management and Self-Esteem
11. Problem Solving and Creativity
12. Teamwork
13. Conflict Resolution
14. Working Relationships

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### **1003.4 QUALIFICATIONS**

A candidate must meet the minimum qualification requirements as outlined in the applicable Civil Service Rules or collective bargaining agreement on or before the first day of examination, unless otherwise provided.

### **1003.5 SELECTION PROCESS**

The Chief of Police will determine the best qualified candidate for the vacant position(s) and make an appointment to the position(s).

The following steps provide a model for selecting a candidate for promotion following certification of an eligibility list. This model does not apply to temporary/acting appointments or commander postilions if external candidates are recruited for the position.

The Chief of Police or designee(s) will take some or all of the following steps to determine the best qualified candidate for the vacant position:

1. Determine eligible candidates with the "Rule of Three" on the appropriate eligibility list as provided by Civil Service Rules.
2. Perform an administrative evaluation for each candidate to include:
  - a. Review of the personnel and divisional file with particular attention to performance to evaluations, commendations, corrective and disciplinary action.
  - b. Determination of ability to perform the duties outlined in the job description for the rank.
  - c. Review of internal affairs history.
  - d. Obtaining performance information and/or recommendations from present and previous supervisors for at least three (3) years.
3. Discuss the strengths/weaknesses of each candidate with a designated Command group.
4. Report all information on each candidate, including the information from the Command group, to the Chief of Police.
5. Conduct an interview with each eligible candidate.

### **1003.6 DOCUMENTATION OF PROMOTIONAL DECISIONS**

The Chief of Police will assure that the process and reason for the decision are documents including the following:

1. The names of the individuals involved in the decision-making process.
2. Date and times of the candidates interviews including the name and ranks of all individuals present at each interview.
3. Dates and times of meetings to discuss the promotion decision including the names and ranks of all individuals present at each meeting.

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The Police Human Resources Liaison maintains all documentation created during the process, including individual notes, in confidential files separate from the personnel file.

### **1003.7 EMPLOYEE FEEDBACK**

Candidates are encouraged to seek constructive feedback regarding their performance during the examination process by:

1. Requesting information regarding strengths and areas that could be improved from the raters and decision-makers. Strengths and areas for improvement may involve performance during the exam process or in an employee's work performance, experience, training, or other job related issue that was considered during the promotional process.
2. Reviewing exam information provided that information may not be reviewed between the time the exam schedule is approved by the Civil Service Commission and the exam. "Exam information" includes written exams and exam answer keys, and rater comments from the interview panels or other assessment. "Exam information" does not include rater names or a right to review the actual written rater notes.