



KANSAS CITY MISSOURI POLICE DEPARTMENT

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NO.

506-9

PERSONNEL POLICY

SUBJECT

Policy Series 500: Career Mobility
506 - Sworn Promotional Process for Captain and Sergeant

AMENDS

REFERENCE

PPBM: Suspension of Members; Sworn Ranks and Titles; Military Leave;
Leave without Pay
RSMo 84.590

RESCINDS

PPBM: 506-8

I. INTRODUCTION

This policy will not affect the 2011 Sergeant Promotional Process.

In accordance with Missouri Revised Statutes, Chapter 84, Section 84.590, a promotional process for sworn personnel has been established, designed to allow each eligible candidate to demonstrate the potential to be successful in the rank to which the employee aspires.

***II. TERMINOLOGY**

Accredited Institution – An institution that has achieved and maintained specific standards for accreditation through guidelines set forth and administered by the United States Department of Education.

***III. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION**

A. Sergeant Promotional Process

1. Candidate must have a minimum of seven (7) years of service computed from last date of appointment as a sworn employee of the Kansas City Missouri Police Department.
2. Candidate must have an Associate's degree or a minimum of sixty (60) hours of college credit from an accredited institution.
3. Candidate must have completed the designated department leadership curriculum.
4. Candidate must be able to perform the full and unrestricted duties of the position of sergeant.

B. Captain Promotional Process

1. Candidate must have a minimum of four (4) years of service computed from date of appointment to the temporary rank of sergeant.
2. Candidate must have a minimum of a Bachelor's degree from an accredited institution.
3. Candidate must have completed the designated department leadership curriculum.

4. Candidate must be able to perform the full and unrestricted duties of the position of captain.
- C. Service time is calculated by subtracting any leave without pay exceeding fourteen (14) consecutive calendar days, as well as any suspension days, from the total number of days of service. All military leave will count as continuous service time for promotional eligibility.
- D. Disciplinary Actions

If otherwise eligible, a candidate on suspension will be allowed to participate in the written examination phase. Further participation will be contingent on recommendation of the Candidate Review Committee and subsequent determination of the Chief of Police.

IV. PROMOTIONAL PROCESS PHASES

The Human Resources Division will be responsible for all administrative matters relating to the promotional process, e.g., publication of Special Orders announcing process phases, determination of candidate eligibility, conducting/administering examinations and assessment center, etc.

***A. Announcement and Registration**

1. The Human Resources Division will prepare a Special Order announcing the promotional process phases and dates, registration procedures, and the materials upon which the written examination will be based.
2. Registrations submitted after the deadline will be denied permission to participate in the promotional process; however, upon showing of good cause why the candidate did not register for the process within the deadline, the Chief of Police may make a specific exception.
3. Candidate Review Packets will be sent to the candidates as they register.

B. Candidate Review Committee

1. For each process, the Chief of Police will appoint a Candidate Review Committee consisting of one major and a captain from each bureau.
- *2. For each process, the Fraternal Order of Police (FOP), Lodge No. 99, will appoint a representative to be on the Candidate Review Committee.
3. To determine each candidate's overall qualifications to perform the duties of the rank, the Committee:

- a. Will review the Candidate Review Packet, including a written evaluation of the candidate's qualifications, signed by the candidate and submitted through the chain of command by the candidate's supervisor.
 - b. Will review the last two years of the candidate's personnel jacket.
 - *c. Will review all finalized disciplinary actions involving issues of misconduct within two (2) years of the date of the issuance of the Special Order announcing the promotional process.
 - d. May request that the candidate, commander, or supervisor appear before the Committee to respond to questions regarding the candidate's qualifications.
- 4. After the review is completed, the Committee will submit a list of those candidates deemed qualified to continue in the promotional process. The Committee will not rank or grade candidates during this phase.
- *5. If the Committee determines a candidate should not be allowed to continue in the promotional process:
 - a. The Committee will submit written documentation supporting this recommendation to the Chief of Police.
 - b. The Chief of Police will make the final decision regarding the Committee's recommendations, notify in writing any candidate not allowed to proceed of the reasons for that decision, and report that decision to the Board of Police Commissioners.
 - c. If the candidate wishes to meet with the Chief of Police to discuss the recommendation, candidate must contact the Chief of Police's office within three (3) administrative working days of receipt of written notification.
- *6. Upon final approval by the Chief of Police of all candidates qualified to proceed, the Human Resources Division will prepare a Special Order listing the candidates who are eligible to proceed to the written examination phase.
- *C. Written Examination Phase
 - 1. The written examination will consist of multiple-choice questions covering a variety of responsibilities and general knowledge appropriate to the rank.

