

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: PROMOTION PROCESS

EFFECTIVE DATE:

September 29, 2020

ACCREDITATION STANDARDS: 2.3.1

BY THE ORDER OF:

Chief Giacomo Sacca

BY AUTHORITY OF:

Police Director Earl J. Graves

SUPERSEDES ORDER #:

Original Order issued June 2, 2015

PURPOSE The purpose of this directive is to codify the Elizabeth Police Department policy and responsibilities in the promotional process.

POLICY It is the policy of the Elizabeth Police Department to comply with the promotional process established in NJAC 4A:4-2.4 et seq.

PROCEDURE:

I. General

- A. New Jersey Civil Service Commission regulations provide for the administration of a fair and equitable promotion process that identifies those individuals who best possess the skills, knowledge and abilities necessary for the agency to achieve its overall mission, goals, and objectives.
- B. The New Jersey Civil Service Commission administers the examination and candidate certification phases of the process in accordance with applicable law and rules.
- C. The appointing authority shall be the liaison between this agency and the New Jersey Civil Service Commission.
- D. The New Jersey Civil Service Commission will:
 - 1. Provide written announcement of promotional testing to the agency;
 - 2. Notify applicants of the scheduled date, time and location of the promotional test;
 - 3. Make a comprehensive promotional study guide available to candidates;
 - 4. Provide the applicant with a description of the test review and appeal process;
 - 5. Provide the applicant with their test results and ranking;
 - 6. Provide the applicant expiration date of promotional eligibility list(s);
 - 7. Provide the agency with a list of applicants that have satisfactorily passed the testing process and their ranking.
- E. The Chief of Police or designee will ensure that all eligible candidates are notified of pending promotional testing opportunities and provided with the information necessary to participate in the promotional process. The test announcements will be posted on the bulletin board outside the City personnel officer and distributed by memorandum via the police department PDMS system and will contain the following information:
 - 1. A description of the job classification that is being tested;
 - 2. A tentative date, time and location of the examination, if available;
 - 3. A brief description of eligibility requirements, including filing deadline date
- F. All newly promoted personnel will serve a probationary period commonly known as a working test period.

II. Testing Process

- A. The New Jersey Civil Service Commission may post a comprehensive orientation/study guide on their website approximately three months prior to the examination date. The purpose of the guide is to help familiarize eligible candidates with the type and format of the test questions that will be administered during the exam and includes a list of reference materials appropriate for the test format selected.
- B. Regardless of the type of examination used, the City of Elizabeth has no input or influence into the test design or validity methodology used by the New Jersey Civil Service Commission.

III. Eligibility

- A. The process of testing, weighting, seniority, ranking, and placing candidates on a promotional eligibility list falls under the control of the New Jersey Civil Service Commission. The City of Elizabeth has no input or influence on the process or outcome of the testing process.
- B. The specific procedures used are announced by the New Jersey Civil Service Commission prior to the written examination. These announcements are typically part of the orientation guide issued by the Civil Service Commission. The guide will list the factors and numerical weights which are typically used to place candidates on an eligibility list. These include percentage points related to a combination of years of service, time in rank, and the employee's raw score earned in the examination process.
- C. When the Civil Service Commission issues candidates their final score and their order of placement on the eligibility list, they will also include the number of years for which the list is valid and the procedures for which to review and appeal promotional elements.
- D. The selection of names from an eligibility list shall be in conformance with the guidelines issued by the New Jersey Civil Service Commission.