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| NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual | |  |
| Policy: Promotional Process | | AOM: P-221 |
| Massachusetts Police Accreditation Standards Referenced: [34.1.3.g], [34.1.5], [34.1.1], [34.1.2], [34.1.3.a], [34.1.4], [34.1.3.d] | | Issuing Authority <hr/> Jody Kasper Chief of Police |
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I. Introductory Discussion

Promotion in rank within the Northampton Police Department is governed by the policies and procedures of the department.

II. Policy

It is the policy of the Northampton Police Department to conduct the promotional process in a manner that meets both the letter and the spirit of all applicable laws, regulations and procedures. Only members of this police department who meet the specified criteria contained within this policy will be eligible for promotion.
 [34.1.3, g]

III. Eligibility

In order to be eligible for promotion, candidates must possess a Bachelor's Degree from an accredited institution of higher learning by the posting date.*Candidates who have four years of full-time military service and an Associate's degree are also eligible and must be enrolled in an accredited four-year program at the time of appointment. Candidates who have not been selected for promotion in the past are eligible to re-apply. [34.1.3] The following criteria must be met for each rank:

- A. Captain (no exam): Any Officer of Rank within NPD with at least ten (10) years of continuous experience with NPD or seven (7) years of experience with NPD with a Master's Degree
- B. Lieutenant (no exam): Any Sergeant with at least seven (7) years of continuous service at NPD, two (2) years in rank.
- C. Sergeant (exam required): Any Officer in NPD with at least five (5) years of continuous service at NPD. [34.1.6, c]

IV. Procedure for Promotion to Sergeant

- A. The promotional process is initiated by the Northampton Police Department when the Chief of Police informs the Mayor, who is the appointing authority, that a vacancy exists for a supervisor or command position.
 - 1. The Chief or their designee, with Mayoral approval, shall schedule an exam administered by a professional testing firm hired by the City.
 - 2. A promotional exam will be held approximately every two years in order to assure that the exam scores do not expire.
 - 3. Additionally, a promotional exam will be held anytime the following conditions exist:
 - a. There is a vacant sergeant position that the department seeks to fill, AND;
 - b. The scores on the exam list are more than two years old, OR;
 - c. There are less than three people who are eligible from the test list, OR;
 - d. There are less than three eligible candidates who express interest in the open position by requesting an interview and the Chief of Police does not select one of the candidates.
- B. **Notice of Examination:** At least sixty (60) days prior to any promotional exam for sergeant, the department will announce:
 - 1. The title of the vacant position.
 - 2. The date of the examination.
 - 3. The location of the examination.
 - 4. A description of the duties of the position.

5. The eligibility requirements.
 6. A reading list of resource material upon which the test will be based..
 7. A deadline for submitting letters of interest
- C. **Posting of Exam Notice:** Such notices will be posted conspicuously throughout the Police Station. The Department will be responsible for notifying eligible candidates who may be on an extended absence due to sick or injured leave, vacation, or other reasons. [34.1.5]
- D. **Written Examination:** All candidates must notify the Chief or their designee, in writing, of their intention to take the exam at least twenty-one (21) days prior to the test date.
1. The results of the written exam will be posted within twenty-one (21) day of the test.
- E. **Scheduling candidates for oral interviews:** Once exam scores have been received and posted, interviews will be scheduled if there is a vacant position that the Chief is filling within 60 days of the interview. The Captain of Operations will schedule interviews using the follow criteria:
1. For a single vacancy, the candidates with the top five scores* will be given the opportunity to be interviewed.
 2. For two vacancies, the candidates with the top six scores* will be given the opportunity to be interviewed.
 3. For three vacancies, the candidates with the top nine scores* at 60 or above will be given the opportunity to be interviewed*.
- *The term “scores” refers to numerical test scores. Therefore, if there are tie scores, the total number of candidates given the opportunity to interview may exceed five, six, or nine.
- F. **Refusal of interview:** Scores will be considered until at least three eligible candidates have accepted interviews. If three eligible candidates do not accept an interview, the Administration reserves the right to interview the eligible candidate(s) who did accept the interview, regardless of how many there are.
- G. **Specialty Positions:** If the existing sergeant vacancy is within a special unit, such as the Detective Bureau, all existing sergeants will be offered the opportunity to interview for the position. If an existing sergeant is not selected, the specialty assignment may be opened to officers seeking promotion.

