



**I. Policy**

The Jonesboro Police Department, under the direction and authority of the Chief of Police, shall conduct and be responsible for testing for promotions within the Department and compiling eligibility lists for promotions for each rank, in accordance with the Police Officer's Bill of Rights as adopted by the Jonesboro City Council. The rules as set forth by the Police Officer's Bill of Rights do not allow for lateral entry into any position of rank within the Jonesboro Police Department.

**II. Eligibility for Promotion [4.06]**

- A. An officer must have served at least five years as a patrolman with the city police department before the date of the written test to be eligible to test for promotion to sergeant. Officers who have joined the department as certified officers from other agencies must have a total of five years of experience as a certified officer and may test for promotion after two years with the department. Officers who have previously been promoted must have served at least one year in their current rank before being eligible to test for the next rank.
- B. Any eligible officer desiring to be examined for promotion shall submit a written request to the announced testing coordinator, by the posted deadline, as specified on the testing announcement. Submissions will not be accepted that are not turned in by the posted deadline.
- C. All applications will be evaluated to determine whether the candidate meets the eligibility requirements for promotion.
- D. Candidates who were eligible for testing, but who did not receive a passing score or did not receive a promotion may reapply for the next testing date.

**III. Announcement and Application [4.06]**

- A. Announcements for promotional testing shall be posted prominently at least ten (10) days prior to the deadline to apply for such examination. Periodic reminders by the Department e-mail may also be utilized to augment this announcement posting. A list of the relevant subject matter should be provided as study material those interested applicants.
- B. The written promotional testing announcement should include the following:
  - 1. A description of the position to include the expected duties, responsibilities, skills and knowledge required.
  - 2. A description of the eligibility requirements.
  - 3. A closing date for the application period.
  - 4. Dates, times and locations for all phases of the process.
  - 5. A description of the parts of the examination and the relative weight assigned to each part.

#### IV. Testing [4.06]

- A. Promotion shall be based upon open, competitive examinations, approved and administered by the Department in co-ordination with the City Department of Human Resources and shall be kept confidential to ensure the integrity of the test(s). The human resources department shall be responsible for security of the written test until the time that the test is administered. Upon conclusion of the written exam, the HR proctor and the Department coordinator shall ensure that all tests are secured for scoring. The Chief may serve as the Testing Coordinator or may appoint a member of Command Staff to serve as coordinator.
- B. A written test for the ranks of sergeant, lieutenant, captain and assistant chief shall be the initial primary component of the testing process in every promotional cycle. As determined by the Chief, for promotion testing to any rank of captain or above, the chief of police may conduct additional testing as needed to help determine the best applicant for staff level positions. Additional examination may consist of one or more of the following parts: oral interviews, performance tests (such as in-box tests), assessment centers, evaluations of training and experience or other appropriate tests. The Chief, in conjunction with the city Human Resource Director, shall determine the relative weight assigned to each part of the examination.
- C. Written tests shall be obtained from an outside firm and will consist of questions containing job-knowledge items taken directly from a pre-approved reading list, department policies and/or applicable law. All components of the qualifying examination will be job related and nondiscriminatory in nature.
- D. After the first part of a non-continuous examination is held, remaining weighted or qualifying examination parts may be eliminated if the number of successful candidates in the first part provides a sufficient list for existing vacancies without more than five candidates. If any one candidate makes written notification to the testing coordinator of a desire to continue the process, all remaining candidates will also have to complete the process.
- E. A second component of the testing process will be an assessment exercise. During the assessment portion, the following parameters will be observed:
  1. Assessment of the application of knowledge, skills, abilities, and other characteristics necessary for the performance of the rank being tested for will be administered.
  2. The assessment exercise will be oral and may contain realistic scenarios or open-ended questions that will require a verbal response. All components of the assessment exercise will be job related and nondiscriminatory in nature
  3. All candidates must abide by the rules of the examination set forth by the administrators and proctors while taking this portion of the examination
  4. All candidates will be provided an opportunity to review and appeal the assessment exercise. Procedures for this review and appeal process will be included in the candidate orientation and preparation guide and/or an informative announcement
  5. Following the assessment exercise, a list will be compiled based on performance (highest to lowest assessment exercise score). All candidates will be informed of their scores as well as their rank position on the list.

#### V. Scoring Values [4.06]

- A. All candidates will be informed of their written test scores and, if applicable, their eligibility for any remaining portions of the process. The cut-off score for the qualifying written examination will be 70%. (The Chief, in conjunction with the Human Resources Director and the testing coordinator,

has the authority to alter the cut-off or consider re-testing if an insufficient number of successful candidates is achieved). Only those candidates who meet or exceed the cut-off score will be afforded the opportunity to proceed to later stages of the promotional process.

- B. Candidates will be provided an opportunity to review and appeal the qualifying written examination.
- C. Scores for the assessment center portion of the test will be determined by the individuals conducting the assessment and will be tabulated and compiled by the company or individual responsible for the assessment.
- D. Candidates will also be scored on non-test related scales that measure job knowledge, skills and abilities through Command Staff evaluations. Points will also be awarded for higher education degrees, job specific education certificates and experience. Each candidate will be given one (1) point for every two years in grade served prior to the written testing date up to five (5) points. Candidates will be given one point for each law enforcement certificate held, up to five (5) points. Candidate will be given one (1) point for possession of a two year degree, two (2) points for possession of a four year degree and two (2) points for possession of a higher level degree (i.e. Master).
- E. Total scoring value will be determined through the following weights:
  - a. Written examination will consist of 45%
  - b. Assessment exercise – 40 %
  - c. Command Staff evaluations – 10%
  - d. Education and experience – 5%

#### **VI. Eligibility List for Promotions [4.07]**

The testing coordinator shall be responsible for composing the eligibility list for promotions. The eligibility list for each rank shall be compiled in descending order of total testing scores. The list for each rank will continue in effect for twenty (24) months or less should one of the lists be depleted through promotions. Should a need arise to promote from a depleted list; a new test shall be administered for that rank only. Each officer who tests for promotion will be given written notice of their scores on each portion of the test and their total composite score on the test.

#### **VII. Promotions**

- A. The Chief of Police shall have sole authority to promote any one of the top five (5) candidates on each promotional list. All candidates below the one promoted shall move up one position on the list.
- B. A.C.A. 14-51-301 (7) (A) requires a period of probation not to exceed six (6) months in the case of promotions. Upon promotion by the Chief of Police, the newly promoted Sergeant, Lieutenant, or Captain will begin a probationary period of six months. Individuals who do not complete the probationary period for performance reasons may be returned to the rank or position held prior to the promotion.

#### **VIII. Review and Appeal [4.06]**

- A. A.C.A 14-51-301 (9) (A) (ii) states all promotional examinations are to be protected from disclosure and copying. During the review process, the officer requesting the review may not copy any test questions.

- B. All appeals as to the results of specified examinations or other testing components, score values and/or eligibility list rankings should be made to the Chief of Police in writing. If an additional appeal is desired, additional appeals should be made in writing to the Department of Human Resources Director and/ or the Mayor.