2. With approval of the Chief of Police, make-up examinations will be allowed for good cause. To request a make-up examination, candidate will submit an Interdepartment Communication, Form 191 P.D., and forward through the chain of command to the Chief of Police.
3. The cut-off score will be determined by the Chief of Police. A Special Order, prepared by the Human Resources Division, will list those candidates receiving a qualifying score and thus eligible to participate in the job simulation and assessment phase.

D. Job Simulation and Assessment Phase

1. The job simulation will consist of various exercises designed to assess the qualifications and developmental potential of each candidate. These exercises, based on job-related situations, will be designed as interpersonal and administrative exercises.
2. Assessors will observe the performance of participating candidates and rate them according to demonstrated ability.
3. The Chief of Police will approve the selection of subject-matter experts, assessors, and role players for this phase.

E. Review Period

- *1. All candidates will be allowed to review their written examination score sheets and discuss their job simulation performance ratings by making an appointment with the Employee Benefits Unit Commander or the Testing Specialist.
2. The review period will extend for a period of ninety (90) days from the publication date of the eligibility list. The exercises will be purged at the completion of the review period.

V. TRAINING AND COACHING

*A. Department-Sponsored Training

1. Mandatory training for the promotional process will be provided through the Human Resources Division to all eligible candidates.
2. Members who have specific knowledge of the preparation and administration of the current promotional process may participate in department-sponsored training if provided, but are prohibited from any other coaching or training. This includes:
 - a. Employee Benefits Unit Commander
 - b. Testing Specialist

- *B. Voluntary training for the promotional process will be available to all eligible candidates. Participating members will not be compensated during any voluntary training.
- C. Other Training and Coaching
 - 1. All coaching and other training will be conducted off-duty.
 - 2. Commanders/supervisors selected as subject-matter experts or role players for the current process will not be allowed to coach or train candidates in preparation for the job simulation phase. Upon notification of their selection, supervisors or commanders must discontinue all coaching or training begun prior to notification.
 - 3. Commanders/supervisors who participated in coaching or training prior to the notification of selection will report the name(s) of their student(s) through the chain of command, to the Human Resources Division.
 - *4. Candidates are required to list commanders or supervisors who have coached or trained them for the forthcoming process on discretionary removal forms.

VI. ELIGIBILITY AND REQUIREMENTS FOR PROMOTION

- A. The Chief of Police will establish the number of positions on the final eligibility list. The list, compiled from the combined scores of the written examination and the job simulation phases, will be published in a Special Order by the Human Resources Division. The list will remain in effect for a maximum of two (2) years or until exhausted, whichever occurs first.
- B. Candidates must successfully complete all phases of the promotional process and be named on the current list to be promoted.

***VII. REMOVAL FROM ELIGIBILITY LIST**

The Chief of Police may remove, from a current eligibility list, any candidate who receives disciplinary action for a violation of the Code of Ethics and Rules of Conduct policy, or who violates any municipal, county, state, or federal law. A candidate being considered for removal will be afforded the opportunity to discuss their removal with the Chief of Police prior to the Chief of Police taking such action.

VIII. PROMOTION

- A. Based on the needs of the department, candidates will be promoted in the order of their ranking on the eligibility list.
- *B. Promoted candidates will be assigned a temporary rank status for a one (1) year probationary period. The probationary period may be extended up to one additional year by the Chief of Police.

- C. Upon satisfactory completion of the probationary period and based on the recommendation by the candidate's immediate commander, and approval of the Chief of Police, permanent rank status will be granted.
- *D. If deemed by the Chief of Police to be in the best interest of the department, a candidate may be passed over for promotion for good cause. A candidate is considered passed over when another candidate ranked lower on the same list is chosen for promotion.
 - 1. Prior to a final decision whether to pass over a candidate, the candidate will be notified in writing and afforded the opportunity to meet with the Chief of Police. The candidate must contact the Chief of Police's office within three (3) administrative working days of receipt of the written notification to request a meeting.
 - *2. A candidate passed over for promotion for good cause three times shall be removed from the list by the Chief of Police who will advise the candidate, in writing, of the reason(s) for such action. Good cause is solely determined by the Chief of Police.
- E. An eligible candidate who declines promotion will be removed from the list.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2011.

Patrick A. McInerney
Board President

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