

**PROMOTION PROCEDURE GUIDELINES**  
**ASSISTANT POLICE CHIEF OF LITTLE ROCK, ARKANSAS**  
**FEBRUARY 23, 2017**

**I. PURPOSE**

The purpose of the Promotion Procedure Guidelines (hereafter referred to as Guidelines) is to provide direction for the promotion of Uniformed Police Personnel for Assistant Police Chief. Promotion refers to the advancement of an employee from one classification to a position of another classification of a higher grade pursuant to a competitive selection process.

**II. RESPONSIBILITY**

The responsibility for establishing policy and general procedure guidelines regarding the promotion of Uniformed Police Personnel rests with the City of Little Rock Civil Service Commission.

The responsibility for the administration of this Uniformed Police Personnel promotion process rests with the Director of Human Resources (hereafter referred to as the Director). The Director shall:

- develop and implement administrative procedures and test components to ensure the efficient and professional administration of the guidelines,
- modify such administrative procedures and test components as necessary to ensure compliance with the Guidelines,
- review any promotion process concerns for evaluation and future administrations,
- ensure competency/exercise development include police personnel and meet industry standards,
- act as a technical advisor to the Civil Service Commission with respect to promotion matters, and
- Ensure the initiation of promotion related activities for all ranks within the Little Rock Police Department are timely.

The Director will forward all administrative appeals to the Commission for final resolution.

The Police Chief shall ensure the:

- availability of in-house subject matter experts and raters to assist in promotion components (i.e. experience review, structured interview development and/or administration), and
- timely distribution of promotion process announcements.

### **III. PROCEDURES**

#### **A. Vacant Promotional Positions**

A vacancy which has been created due to death, demotion, retirement or promotion and remains vacant or is anticipated to remain vacant for sixty (60) days or longer will be eliminated from the Department's budget. The Director will authorize the commencement of advertising the promotional process based upon an anticipated certification date, and the City Manager must approve the re-establishment of the position back into the City's budget in order to fill the vacancy. The Assistant Police Chief promotional processes will be initiated when a vacancy or projected vacancy occurs.

#### **B. Announcements**

The Director shall make every reasonable effort to announce and implement testing procedures according to a timetable that will result in certification of a new eligibility list upon expiration of the previous list. However, the promotion process for the classification of Assistant Police Chief shall be scheduled to fill a vacancy or a projected vacancy.

1. For Assistant Police Chief, the Director shall provide the following notice at least thirty (30) days before the first component:

- The date, location, and time of the first component, and
- Eligibility to compete in the selection process, and
- The promotion components, maximum points possible per each component, and any other relevant information regarding the components or the process, and
- Other information as necessary.

#### **C. General Provisions**

Letters or notices to candidates shall be issued as necessary by the Director to explain or give notice about critical dates, action required by the candidate, documents required from the candidate specific to each component, and other information. Failure to comply with the requirements described in these letters or notices may result in disqualification.

Candidates who arrive late for any selection component or fail to submit a Department of Human Resources Application or component documents by the announced deadline shall be immediately disqualified unless a verifiable emergency situation occurs; the candidate's eligibility for continuation in the promotional process is solely at the discretion of the Director.

**D. Application**

Eligible current City employees must complete and submit an On-Line Application form during the thirty (30) day posting/announcement and before the closing date/time to the Human Resources Department for all announced positions.

**IV. ELIGIBILITY LISTS**

- A.** Upon completion of the promotion components (Chart II), including any appeals, the candidates shall be ranked in the order of their standing and their names placed on a list to be submitted for certification by the Civil Service Commission.
- B.** The effective period of Assistant Police Chief Eligibility lists will be one (1) year from date of certification. Candidates must be eligible for promotion by the closing date.
- C.** The Police Chief may select any of the three (3) standing highest on the certified list for promotion to the rank for which the candidate has competed providing that the candidate meets the minimum service requirement for promotion to that rank as indicated in Chart I.
- D.** At the expiration of the effective period of the list, all right of priority under the list shall cease.

