

HOWELL POLICE DEPARTMENT GENERAL ORDER			
VOLUME: 2	CHAPTER: 28	# OF PAGES: 8	
SUBJECT: PROMOTION-SERGEANT			
EFFECTIVE DATE: June 9, 2023	ACCREDITATION STANDARDS: 2.3.1	SUPERSEDES ORDER #: V1C42 (Dated 08/15/2011) V1C42 (Dated 09/27/2011) V2C26 (Dated 05/12/2015) V2C26 (Dated 06/16/2016)	
BY THE ORDER OF: Chief John F. Storrow			

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 and responsibilities. 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.

PROCEDURE:

I. Eligibility

- A. Promotion(s) will be made from the rank of police officer (patrolman/detective) of the Howell Township Police Department.
- B. Officers with a minimum five (5) years of experience as a Howell police officer at the time of the exam announcement will be permitted to participate in process.
- C. All appointments and promotions shall be for an initial probationary period of up to one year. At the end of this one-year period, should the candidate successfully complete his or her probationary period, the Township Manager will make his or her appointment permanent. The appointments shall be for an indefinite term.

II. Medical Examination

- A. Prior to any promotion, considered applicants may be required to undergo a complete and thorough medical examination by a physician designated by the township, at the township's expense.

III. Psychological Evaluation

- A. Prior to any promotion, considered applicants may be required to complete an in depth and thorough psychological evaluation by a psychologist designated by the township, at the township's expense. The psychological evaluation reports will be available to the Township Manager and Chief of Police.

IV. Written Examination 35% of Final Grade

- A. The written examination shall consist of 100-200 questions comprised directly from a list of study material.
- B. The list of study material can be found on the final two pages of this General Order.
- C. A minimum passing score of 70% shall be required. Any candidate who scores below 70% on this phase of the process shall be deemed to have not qualified to proceed to the next level of the exam. The score will only be carried to two decimal places. (i.e., 0.00%)

V. In-House Board (Oral Examination) 35% of Final Grade

- A. The interview board shall consist of at least three (3) command-level officers of the Howell Police Department. The Chief of Police shall appoint the panel. A minimum passing Score of 70% shall be required. Any candidate who scores below 70% on this phase of the process shall be deemed to have not qualified to proceed on and shall be removed from further consideration. The score will be carried to no more than two decimal places. (i.e., 0.00%)

- B. Questions asked during the oral examinations shall be related to information found within the list of study material noted on the final two pages of this general order. The oral examination may also include scenario-based questions. Additional questions may be asked to test the candidate's knowledge, critical thinking skills, decision-making, judgement, and overall leadership ability.
- C. The Chief, at his discretion, may have an outside or independent proctor, or observer present during the in-house oral. This person will have no input or opinion pertaining to the scoring of any of the candidates during this process.

VI. Peer and Supervisory Review – 10% Of Final Grade

- A. It is recognized that the officers who work alongside these candidates know them well. They too have an important role in assessing their ability to be a supervisor. It is critical that subordinates have confidence and respect in a supervisor.
- B. Candidates who pass both the written examination and oral examination shall be placed on a list. This list shall be in alphabetical order and shall not be indicative of the scores obtained during the written and oral examinations.
- C. Once this list is formulated, the Chief of Police shall provide the list to non-supervisory personnel. Non-supervisory personnel shall be required within five (5) days to score the candidates on a scale noted below. The Chief of Police or his designee(s) shall tally the total scores on these confidential/anonymous peer review forms and divide it by the number of non-supervisory officers who submitted the form. That number shall then be converted to a score by multiplying it by 5%. The score will be carried to no more than two decimal places. (i.e., 0.00%)
- D. Simultaneously, the Chief of Police shall provide the list to Sergeants and Lieutenants who are not included in the Chief's Roundtable. These supervisory officers shall be required within five (5) days to score the candidates on a scale noted below. The Chief of Police, or designee(s), shall tally the total scores on these confidential/anonymous supervisory review forms and divide it by the number of supervisory officers who submitted the form. That number shall then be converted to a score by multiplying it by 5%. The score will be carried to no more than two decimal places. (i.e., 0.00%)
- E. Scoring for this phase of the test shall be completed in the following manner. Officers shall score each applicant on a scale of 1 – 5 based on their level of confidence in the applicant's ability to become a Sergeant within this agency.
 - 1. 5 - Extremely Confident in applicant's ability.
 - 2. 4 - Confident in applicant's ability.
 - 3. 3 - Neutral or uncertain in applicant's ability.
 - 4. 2 – Not confident in applicant's ability.

- 5. 1 – Applicant is not prepared to take on a supervisory position at this time.
- F. The forms will be confidential/anonymous and only available to the Chief of Police or designee(s).
- G. There is no minimum passing score required for this phase of the process.

VII. Chief's Roundtable – 20% Of Final Grade

- A. It is recognized that current supervisors possess firsthand knowledge of the candidates and are the best resource of day to day occurrences. During this phase, command-level supervisors meet confidentially to discuss each candidate based on their first-hand observations of specific performance areas. The Chief of Police shall select the command level supervisors who will be included in the Chief's Roundtable.
- B. Supervisors who complete the peer review portion of this testing process shall not be included in the Chief's Roundtable.
- C. The in-house panel is led by the Chief of Police, or designee, and takes place in a private, confidential, closed door setting.
- D. Each panel officer must sign a non-disclosure form.
- E. Each panel officer present will review the applicant's personnel file, attendance history, confidential/anonymous peer and supervisory review forms final scores, and other documents along with the candidate experience form that is completed by the candidate allowing them to showcase their strengths and explain any potential/perceived weaknesses.
- F. The Chief of Police opens dialogue about the applicant and a "roundtable" discussion takes place.
- G. Following the discussion each superior officer grades the candidate using the provided grading form.
- H. Each supervisor shall submit their grading forms to the Chief of Police for review and scoring.
- I. Final scoring shall be completed by the Chief of Police and at least three (3) command level personnel, following the roundtable discussion.
- J. A minimum score of 60% is required to successfully pass this phase.

