

Geneva Police Department <b>GENERAL ORDERS</b>		<b>PROMOTIONS</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 15 <input type="checkbox"/> amends:		<b>cross-reference:</b> City-Local 3471 AFSCME Contract	
<b>effective date:</b> 1.29.04		<b>Issue/amend date:</b> 6.30.12 / 10.23.19	
		<b>Accreditation/Recognition standards:</b> C.A.L.E.A.: NYS L.E.A.P.: 15.1	

<b>I. PURPOSE</b>	The purpose of this General Order is to explain the promotion process and the role of the Geneva Police Department in that process.
<b>II. DEFINITIONS</b>	<p><b>A. <u>Appointing Authority:</u></b> Personnel designated with the authority and responsibility for making appointments to, and promotions within, the City of Geneva Police Department. The Chief of Police is the appointing authority for all new and promotional selections for the Geneva Police Department.</p> <p><b>B. <u>Promotion:</u></b> Vertical movement in the organization from one rank classification or position to another. The evaluation and selection for promotion begins with the identification of employees who appear to have the potential for assuming greater responsibility and who possess the skills, knowledge and abilities required to perform at that level.</p>
<b>III. POLICY</b>	<p><b>A.</b> It shall be the policy of the Geneva Police Department to make all selections for promotions in accordance with applicable laws and the rules and regulations of the New York State Civil Service Commission, the Ontario County Department of Human Resources (Ontario County DHR), the City of Geneva Personnel Office and existing collective bargaining agreement(s).</p>
<b>IV. PROFESSIONAL AND LEGAL REQUIREMENTS</b>	<p><b>A.</b> The Department relies on the City Personnel Office through the Ontario County Department of Human Resources, to administer and provide various elements of the promotional process in accordance with applicable legal, professional and administrative requirements.</p> <p><b>B.</b> The Chief of Police as appointing authority of the Department is responsible for administering the Department’s role in the promotion process. His authority and responsibilities for the promotion of personnel include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Determining when a promotional vacancy exists and requesting the certified civil service list from the Personnel Office;</li> <li>2. Administering the interdepartmental elements of the promotional selection process (e.g., supervisors recommendations, oral interviews);</li> <li>3. Selecting the final candidate;</li> <li>4. Procedures used for promotions shall be in accordance with the New York State Civil Service Law and the Ontario County DHR Civil Service Rules.</li> </ol>
<b>V. CIVIL SERVICE EXAMINATIONS</b>	<p><b>A.</b> The Ontario County DHR schedules and administers civil service promotional exams on behalf of the department. Promotional exams shall be job-related and non-discriminatory in nature.</p>

<p><b>V. CIVIL SERVICE EXAMINATIONS (CONT.)</b></p>	<p><b>B.</b> The Ontario County DHR publishes and distributes examination announcements for all competitive promotional examinations affecting the department. Examination announcements generally provide, where applicable:</p> <ol style="list-style-type: none"> <li>1. Date published, last filing date, and examination date;</li> <li>2. Salary and vacancies;</li> <li>3. Duties;</li> <li>4. Subject of examination;</li> <li>5. Rating of seniority;</li> <li>6. Minimum qualifications, to include time in grade eligibility requirements; and</li> <li>7. Miscellaneous information.</li> </ol> <p><b>C.</b> The department will post exam announcements prominently and in a timely fashion.</p> <p><b>D.</b> Applications and additional information concerning examinations can be obtained through the Personnel Office or the Ontario County DHR.</p>
<p><b>VI. ELIGIBILITY LISTS</b></p>	<p><b>A.</b> As directed by the requirements of the Civil Service Law, eligibility shall be based on the candidate's success in a competitive written examination. The effective weight of the candidate's score can be affected by the addition of seniority and/or veterans points to the written score.</p> <p><b>B.</b> Candidates will be ranked in descending order of their final score on the promotional exam.</p> <p><b>C.</b> Promotional lists shall be established in accordance with Civil Service Law. Certified eligibility lists include the duration of the list, written certification of eligible employees and the system for selecting names.</p> <p><b>D.</b> Information regarding the establishment of eligibility lists can be obtained through the Personnel Office or the Ontario County DHR.</p>
<p><b>VII. PROMOTIONAL SELECTION</b></p>	<p><b>A.</b> When a promotional vacancy exists, the Chief of Police will request a certified eligibility list from the Personnel Office. The Personnel Office will work in conjunction with the Chief of Police in the selection process.</p> <p><b>B.</b> Selecting and canvassing names from the certified eligible list shall be in accordance with Civil Service Law. Only candidates whose names appear on the eligible list shall be considered for promotion.</p> <p><b>C.</b> Selection of individuals for promotion shall be made by the Chief of Police after consultation with department supervisors as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Lieutenant</b>- the Chief of Police will consult with Lieutenants to receive input about the candidates on the eligible list.</li> <li>2. <b>Sergeant</b>- the Chief of Police will consult with all supervisors to receive input about the candidates on the eligible list.</li> </ol> <p><b>D.</b> Selection of police officers for a lateral assignment as a Detective shall be as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Detective</b>- when an opening for the position of Detective occurs, or is created, said position will be posted within the Police Department for a period of fifteen (15) days. At that time, any eligible officer interested in the position, will be asked to forward their name in writing to the Chief of Police for consideration. The Chief of Police will consult with all supervisors to receive input about eligible officers.</li> </ol>

**VII.  
PROMOTIONAL  
SELECTION (CONT.)**

- E.** The Chief of Police and supervisors will take the following areas into consideration when evaluating the promotional potential of candidates:
1. Supervisory potential;
  2. Job-related experience;
  3. Performance evaluations;
  4. Time in grade;
  5. Results of the oral interviews
  6. Education record;
  7. Disciplinary record;
  8. Any other relevant information relating to the promotion.
- F.** All promotion selections will be at the sole discretion of the Chief of Police.
- G.** All promotional materials will be maintained in the candidate's personnel file. A master personnel file with all original documents will be secured in City Hall under the control of the Personnel Office. Duplicate files will be secured in the Office of the Chief of Police and also in the Sergeants office at the Public Safety Building.

Approved By

**MICHAEL J. PASSALACQUA**  
*CHIEF OF POLICE*