



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

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TOPIC: PROMOTIONS
ISSUED BY: TERESA EWINS, CHIEF OF POLICE
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REFERENCE:

I. POLICY

The Lincoln Police Department seeks to promote based on skills, knowledge, ability and potential to perform in supervisory and managerial jobs, and to maintain valid promotional processes which are acceptable to employees.

2. The following minimum eligibility criteria are established for commissioned ranks(34.1.5)
 - a. Sergeant: Minimum of five years service in the classification of Lincoln police officer as of March 1 of the testing year.
 - b. Captain: Must be in the classification of sergeant.
 - c. Assistant chief: Must be in the classification of captain.

II. PROCEDURE

A. Promotional Process Responsibility

1. The responsibility for the promotional process is shared by the Lincoln Police Department and the City Human Resources Department, and governed by Lincoln Municipal Code and labor agreements.
2. The City Human Resources Department coordinates all promotional processes, with assistance provided by the police department.(34.1.1)
 - a. The chief of police retains overall responsibility and authority for the department's role in the promotion process.
 - b. The commanding officer of the Education and Personnel Unit will maintain a liaison between the police department and the City Human Resources Department. Subject to approval by the chief of police, the Education and Personnel Unit will coordinate the department's role in promotional processes to include:
 - (1) Scheduling various components of the process;
 - (2) Identification of selection standards;
 - (3) Selection of tests and testing methods;
 - (4) Selection of persons to serve on oral boards.

C. Equal Opportunity/Affirmative Action

1. The City is an equal opportunity/affirmative action employer.
2. The City human resources director oversees the affirmative action plan.
3. Procedures used in all promotional processes will be job related and nondiscriminatory and must be designed to ensure that validity and minimum adverse impact have been achieved in selecting employees for promotion.(34,1,3)

D. Initiation of the Promotion Process

1. The promotional testing process for sergeant is initiated annually or biannually according to the labor agreement.
2. For other ranks, the City Human Resources Department and the chief of police shall initiate a promotional process when needed.
3. Selection for noncommissioned promotional positions will be initiated by the City Human Resources Department's announcement.

E. Promotional Process Announcements (34.1.4)

1. A written announcement of each promotional process will be prominently posted.
2. The written announcement will include:
 - a. A description of the positions or job classifications for which vacancies exist or may be anticipated;
 - b. A schedule of dates, times and locations of the process;
 - c. A list of eligibility requirements;

B. Eligibility for Promotion

1. Eligibility criteria for noncommissioned promotional positions will be established by the City Human Resources Department.

- d. A written description of the process to be used, including, if applicable, the weight of each component in the process.

F. Promotional Process Components (34.1.2)

1. Promotional processes may utilize any of the following elements.
 - a. Written tests may be used to measure skills, abilities, and knowledge.
 - b. Oral interviews may be used. Interviews will utilize a structured format and objective scoring criteria.
 - c. Performance evaluations specifically designed to assess candidates' past performance or predicted performance as it relates to the promotional rank may be used. These may include supervisory or peer evaluations. Performance evaluations utilized in any promotional process will be based on anchored scoring criteria.
 - d. Task simulations or practical exercises, such as problem solving exercises, in-basket exercises, practical application problems, or other assessment center techniques, may be used if based on specific scoring criteria.
2. All components will be related to the responsibilities and tasks of the rank or position, will be uniformly administered, and utilize objective scoring.
3. Whenever an oral interview, job simulation, practical exercise, assessment center, or any other component requires a score or ranking, a board will be utilized.
 - a. This board must consist of at least three persons and may include both community members and law enforcement officers.
 - b. The members must be approved by the chief of police.
 - c. The board must receive training in advance of its assessment, on the instruments to be used, and the criteria for scoring.
 - d. The announcement of the promotional process shall include a description of the makeup of the board.
4. The department will seek the advice and input of the Labor Management Committee in establishing the components and criteria to be used in any process for commissioned employees.

G. Eligibility Lists(34.1.5)

1. Following any promotional process, participating employees will be ranked on an

eligibility list by the City Human Resources Department.

2. Ranking of personnel on the list will be based on the scores attained, using weights assigned prior to the test announcement.
3. The City human resources director will certify the list of eligible employees, and transmit this to the chief of police.
4. The chief of police will select employees for promotion from the certified list, following the guidelines of Lincoln Municipal Code and applicable labor agreements.
5. The duration of eligibility lists is established by Lincoln Municipal Code and applicable labor agreements.

H. Grievances and Appeals(34.1.2, 34.1.5)

1. Any appeal to an adverse decision concerning the promotional process for sworn or non-sworn positions will be made through the grievance procedures established in Lincoln Municipal Code and applicable labor agreements.
2. Upon written request, a candidate may be allowed to review written examinations or the written results of scored elements of the selection process in the presence of the City human resources director or designee.
3. Through the grievance process, decisions may range from affirming the decision of the chief of police to rejecting any or all of the promotional process elements, in which case reapplication, retesting, and/or reevaluation may be ordered.

I. Records(34.1.2)

1. All promotional process records shall be made available to the chief of police for the selection process; however the records shall be stored and maintained by the Lincoln Police Department, per City Human Resources Department rules.