VIII. Examination Grading

- A. After each phase in the process, each candidate will be notified whether they have successfully passed. After the final phase (roundtable), overall raw scores will be converted to a score by multiplying the raw score by the appropriate percentages listed above. All converted (of the four phases) will be added together, along with

the seniority, to give the candidate a final score. Scores of each phase shall be kept confidential until the completion of all phases.

IX. Seniority

- A. With regards to an officer's seniority, additional points shall be added to the officers combined written, oral, peer review and Chief's Roundtable converted scores.
- B. Each officer shall receive 1/10th of a point added to his/her score for each completed year of service with the Howell Township Police Department, up to a maximum of two (2) additional points added to his/her combined converted score to give the officer a final score. Completed years of service shall be as of the date of the written examination. For example, an officer with 10 completed years of service shall receive 1 additional point. An officer with 5 years of completed service with the Howell Township Police Department shall receive one half or .50 points added to his/her score. Scores carried to no more than two decimal places. (i.e., 0.00%)

X. Notification of Results

- A. After completion of the selection process, candidates will be provided with a written outline of their individual scores and their ranking on the list of candidates. All scores (raw score, converted score, and final score) shall be provided to each candidate.
- B. An overall final combined score of at least 70% must be obtained to be placed upon the final ranking list. Any person who does not achieve an overall (all converted scores added together plus seniority credit) score of 70%, regardless of the other individual scores, will not be placed upon the promotion eligibility list.
- C. In the event officers achieve the same final score at the conclusion of the process, the scoring shall be carried out to no more than three decimal places (i.e., 0.000%) in an attempt to break the tie.
- D. Should there still be a tie at this point, the Chief of Police shall convene a panel of command level officers who shall review and discuss the individuals. This panel at the conclusion of its review shall submit a written recommendation to the Chief of Police.
- E. The Township Manager is the appointing authority by statute. At the conclusion of the promotional process, the Chief of Police will provide the Township Manager with a written recommendation for promotion(s). The Township Manager shall review the written recommendation(s) of the Chief of police and shall render a determination that may require invoking the 'Rule of Three', (i.e., selecting one of the top three members on the examination eligibility list.).
- F. The "rule of three" shall be considered for each promotional position. For instance, if the candidate is chosen who finished first, the second candidate shall be chosen from the next three candidates (2,3,4). This includes promotions made simultaneously.

XI. Examination Eligibility List-Reapplication

- A. The officers who successfully complete the examination process, (obtain an overall score of at least 70%) but do not receive a promotion, shall be held on a promotional list. The list, which results from the test, shall be active for three (3) years from the date the final results are published.

XII. Appeals of Process

- A. 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. Such requests may address the following areas of the promotional process:
 - 1. Review and re-tabulation of the scored elements of the selection process.
 - 2. Review any evaluation or internal document that was used in the selection process related to the appellant.
 - 3. If the appeal impacts upon the results of the promotional ranking as determined by the Chief of Police, the candidate may be permitted to be re-evaluated.

XIII. Security of Promotional Materials & Exam Integrity

- A. The Chief of Police shall be responsible for the security of promotional materials. All promotional materials will remain in a secure promotional file located in the Chief of Police's office.
- B. Officers involved in the process shall be required to understand and sign a nondisclosure form.
- C. Officers found to have compromised the testing process will be recommended for termination.

XIV. Lateral Entry

- A. Lateral entry is not permitted.

XV. Study Material

A. Howell Township Police Department General Orders and agency documents:

- Arrest & Transportation
- Alternate Care for Arrestee's Dependents
- Biased-Based Policing
- Command Protocol
- Dealing with the Immigrant Community
- Domestic Violence Investigations
- Duty Death and Serious Injury
- Early Intervention System
- Emotionally Disturbed Persons
- Employee Injury Investigation
- Employee Involved Domestic Violence Investigations
- Evidence & Property Control (Section I – Collection & Preservation of Evidence Page 1-15 Only)
- Harassment in the Workplace
- Internal Affairs
- Interview, Interrogation & Access to Counsel
- Juvenile Operations
- Missing & Unidentified Persons Investigations
- Motor Vehicle Impound & Inventory Policy
- Mobile Video/Body Worn Recorders
- PBA Contract
- Police Involved Motor Vehicle Crash Investigations
- Public Information
- Pursuit & Forcible Stopping Guidelines
- Responding to Critical Incidents
- Response Guidelines
- Rules and Regulations
- Safe Haven Infant Protection
- Search & Seizure Policy
- Temporary Detention
- Training Policy
- Uniform Traffic Enforcement & Control
- Use of Force Policy

B. Attorney General Directives and Monmouth County Prosecutors Office policies:

- MCPO - Eyewitness Identification
- MCPO – Fatal Motor Vehicle Investigation
- MCPO - Officer Involved Shooting
- MCPO - Mandatory Notifications
- AG Directive – Extreme Risk Protective Order
- AG Directive – Municipal Court Bench Warrants
- AG Directive – Right to Record
- Memorandum of Agreement (Sections 3 – 6)

C. Additional Information:

- Motor Vehicle Enforcement
- Missouri v McNeely (DWI blood/refusal)
- Tennessee v. Garner
- Graham v. Connor
- Iannone Supervision of Police Personnel (6th Edition) – Chapters 1-3 only

D. The study material listed in Section A and Section B can be found in the Department Wide Drive under folder (Sergeant Promotional Exam 2023).