**V. ELIGIBILITY REQUIREMENTS**

- A.** For Assistant Police Chief, a Little Rock Police Department employee serving in an eligible classification as listed in Chart I shall be eligible to compete in the applicable promotion process if the employee satisfies the applicable minimum service requirements listed in Chart I.
- B.** For the rank of Assistant Chief the time in service in the eligible classification will be computed to the closing date (application

deadline) indicated on the announcement. The Education Requirements will be verified before orientation.

**CHART I  
ELIGIBILITY TO PROMOTE REQUIREMENTS**

<b>Promotion To (Subject Rank)</b>	<b>Eligible Classification</b>	<b>Required Years</b>	<b>Education Requirements</b>	<b>Effective Date</b>
Assistant Police Chief	Captain	2 years	15 college hours, including 6 English-Writing	2/26/2015
Assistant Police Chief	Captain	2 years	Bachelor's Degree	1/1/2020

- C. To be eligible for promotion to the next rank, the candidate must be a uniformed Little Rock Police Department employee who satisfies the eligibility to promote requirements listed in Chart I, and stand among the top three (3) on the certified eligibility list. Education hours must be earned and official transcripts submitted before the closing date.

**VI. PROMOTION COMPONENTS**

The promotion process is comprised of different components for Assistant Police Chief (see chart II).

**CHART II  
POLICE PROMOTION COMPONENTS  
AND MAXIMUM POINTS PER COMPONENT**

<b>Promotion To (Subject Rank):</b>	<b>Structured Interview</b>	<b>Experience Review</b>
Assistant Police Chief	50 points	50 points

**A. Experience Review**

1. An Experience Review involves a systematic approach to evaluating a candidate's professional experience and accomplishments. Candidates must complete a competency based questionnaire, and for each designated competency, they must

report specific and verifiable examples that demonstrate their expertise. The Experience Review will not include an interview. The submitted experience review packets are subject to verification by a LRPD experience review verification panel. The experience review verification panel will be comprised of designated City of Little Rock personnel. The experience review verification panel will have no influence in the rating process of the experience review packets; their designated role will be to verify the submitted information. Human Resources will have the right to include civilian reviewers if necessary.

For promotion to the rank of Assistant Police Chief, the experience review rating panel will be comprised of current law enforcement personnel, at the test rank or higher. The raters must reside outside the state of Arkansas and may not be current or former Little Rock Police Department personnel.

## 2. Appeal

Candidates may appeal their rating(s) related to the experience review. After notification of their rating(s), candidates must follow the promotion appeal procedures in order to appeal. Utilizing all available information and any appeal information submitted by the candidate, a panel of raters (“Experience Review Appeal Panel”) will review the appeal and decide whether the candidate’s rating is: a) reasonable (remains the same), b) should be raised, or c) should be lowered.

The Review Panel will be trained to conduct the review and may be drawn in part or whole from the group of raters who originally rated the candidate.

## **B. Structured Interview**

A Structured Interview will be conducted for the rank of Assistant Police Chief. A portion of the Structured Interview may consist of one or more Situational Judgment Tests (SJTs). A portion, or all, of the Structured Interview may be conducted with a live panel of raters (the “Interview Panel”) depending upon the number of candidates.

An Interview Panel will be comprised of: the City of Little Rock Chief of Police or designee, a current or retired Law Enforcement Executive of the rank of Assistant Chief or higher, residing outside the State of Arkansas, and a non-uniform Executive or Manager with familiarity

in public safety and/or law enforcement, residing inside or outside the State of Arkansas, selected by the Director of Human Resources and/or the City Manager. Reasonable efforts will be made to ensure gender and race diversity of personnel on the Interview Panels. The interviews may be recorded.

#### 1. Review of Exercise

Beginning the next Human Resources Department business day following the release of the scores for this component, a candidate may review their performance in the exercise. The “Review Period” duration is five Human Resources Department business days. If a holiday observed by the City, or extraordinary circumstance as determined by the Director, occurs in this period, the review period shall be extended to provide candidates the entire five (5) day review period.

