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## Special Assignments and Promotions

### 1002.1 CIVIL SERVICE EXAMINATIONS

**Agency Content**

Onondaga County Department of Personnel publishes and distributes examination announcements for all competitive promotional examinations affecting the department. Examination announcements generally provide, where applicable:

- (a) Date published, last filing date, and examination date.
- (b) Salary and vacancies.
- (c) Duties.
- (d) Subject of examination.
- (e) Rating of seniority.
- (f) Minimum qualifications, to include time in grade eligibility requirements.
- (g) Miscellaneous information.

Applications and additional information concerning examinations can be obtained through the Department of Personnel.

### 1002.2 ELIGIBILITY LISTS

**Agency Content**

As directed by the requirements of the Civil Service Law, eligibility shall be based on the candidate's success in a competitive written examination. The effective weight of the candidate's score can be affected by the addition of seniority and/or veterans points to the written score.

Candidates will be ranked in descending order of their final score on the promotional examination.

Promotional lists shall be established in accordance with State Civil Service Law. Certified eligibility lists include the duration of the list, written certification of eligible employees, and the system for selecting names from the list.

Information regarding the establishment of eligibility lists can be obtained from the Onondaga County Department of Personnel.

### 1002.3 PROMOTIONAL SELECTION

**Agency Content**

When a promotional vacancy exists, and the Mayor has authorized filling the vacancy, the Chief of Police will request a certified eligibility list from the Onondaga County Department of Personnel.

Selecting and canvassing names from the certified eligible list shall be in accordance with Civil Service Law. Only candidates whose names appear on the eligibility list shall be considered for promotion, vertically to the rank of Captain.

# Syracuse Police Department

## Supplemental Manual

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The Chief of Police shall make selection of individuals for promotion subject to the approval of the Mayor.

The Chief of Police, or interview panel as so designated by the Chief of Police, shall conduct oral interviews for all promotional vacancies.

A written explanation of the reason or reasons for appointing an eligible employee to a promotional vacancy may accompany appointment decisions and shall become a permanent part of the individual's personnel file.

#### **1002.4 REVIEW AND APPEAL PROCESS**

##### **Agency Content**

Written promotional examinations may be questioned and adverse decisions appealed subject to the rules and regulations of the Onondaga County Department of Personnel.

Those elements of the promotion process that are administered by the department may be reviewed and adverse decisions appealed.

A candidate wishing a review and/or appeal shall submit a memorandum to the Chief of Police within seven (7) working days of rejection stating the reason why they are challenging the decision.

Reevaluation of a promotional candidate is at the sole discretion of the Chief of Police.

The member shall be advised of the findings within seven (7) working days of the determination.

A probationer whose services have been terminated for unsatisfactory service shall, upon request, be granted an interview with the Chief of Police, or designee.

#### **1002.5 ANALYSIS OF PROMOTIONAL PROCESS**

##### **Agency Content**

The intra-department elements of the promotional selection process shall be evaluated annually by the Chief of Police and command personnel and revised as necessary.