

PROMOTIONAL PROCEDURES – POLICE LIEUTENANT

QUALIFICATION REQUIREMENTS:

A promotional candidate must possess a four year degree from an accredited college or university; and, must have served at least two (2) years as a Police Sergeant in the Huntsville Police Division. Additionally, applicants must achieve a score of at least 70 on a written examination to be eligible for further consideration. Applicants achieving an eligible score on the written examination will then be ranked by:

1. SCORE ON WRITTEN EXAMINATION: 25% Toward Final Score

Promotional candidates have the option of rolling over written scores once during a two (2) year period of time. The two (2) year period begins on the date a promotional candidate is administered the written examination. If a promotional candidate wishes to roll over his/her written score, he/she must elect to do so in writing by the deadline date for application. If the candidate retakes the examination within the two (2) year period, the most recent score shall be used. However, the option of rolling over written scores will not be available when the written examination is revised.

2. WRITTEN EVALUATION OF SUPERVISORY AND LEADERSHIP ABILITIES: 35% Toward Final Score

This will consist of an “in basket exercise”, to be conducted and scored by an independent agency selected by the Chief of Police.

3. ORAL EVALUATION OF SUPERVISORY AND LEADERSHIP ABILITIES: 40% Toward Final Score

This will consist of an “assessment center exercise”, to be conducted by law enforcement professionals selected by the Chief of Police.

PROMOTION LIST:

Once applicants are assigned a numerical score, their names will then be placed on a promotion eligibility list, ranked in numerical order.

CERTIFICATION OF ELIGIBLES:

Normally the names of no more than the three (3) highest ranking candidates per vacancy will be referred for consideration by the Chief of Police. When there is more than one (1) vacancy to be filled, one (1) additional name will be certified for each additional vacancy. However, if more than one (1) candidate has the same score, all such candidates with that score shall be referred.

INTERVIEW:

An interview, by the Chief of Police (or his/her designee(s), of the candidates listed on the promotion certificate shall be held prior to making a selection. The Equal Employment Officer and/or the Director of Human Resources will provide the Chief of Police with the necessary training and support on interviewing techniques and procedures.

ACTION BY THE CHIEF OF POLICE:

Any employee listed on the certificate is eligible for selection after interviews are completed. The Chief of Police will indicate the selection or other action on the promotion certificate, sign and date the certificate, and return it to the Director of Human Resources.

DURATION OF ELIGIBILITY LIST:

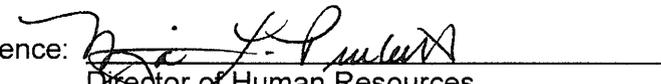
Eligibility lists are effective for one (1) year. The one (1) year period begins the date the first certification of eligibles, for that listing, is sent to the Chief of Police. Should additional vacancies occur within one (1) year of the date of establishment of a promotional listing for this position, such vacancies may be filled by selections from that same listing utilizing the procedure specified under the "certification of eligibles." Vacancies occurring after one (1) year from date of establishment of a promotional listing will be announced and the entire process will be repeated for establishment of a new list.

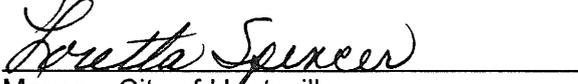
APPROVAL:

The foregoing promotional procedures shall become effective upon the date of acceptance and approval by the Mayor of the City of Huntsville; shall revoke all previous procedures currently in effect, and shall remain valid until such time as amended or revoked.

Concurrence: 
Director of Public Safety

Concurrence: 
Chief of Police

Concurrence: 
Director of Human Resources

Approval: 
Mayor – City of Huntsville

01-02-08
Date