#### 2. Appeal

Candidates may appeal their rating(s) related to the Situational Judgment Test question(s). After notification of their rating(s), candidates must follow the promotion appeal procedures in order to appeal. Utilizing all available information and any appeal information submitted by the candidate, a panel of raters (“Review Panel”) will review the appeal and decide whether the candidate’s rating is: a) reasonable (remains the same), b) should be raised, or c) should be lowered.

The Review Panel will be trained to conduct the review and may be drawn in part or whole from the group of raters who originally rated the candidate. Non-situational/scenario questions are not subject to appeal.

### **E. Composite Score**

Candidates will be ranked by composite score. The composite score is the sum of the points obtained by an individual in each component. Maximum composite score is 100 points. Composite scores will be rounded to the nearest two (2) decimal places. Using general rounding rules, 5 and above round up, and 4 and below round down (i.e., 80.559 will round up to 80.60; 65.243 rounds to 65.24). Education and Seniority Credits will be added to the final composite score before a ranked list is created. Please refer to paragraph F for the explanation

of the Education Credit administration and paragraph G for the explanation of the Seniority Credit.

Beginning the first Human Resources business day after the Civil Service Commission has certified an eligibility list for the specified rank, all candidates for promotion may personally review composite score information that they received on all promotion factors.

**F. Education Credit**

For purposes of giving candidates credit for education, Education Credit is added to the final composite score.

**CHART III  
EDUCATION POINTS**

<b>Rank</b>	<b>Education Points</b>	<b>Effective Date</b>
Assistant Police Chief	<ul style="list-style-type: none"> <li>• 2 points for Associate Degree</li> <li>• 2 points for 60 hours toward a Bachelor’s Degree</li> <li>• 4 points for a Bachelor’s Degree</li> <li>• 6 points for a Post Graduate Degree</li> </ul>	2/26/2015
Assistant Police Chief	<ul style="list-style-type: none"> <li>• 2 points for a Post Graduate Degree</li> </ul>	1/1/2020

Sixty (60) or more college hours will be considered the equivalent of an Associate Degree. No additional points will be awarded until a Bachelor’s Degree or higher has been obtained.

Only degrees/hours completed at an institution accredited by one of the six regional accrediting associations recognized by the U.S. Secretary of Education will be accepted. The institution’s accreditation must have been in effect during the time period in which the degree/hours were earned.

**G. Seniority Credit**

For purposes of giving candidates credit for seniority, Seniority Credit is also added to the final composite score. Seniority Credit will be calculated from the date of promotion to the candidate's current rank (years of service in rank) to the date of the written exam. If there is no written exam, then time in service will be calculated to the closing date of the application period. Uniformed service time must be active, consecutive service time in the Little Rock Police Department in the current rank. Days served as suspensions will be deducted from the time in service. Credit will be awarded as follows in chart V:

**CHART IV  
SENIORITY CREDIT**

<b>Rank</b>	<b>Years of service in Rank</b>	<b>Seniority Credit/ Points</b>
Assistant Police Chief	2 years (beginning the 25 <sup>th</sup> month to 5 years	ONE (1) POINT
	5 years (beginning 61st month) or more	TWO (2) POINTS

**VII. MISCELLANEOUS**

The Human Resources Department will provide orientation for Assistant Police Chief Candidates following the closing date for applications. The orientation may be conducted via live presentation, through distribution of handouts or web-based, and may be mandatory.

The Human Resources Department will provide a copy of the certified list to the Chief of Police as soon as reasonably possible following Civil Service Commission certification. The Police Chief is then responsible for the distribution of the certified list to all work locations as soon as reasonably possible.

These guidelines shall be effective immediately following approval by the Civil Service Commission.

Previous Promotion Procedure Guidelines for Uniformed Police Classifications were revised and adopted by the Commission: July 27, 2000; January 23, 2003, May 29, 2003, January 8, 2004, June 24, 2004, October 28, 2004, December 15, 2005, September 25, 2008, April 12, 2012, December 13, 2012, and February 26, 2015.