



## **POLICY AND PROCEDURE- POLICE DEPARTMENT PROMOTIONS**

### **GENERAL**

BART encourages promotional opportunities for all employees. Candidates, whether internal or external, will participate in a selection process as outlined below. For internal only promotions: If no internal candidates are deemed qualified, external candidates will follow the same selection process as outlined below. In all cases, external candidates will be required to meet the same minimum qualifications as internal candidates. District employees will be given first priority where practical or required by a Collective Bargaining Agreement.

### **II. PURPOSE**

This procedure describes District practices and promotional processes for the career ladders on sworn and non-sworn classifications within BART Police Department.

### **III. OBJECTIVE**

To meet the hiring needs of the BART Police Department and to promote the most qualified candidates through the career ladder. District employees will be given first priority of any position over external candidates in accordance with the governing MOU. Human Resources has the discretion to utilize executive search firms for the execution of recruitment efforts. It shall be the policy of the BART Police Department to maintain a fair and consistent promotional process which identifies the most qualified candidates consistent with the goals of balance, fairness and operational efficiency of the police department.

### **IV. DEPARTMENTS AFFECTED**

Police Department

The Chief of Police will make the final determination of any promotion within the BART Police Department.

Office of Administration, Human Resources, Talent Acquisition

The Human Resources Talent Acquisition Analyst assigned will oversee and administer the promotional process, from position posting until the selection of a candidate by the Chief of Police. For the position of Chief of Police, the selection will be made by the General Manager.

### **V. IMPLEMENTATION**

#### **A. Procedure**

The promotional process may include but is not limited to any of the following elements as described in each of the classifications below.

##### **1. Sergeant**

- a. Job Announcement posted identifying job requirements.

- b. All applications are screened to ensure minimum qualifications are met.
- c. All candidates meeting minimum qualifications are invited to a standardized written assessment test. A minimum score of 70% must be achieved during the testing phase to move forward to the oral boards (May include multiple panels).
- d. Candidates who successfully pass the standardized Oral Board examination with a minimum score of 70% will be ranked in the order of their Oral Board score and their names will be placed on an eligibility list. The top five candidates will be invited to an interview with the Chief of Police or his/her designee.
- e. The Police Chief will administer a rule of five (5) process when selecting candidates for vacancies after the Chiefs Interview. (The rule of 5 allows the Chief of Police to select any candidate for promotion scoring within the top 5 of the Oral Board interview). As such, the order of placement in the pool does not establish the order of selection. District employees will be given first priority where practical or required by a Collective Bargaining Agreement.

## **2. Lieutenant**

- a. Job Announcement posted identifying job requirements.
- b. All applications are screened to ensure minimum qualifications are met.
- c. All candidates meeting minimum qualifications are invited to a standardized Oral Board interview (May include multiple panels). A minimum combined score of 70% must be achieved during the oral interview to move forward to the eligibility list.
- d. Candidates who successfully pass the Oral Board examination phase with a minimum score of 70% will be ranked in the order of their Oral Board score and their names will be placed on an eligibility list. The top five candidates will be invited to an interview with the Chief of Police or his/her designee.
- e. The Police Chief will administer a rule of five (5) process when selecting candidates for vacancies after the Chiefs Interview. (The rule of 5 allows the Chief of Police to select any candidate for promotion scoring within the top 5 of the Oral Board interview). As such, the order of placement in the pool does not establish the order of selection. District employees will be given first priority where practical.

## **3. Civilian Supervisory positions**

- a. Job Announcement posted identifying job requirements.
- b. All applications are screened to ensure minimum qualifications are met.
- c. All candidates meeting minimum qualifications are invited to a standardized written assessment test. A minimum score of 70% must be achieved during the testing phase to move forward to the oral boards (Human Resources and Police Department has the discretion to omit and/or change the written test assessment.)
- d. All candidates passing the standardized written assessment test are invited to a standardized Oral Board interview (May include multiple panels). A minimum combined score of 70% must be achieved during the oral interview to move forward to the eligibility list.
- e. Candidates who successfully pass the Oral Board examination with a minimum score of 70% will be ranked in the order of their Oral Board score and their names will be placed on an eligibility list. The top five candidates will be invited to an interview with the Chief of Police or his/her designee.
- f. The Police Chief will administer a rule of five (5) process when selecting candidates for vacancies after the Chiefs Interview. (The rule of 5 allows the Chief of Police to select any candidate for promotion scoring within the top 5 of the Oral Board interview). As

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#### **4. Deputy Chief**

- a. Job Announcement posted identifying job requirements.
- b. All applicants are screened to ensure minimum qualifications are met. All candidates meeting minimum qualifications are invited to a standardized Oral Board interview (May include multiple panels). A minimum combined score of 70% must be achieved.
- c. Candidates who successfully pass oral/written assessment will be invited to 2<sup>nd</sup> round interview with the Chief of Police or his/her designee.
- d. The Police Chief will administer a rule of five (5) process when selecting candidates for vacancies. As such, the order of placement in the pool does not establish the order of selection. District employees will be given first priority where practical.

#### **5. Chief**

- a. Job Announcement posted identifying job requirements.
- b. All applicants are screened to ensure minimum qualifications are met. Human Resources has the discretion to utilize executive search firms for the sourcing and screening of applicants.
- c. The most qualified candidates will be invited to interview with designated executive search firm. The executive search firm will make recommendations on candidates to move forward to the General Manager's standardized panel interviews.
- d. The General Manager will make the decision on appointment. District employees will be given first priority where practical.

Candidates who are unsuccessful in the promotional process may reapply once the recruitment is reopened.

## **VI. Compliance**

The Human Resources Department in conjunction with the Office of Civil Rights shall ensure that all selection processes are in accordance with the applicable collective bargaining agreement. All phases of the selection process are reviewed by Human Resources and the Office of Civil Rights for compliance. Employees who are unsuccessful in the selection process will have the right to a briefing of their final interview assessment with Human Resources and if applicable a right to a formal grievance process in accordance with applicable MOU. Provisions of collective bargaining agreements shall supersede any provision of this policy when in conflict.

The Human Resources Department shall have responsibility for ensuring that this policy is properly implemented. The Human resources Talent Acquisition Analyst directly assigned to a particular promotional process will ensure that all materials are kept under their control when not directly in use during an assessment. After hours, all materials will be secured within a locked file on the secure floor of the Human Resources Department.