

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

Discretionary NYSLEAP- 8.7 - 15.1

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Syracuse Police Department.

1002.2 POLICY

Discretionary MODIFIED NYSLEAP- 8.7 - 15.1

The Syracuse Police Department determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police or authorized designee.

1002.3 SPECIAL ASSIGNMENT POSITIONS

Discretionary MODIFIED NY_CALEA6.13 - 11.5.1 (a)

The following positions are among those considered special assignments and not promotions:

- (a) Emergency Response Team member
- (b) Evidence Technician
- (c) Bicycle Patrol officer
- (d) Field Training Officer

1002.3.1 GENERAL REQUIREMENTS

Discretionary MODIFIED

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Three years of relevant experience
 1. Exceptions may be made by the Chief of Police to fill Department need.
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Municipal Police Training Council (MPTC) or law
- (d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

Discretionary NY_CALEA6.13 - 11.5.1 (c)

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.

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- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making
 4. Personal integrity and ethical conduct
 5. Leadership skills
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS

Discretionary **MODIFIED** NY_CALEA6.13 - 11.5.1 (d)

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - The candidate's current supervisor will submit a recommendation.
 1. The supervisor recommendations will be submitted to the Commanding Officer for whom the candidate will work.
- (b) Commanding Officer interview - The Commanding Officer will schedule interviews with each candidate.
 1. Based on supervisor recommendations and those of the Commanding Officer after the interview, the Commanding Officer will submit their recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

1002.4 PROMOTIONAL REQUIREMENTS

Discretionary **MODIFIED** NY_CALEA6.13 - 34.1.1, 34.1.4, 34.1.3 NYSLEAP- 8.7 - 15.1, 15.1 (A), 15.1 (B), 15.1 (C), 15.1 (D), 15.1 (E)

Requirements and information regarding any promotional process are available at the Syracuse Human Resources Division.

- (a) Notices shall be posted for upcoming competitive examinations for promotion via bulletin board or department email.

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- (b) Discriminatory hiring practices are prohibited. The Syracuse Police Department is an equal opportunity employer. All elements used to evaluate candidates for promotion shall be job-related and non-discriminatory.
- (c) The Human Resources Division manages and distributes detailed information pertaining to promotional examinations, including eligibility, rankings, weight of criteria, veteran's credits, seniority credit, duration of validity period of eligibility lists and certification of eligibility. The Human Resources Division shall provide agency personnel with a written announcement of the promotional process.
- (d) The Human Resources Division shall be responsible for securing all promotional materials.

[See procedure for CIVIL SERVICE EXAMINATIONS](#)

[See procedure for ELIGIBILITY LISTS](#)

1002.4.1 PROFESSIONAL AND LEGAL REQUIREMENTS FOR PROMOTION

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The Syracuse Police Department relies upon the New York State Civil Service Commission through the Onondaga County Department of Personnel to administer and provide various elements of the promotional process in accordance with applicable legal, professional, and administrative requirements.

The Chief of Police shall retain the authority and responsibility for administering the department's role in the promotion process. His authority and responsibilities for the promotion of personnel include, but are not limited to:

- (a) