

Promotional and Transfer Policy

1004.1 PURPOSE AND SCOPE

It is in the best interests of the Police Department, our employees, and the community to have a work force with varied work experience. A work force that has a wide breadth of experience is better prepared to deliver services to the public in a competent and professional manner. Additionally, the Police Department's goal is to provide opportunities for career planning and development by creating sufficient internal movement within the various specialized assignments, consistent with the department mission and community needs. In order to achieve these goals, the Newark Police Department has established a process by which it can provide equal opportunity for its employees to experience specialized assignments that will enhance their knowledge, skills, and experience. It is management's responsibility to make decisions that are fair and objective and in the best interest of our employees, the department, and the community.

1004.1.1 DEFINITIONS

Appointment - The designation or selection of an employee for a position by the Chief of Police or designee.

Collateral Duty Assignment - A secondary or additional assignment accomplished in conjunction with the regular duty assignment. It is concomitant.

Current Supervisor - If assigned to a special assignment, the supervisor of that unit or division. If assigned to patrol, the supervisor which you report to the majority of your shifts.

Probationary Period - A period of time in which an employee demonstrates their ability to perform assigned duties and assignments at an acceptable level under the close supervision of a superior.

Selection Process - A formal or informal method used to choose a suitable candidate to fill a specific job assignment.

Special Assignment - Any assignment for which an officer/employee receives specialty pay (as defined in the Police Officer Memorandum of Understanding). It is not considered a promotion or permanent position and is designed to be rotational in nature affording our employees an opportunity for career development.

Temporary Assignment - An intermittent or interim duty assignment made by the Chief of Police, Division Commander or Supervisor. Temporary Assignments are not Special or Collateral Duty assignments and shall not be considered a part of Policy 1004.

Transfer - To change or shift from one duty assignment to another.

1004.1.2 GENERAL REQUIREMENTS

The following conditions will be used in evaluating a member of the Newark Police Department for special assignment, collateral duty and/or transfer.

- (a) The employee presents a professional, neat appearance.
- (b) The employee maintains a physical condition, which aids in his or her performance.

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- (c) The employee demonstrates:
 - 1. Emotional stability and maturity
 - 2. Sound judgment and decision making
 - 3. Personal integrity
 - 4. Honesty
 - 5. Leadership
 - 6. Initiative
 - 7. Ability to confront and/or deal with issues both positive and/or negative
 - 8. Ability to conform to organizational goals and objectives
 - 9. An understanding of Community Oriented Policing and applies this philosophy to daily activities
 - 10. Adaptability and flexibility
 - 11. Ability to conform to organizational goals and objectives in a positive manner.

1004.2 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for the selection and transfer to a special assignment or a collateral duty assignment. The Chief of Police reserves the right to change the criteria at anytime dependent on the nature of the assignment.

- (a) A minimum of two years' experience as a solo officer/employee of the Newark Police Department
- (b) An employee in good standing, i.e. is not the subject of a Performance Improvement Plan, internal investigation or other performance related review of any kind
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, Community Oriented Policing, investigative techniques, report writing, public relations, teaching, mentoring, etc.
- (e) Demonstrated ability to complete any training required by the department, POST, or the law
- (f) Meets standard or higher performance evaluation ratings
- (g) Has demonstrated the ability to coach, mentor and teach others
- (h) Demonstrated ability to work with limited supervision
- (i) Good attendance record

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1004.3 SELECTION PROCESS

Prior to an opening, an announcement will be posted. The announcement will include the date of appointment and a list of the duties and qualifications. A specific description of the selection process and rating criteria will be provided along with a filing deadline.

- (a) Personnel interested in the position will apply by submitting a short memorandum of interest to the Chief of Police via the chain of command along with a written recommendation for assignment by the employee's current supervisor. The recommendation shall articulate facts regarding the employee's ability and suitability for the special assignment as outlined in the specifications of the job posting. The current supervisor should solicit input from other supervisors with whom the employee has worked with over the past year. Command staff will review the applicant's interest memo and recommendation to determine if the applicant meets the qualifications outlined in section 1004.2. Those applicants who do not meet the described criteria will not be invited to continue in the process.
- (b) An employee interested in participating in the testing process who is not otherwise qualified to participate in the examination process may submit a memorandum to the Chief of Police via the chain of command requesting permission to participate in the examination process for career development purposes and shall include a statement acknowledging their participation in the process is voluntary and not binding in any fashion. Test results will not be included in the final test posting. Ineligible applicants may only participate on their own time and not during working hours.
- (c) A work history review will take place in addition to the examination. The work history will include a review of the candidate's performance evaluations, disciplinary record, attendance record, and applicable training and education. The work history review will be conducted by members of the command and/or supervisory staff. The rating process will be pass/fail based on specified dimensions applicable to the position.
- (d) A specific selection process which will be tailored to the duties and requirements of each position will be conducted. This process may include an oral examination, practical exercises, Division Commander interview, written examination, etc. These exercises will be evaluated by panel evaluators, supervisory and/or command staff.
- (e) Final ratings will be based on the combined results of the examination and work history review.
- (f) Officers participating in this selection process shall be blocked into two categories:
 - 1. Qualified
 - 2. Unqualified
- (g) After all current openings have been filled, the list of qualified candidates shall be valid for six months. The Chief of Police may extend the list an additional six months if desired.

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- (h) All evaluations will be subject to review by the Chief of Police to ensure consistency, adherence to rating guidelines, and fairness.
- (i) The Chief of Police will make appointments based on the combined results of the examination, work history review, staff recommendations and his/her determination of the applicant's suitability for the specific position.
- (j) Examinations will be held regardless of the number of applicants. For instance, if a situation arises wherein only one person applies for a position, the applicant will still be required to participate and receive a qualifying rating in the examination process.
- (k) Officers will not be eligible for a special assignment position if they have previously held a special assignment position within one year of the new special assignment appointment date.
 - 1. The "one year rule" does not apply to employees who fall under the following conditions: a currently assigned School Resource Officer (SRO) may move to an opening on the Special Enforcement Team (SET), Gang Violence Suppression Unit (GVS), or Southern Alameda County Narcotics Enforcement Team (SACNET); a currently assigned Special Enforcement Team (SET) detective may move to an opening as School Resource Officer (SRO), Gang Violence Suppression Unit (GVS), or Southern Alameda County Narcotics Enforcement Team (SACNET).
 - 2. Some special and collateral duty assignments may require a re-examination or re-certification in such assignment. Each position which requires re-examination or re-certification will clearly identify the time requirements for such position within the job announcement.
- (l) The recognized standard duration for special assignments is three years except for the positions of Traffic Officer (four years), Canine Officer (five years), and Lead Investigator (four years and three one year options). An employee in any special assignment may be extended for one additional year beyond the recognized standard duration under the following conditions:
 - 1. The employee requests that his or her assignment be extended for one year. The employee may submit a memorandum to the Chief of Police via the chain of command a minimum of three months prior to conclusion of the special assignment.
 - 2. The immediate supervisor of the assigned employee concurs with the employee's request.
 - 3. The Chief of Police determines the extension is in the best interest of the employee and the department.
- (m) Officers will be required to meet job expectations or requirements to retain his or her assignment in addition to any re-examination requirement. Failure to meet

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job expectations may result in removal from assignment. Any recommendation for removal from an assignment must be approved by the Chief of Police.

- (n) The Chief of Police may authorize a full tour when there are no qualified candidates to replace the specialized assignment. In the event an employee is extended under this condition the one year waiting period between specialized assignments will be waived.
- (o) The Chief of Police shall reserve the option to directly transfer any employee; however, the Chief of Police shall make good faith attempts at following the policy set forth in section 1004.3. In the event that the Chief of Police exercises his option to bypass the guidelines of the policy, the Chief shall provide written justification to the affected personnel. In cases where the department faces immediate or unforeseen compelling operational needs, which would prevent following the procedures in section 1004.3, the Chief of Police reserves the option to directly appoint any employee.

1004.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the City of Newark Human Resources Office.