

BERKELEY HEIGHTS POLICE DEPARTMENT		
STANDARD OPERATING PROCEDURES		
SUBJECT: PROMOTION		
EFFECTIVE DATE: September 16, 2022	NUMBER OF PAGES: 6	
ACCREDITATION STANDARDS: 2.3.1	BY THE ORDER OF: Chief of Police	

PURPOSE: To provide all eligible candidates for promotion with fair notice and equal access to the promotional process. Additionally, to strive to identify the most qualified members of the police department for promotion to leadership positions within the department and to set forth the components of the promotional process that will be utilized by the Chief of Police in carrying out the process.

POLICY: Promotion denotes vertical movement in the organization hierarchy from one rank to another, accompanied by increases in salary. The promotional process begins with identifying employees who have the potential for assuming greater responsibility and who possess the skills, knowledge and abilities required to perform at the level being considered for promotion. This agency will use a promotional process governed by N.J.S.A. Title 40A, as well as one, which follows applicable standards of the New Jersey State Association of Chiefs of Police (NJSACOP). The Chief of Police is responsible for carrying out the promotion process.

PROCEDURE:

I. ELIGIBILITY

- A. Police Officers eligible for participation in promotional processes must have, before conclusion of the deadline date for submission of their resume:
 - 1. Five or more years of completed law enforcement service *and*;
 - 2. In accordance with NJS 40A:14-130, a minimum of three years of service completed with the Berkeley Heights Police Department *and*;
 - 3. Be in good standing with the department at the time of resume submission

II. SERGEANT PROMOTIONAL PROCESS

- A. Trait Assessment – Overall Value 40%
 - 1. Current Sergeants and selected command staff will complete a *Ten Point Trait Assessment* for each of the candidates. The candidates will be evaluated in the following areas:
 - a. Leadership;
 - b. Verbal communication skills;
 - c. Written communication skills;
 - d. Decision making;
 - e. Evaluation and Guidance;
 - f. Interpersonal relationships with peers;
 - g. Interpersonal relationships with superiors;
 - h. Interpersonal relationships with the public;
 - i. Technical knowledge;
 - j. Professional attitude.
- B. Personnel Assessment – Overall Value 35%
 - 1. Length of Service Composite (Max 25 pts)
 - a. 05-10 completed years of service 15 Points
 - b. 11-15 completed years of service 20 Points
 - c. 16-30 completed years of service 25 Points
 - 2. Assignment Composite (Maximum Value 30 Points)

- a. Patrol - 10 Points
 - b. Department Assignment – 4 points each (Max 4 pts)
(Minimum 6 completed months)
 - i. Detective;
 - ii. Traffic Officer
 - iii. Juvenile Officer
 - c. Instructor – 2 Points each (Max 12 points)
(i.e., Firearms, OC, Naloxone, CPR/AED, Radar, Defensive Tactics, Active Shooter, Other instructional areas not listed herein as determined by the Chief of Police.)
 - d. Field Training Officer (FTO) - 2 Points
 - e. Specialized Unit Assignment 2 Points (Max 12 points)
(i.e., Arson Squad, UCERT, NSF/HIDTA, OEM, HTTF, Homicide, DARE/LEADS Instructor, Other assignments not listed herein as determined by the Chief of Police).
3. Education and Military Service Composite - (Max 25 pts)
- | | |
|---|-----------|
| a. HSD & 1 year of Military Service | 05 Points |
| b. HSD & 1 year of College* | 05 Points |
| c. HSD & 1 year Vocational/Technical School | 05 Points |
| d. HSD & 1 year College* & 1 year Military | 10 Points |
| e. HSD & 2 years of Military Service | 10 Points |
| f. HSD & 2 years of College* | 10 Points |
| g. HSD & 3 years of College* | 14 Points |
| h. HSD & 2+ years College* and 2+ year Mil. | 16 Points |
| i. HSD & 4 years of Military Service | 20 Points |
| j. HSD & Bachelor's Degree | 20 Points |
| k. HSD & BA & Master's Degree | 25 Points |
- * 30 earned credits equal 1 year of college*
4. Resume and Personnel File Review (Maximum value 20 points)
- a. A review of the candidate's resume and personnel file will be performed by the Chief of Police and command staff.

- b. Candidates shall submit a resume that shall not exceed two pages at 12-size font text. The resume will be evaluated by the command staff and assigned a point value.

