(Proposed)

New Braunfels Police Department Alternate Promotional System

The promotion process for the position of Police Corporal, Police Sergeant, Police Lieutenant and Police Captain will include a series of the following five selection criteria, each weighted to its overall value in the promotional process as more fully described herein:

- a. Written Examination
- b. Seniority Points
- c. Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE)
 Certification Points
- d. Education Points
- e. Assessment Panel

The selection criteria for the Corporal, Sergeant, Lieutenant and Captain promotional process shall be assigned the following values, for a total maximum of 100 points. The Assistant Chief position is appointed at the discretion of the Police Chief and not applicable to this provision.

- a. Written Examination (40 points) Source materials for the written examination will be posted in accordance with Chapter 143. The Texas Criminal and Traffic Law Manual and the Policy and Procedures of the New Braunfels Police Department, shall be covered on the test. The remaining source materials will be at the discretion of the Police Chief. The examination shall consist of 100 multiple choice questions. Only those candidates who answer 70 or more questions on the written examination correctly shall be considered to have passed the examination and will advance in the promotion process. Grading of the examination begins when one applicant has finished the exam. Grading will occur at the location of the exam and in the presence of any candidate who wishes to be present. Raw test scores will be posted in the lobby of City Hall within 24 hours of the exam. The number of correct answers will be multiplied by .40 to arrive at the weighted score.
- b. <u>Seniority Points (10 points)</u> Candidates will be awarded 1 seniority point for every year of complete and continuous service as a sworn police employee with the New Braunfels Police Department, not to exceed 10 points for 10 years of service. The date of consideration shall be the date of the examination. Seniority points will be awarded to those candidates who successfully pass the written exam.
- c. <u>TCLEOSE Certification Points (10 points)</u> TCLEOSE proficiency certification represents a legislatively mandated combination of education, training hours and law enforcement experience. Promotion candidates will be awarded TCLEOSE Certification Points as follows:
 - a. 10 points for TCLEOSE Master Peace Officer Certification
 - b. 7 points for TCLEOSE Advanced Peace Officer Certification

- c. 4 points for TCLEOSE Intermediate Peace Officer Certification
- d. 1 point for TCLEOSE Basic Peace Officer Certification

TCLEOSE Certification points will only be awarded to those candidates who successfully pass the written examination. Certification must be recognized by TCLEOSE before the date of the examination for consideration in the promotion process.

- d. <u>Education Points (10 points)</u> Promotion candidates will be awarded points based on level of formal education as follows:
 - a. Masters Degree or higher 10 points
 - b. Bachelor's Degree 7 points
 - c. Associates Degree 5 points

The college or university granting the degree must be recognized as an accredited institution by TCLEOSE Standards. Education points will only be awarded to those candidates who successfully pass the written examination. The candidate's degree must be granted before the date of the examination for points to be awarded.

e. Assessment Panel - (30 points) A panel of four will be selected to assess the candidates by interview. All panelists will be equal or higher rank for the position being interviewed. At least one member of the panel shall not be a member of the New Braunfels Police Department. Panelists will be appointed at the discretion of the Police Chief. To ensure consistency and fairness, all panelists shall be present for every interview in the process for which they are participating; the Assessment Panel shall not have access to candidate's overall points prior to the interviews. At the end of the interview, each panelist shall independently evaluate the candidate without discussion or consultation with fellow panel members. All questions will be supplied to the panelists, who will only ask questions as supplied. The ranking member of the Assessment Panel shall be responsible for ensuring that procedures are followed so that the process is consistent and fair to all candidates.

The Assessment Panel will include the following areas:

- a. An oral biography of the candidate, including professional experience
- b. General questions relating to the candidate's leadership philosophy and ability
- c. Scenario based questions
- d. General questions relating to the organization or specific parts of the organization

The Assessment Panel members will independently evaluate each candidate on the following dimensions listed below for a maximum of 30 points. Each of these six dimensions will be scored from 1 to 5 points, and the top score will be 30 points. The evaluation scores from each panelist will be averaged together to create a final score (top score for the Assessment Panel is 30 points) which will be used in the promotion process. Candidates who do not answer 70 or more questions correctly on the written exam will not be interviewed by the Assessment Panel.

<u>Oral Communication Skills</u>: Expresses ideas and information effectively, clearly articulates thoughts and observations, demonstrates confidence, poise and competence through speech and presentation skills.

<u>Situational Awareness</u>: Recognizes pertinent issues and problems. Understands the origin, nature and important elements of a situation or problem. Identifies alternative choices and solutions for handling a given problem and demonstrates the ability to make sound decisions. Ability to prioritize and execute a plan.

<u>Commitment:</u> Demonstrates a commitment to the community, the Department and to the profession of policing. Also demonstrates a commitment to lifelong learning and continuous improvement. Along with responses to questions, assessors may consider commendations, attendance history, training, certifications, education, and work assignments.

<u>Personal Interaction Skills</u>: Ability to demonstrate sensitivity, empathy, concern, tactfulness and diplomacy. The candidate will present themselves in a respectful and professional manner and be considerate of the time and interview process as requested by the Assessment Panel.

<u>Adaptability and Flexibility Skills:</u> Ability to adjust, adapt and change according to current information and circumstances. Responds appropriately to fluid situations as incoming information changes. Develops alternate responses when confronted with new information.

<u>Leadership:</u> Demonstrates an ability to motivate and inspire others, and also shows an understanding of leadership concepts and how they can be applied to the New Braunfels Police Department. Expresses a willingness to share ideas and participate as a member of a larger management team.

<u>Final Promotion Scores:</u> The final rankings will be compiled by the Civil Service Director or their designee within three days after the final candidate has completed the Assessment Panel Exercise. In order to maintain the integrity of the promotion process, a compiled list of scores will not be posted until the final scores are tabulated. Individual test scores will be available at the test site. Final rankings will include the following scores:

| Written Examination | 40 points |
|------------------------------|-----------|
| Seniority Points | 10 points |
| TCLEOSE Certification Points | 10 points |
| Education Points | 10 points |
| Assessment Panel Points | 30 points |

Total 100 points

In the event of a tie score, the tie shall be broken in accordance with Local Rules Section 143.033 (2).

<u>Appeal Process:</u> The appeal process for the Written Examination is set out in Chapter 143.034. This appeal will be carried out prior to the Assessment Panel. During the five day appeal period, each candidate will be able to review the material by making an appointment with the appropriate personnel.

In accordance with the Civil Service rules, because the candidates have extensive opportunities to exhibit multiple dimensions and/or skills in the Assessment Panel, appeals are not practical and

therefore the Assessment Panel portion of the Alternate Promotion system is not subject to the above described appeal process.

<u>Promotion Eligibility List:</u> The promotion eligibility list shall consist of a listing by name, in descending order of the candidate's total final score in the alternative promotion process as previously described. A promotion eligibility list will remain valid for one year from the date on which it was posted, or until it is exhausted.