V. Procedure for Promotion to Lieutenant

- A. The promotional process is initiated by the Northampton Police Department when the Chief of Police informs the Mayor, who is the appointing authority, that a vacancy exists for a lieutenant.
 - 1. The Chief or their designee, with Mayoral approval, shall notify all sergeants that a lieutenant position is vacant.
 - 2. Any sergeants interested in the position shall notify the Captain of Operations within seven (7) days of the initial notification that they would like an interview.
 - 3. All eligible sergeants will be given the opportunity to be interviewed if they so desire.

VI. Interview and Selection Process [34.1.1]

- A. It is the sole intent of this department to promote the best-qualified person for the position without personal animosity, prejudice, or other un-substantiated opinions being part of the process. It is the responsibility of the Operations Division Commander to coordinate the selection process and to submit to the Chief of Police, all relevant information upon which they make this recommendation, on who they feel is the best candidate for either Lieutenant or Sergeant promotions. The information required for a fair, impartial, and non-discriminatory evaluation shall consist of, but not be limited to: [34.1.2] [34.1.3,a] [34.1.4]
 - 1. Job related experience.
 - 2. Supervisory evaluation of employee performance in their present position (including contributions to the department).
 - 3. Supervisory evaluation of the employee's promotion potential.
 - 4. Sick leave record..
 - 5. Formal education
 - 6. Training and education through career development.
 - 7. The disciplinary record of the employee..
 - 8. Attitude toward the department and police work.
 - 9. Work ethic and initiative.
- B. **Oral Interview:** An Oral Review Board will interview all eligible and interested candidates in order to evaluate those necessary and job-related traits associated with future successful job performance for advanced ranks. The interviews will include a list of uniform questions that shall be asked of all candidates. Some candidates may be asked questions which are exclusive to that candidate depending upon personal history, work performance, sick record, answers to uniform questions, or for any other reason considered appropriate by Oral Review Board. [34.1.3, d]

C. Evaluating Candidates:

1. The Operations Division Commander will compile a complete folder on all of the eligible candidates and present these documents for a joint evaluation with the Administration Division Commander and the Chief of Police. This evaluation shall be advisory to the Mayor, who shall make the final decision on promotions.
2. Neither the decision of the Mayor, nor the recommendations made by the Chief of Police, shall be based on any other criteria except that prescribed in this directive. [34.1.4]

VII. Appeal Process

Any candidate may appeal the results of an examination to the Human Resources Director. Such appeal must be in writing and received no later than five (5) business days after the score posting. Such appeal is limited to contesting specific examination questions only. The HR Director shall reply in writing within five (5) business days.

VIII. Selection of Captain:

- A. The promotional process is initiated by the Northampton Police Department when the Chief of Police informs the Mayor, who is the appointing authority, that a vacancy exists for a Captain.
 1. The Chief or their designee, with Mayoral approval, shall notify all supervisors that a captain position is vacant.
 2. Any supervisors interested in the position shall notify the Chief of Police within seven (7) days of the initial notification that they would like an interview.
 3. All eligible supervisors will be given the opportunity to be interviewed if they so desire.
 4. All applicants will meet with the Chief to discuss their application.
 5. The Chief will submit their recommendation to the Mayor along with a list of other candidates.
 6. The Mayor may interview the candidates prior to making the permanent appointment.

IX. Security of Promotional Materials

It is the responsibility of the Operations Division Commander to ensure that all promotional materials, including information collected on candidates, be kept in a secure location and access to such materials/records be limited to only those persons directly involved in the evaluation of the candidates. [34.1.3,h]

X. Lateral Entry

The Northampton Police Department does not fill Sergeant, Lieutenant, or Captain vacancies by lateral entry. [34.1.3,g]

XI. Activity Following Promotion

A. Training

All newly appointed Supervisors will attend a two (2) week training and orientation period. Also, they may be required to attend a Command Training Program or similar supervisory training in accordance with procedures set forth in the AOM Chapter entitled [Training](#). Additionally, newly promoted sworn personnel shall be trained in accordance with MGL Chapter 40 § 36C in suicide detection, intervention and prevention. Newly appointed sworn personnel will also receive training from their training supervisors regarding their responsibilities in the performance evaluation process, how to complete the evaluation forms, and how to conduct proper counseling sessions with their employees.

B. Guidance and Direction

1. In order to assist and guide the newly appointed individual as much as possible in adjusting to a command position and its commensurate responsibilities, the newly promoted officer will meet with their immediate supervisor no less than once every other week.
2. The purpose of these meetings will be to discuss and review any situations that may be causing the newly appointed officer concerns or problems.
3. The immediate supervisor shall be responsible for providing guidance and direction.