C. Oral Interview - Overall Value 25%

- 1. An oral interview shall be conducted with each candidate. The same questions shall be asked of each candidate. Each rater (listed below) will complete an Interview Assessment Form. Each question will be valued equally for a total possible score of 100 points.
 - a. Chief of Police;
 - b. At least 1 additional command level officer(s).
- 2. Questions asked may include, but shall not be limited to:
 - a. Personal and professional accomplishments;
 - b. Actions taken or suggestions that the candidate has made to improve the overall operation of the department;
 - c. Knowledge of Attorney General guidelines and/or Union County Prosecutor's directives;
 - d. Knowledge of rules and regulations and/or standard operating procedures of the Berkeley Heights Police Department;
 - e. Knowledge of the New Jersey and/or United States Constitutions;
 - f. Community involvement, community policing theory;
 - g. Interpersonal skills and management theory;
 - h. Situational questions regarding the police function.

D. Scoring, Ranking, and Posting of Sergeant Eligibility List

- 1. An eligibility list shall be created at the conclusion of the testing process ranking all candidates. The list shall be printed with an official date of creation. The Chief of Police shall retain the right to recommend to the promoting authority any of the top three candidates on the eligibility list for the rank of Sergeant.
- 2. A copy of the eligibility list shall be disseminated to all candidates and the PBA President in a manner prescribed by the Chief of Police.

E. Term of Sergeant Eligibility List

- 1. The officers on the promotional list will remain eligible for promotion for a period of two years from the date of creation of the eligibility list. The list shall expire at midnight on the date exactly two calendar years from the creation date.

2. An officer selected from an eligibility list for promotion to Sergeant shall also be required to pass a psychological assessment by a licensed and reputable facility chosen by the Township. The psychological assessment shall be paid for by the Township for the purpose of determining promotional suitability.

F. Confidentiality of Sergeant Test Results

1. The final results of the Sergeant examination will be considered confidential. Individual officers may request to speak with the Chief of Police who will, as soon as practicable, discuss their performance and results in the testing process with them. Officers shall be given their ranking in each of the three categories; however, any specific information provided by a rating officer will not be disclosed.

G. Sergeant Test Appeals Process

1. Within 10 days of the posting of the ranking of candidates a candidate may file a written letter of appeal. Said letter must contain the reason(s) or justification(s) for an appeal and must be submitted to the Chief of Police through the appropriate chain of command. The Chief of Police will assess the request and make a determination of how the request will be addressed on a case-by-case basis.
2. Appeal requests may address the following areas of the promotional process:
 - a. Review and re-tabulation of the scored elements of the selection process.
 - b. Review any evaluation or internal document that was used in the selection process related to the appellant.
3. If the appeal impacts the results of the promotional ranking as determined by the Chief of Police, the candidate may be permitted to be re-evaluated.

H. Sergeant Promotional Process Review

1. Before the implementation of a promotional selection process, the Chief of Police and Command staff will meet and review all aspects of the process. All materials and questions used in the internal portion of the Promotional Examination Board shall be examined to determine if they are job-related and non-discriminatory. At the conclusion of the promotional selection process, all command personnel involved in the process will meet again for the purpose of reviewing and evaluating the process, making recommendations for improvement, if any.

I. Security of Promotional Materials

1. The Chief of Police and Administrative Police Staff shall be responsible for the security of promotional materials. All promotional materials will remain in a secured promotional file in the office of the Chief.

III. PROMOTION TO LIEUTENANT OR CAPTAIN

- A. In the case of a vacancy occurring in the rank of Lieutenant or Captain, appointment shall be made by the mayor, upon recommendation of the Chief of Police. The Chief of Police, when making his/her recommendation, may consider such factors as length and merit of service, seniority, past performance, training, education, and experience.
 - 1. Within 10 days of the posting of the ranking of candidates a candidate may file a written letter of appeal. Said letter must contain the reason(s) or justification(s) for an appeal and must be submitted to the Chief of Police through the appropriate chain of command. The Chief of Police will assess the request and make a determination of how the request will be addressed on a case-by-case basis.

IV. PROMOTION TO CHIEF OF POLICE

- A. The appointment to the position of Chief of Police shall be made from personnel of the Police Department holding the rank of Lieutenant or above, and shall be made by the mayor, with the advice and consent of the Township Council, consistent with the Faulkner Act, to a qualified individual in accordance with New Jersey law.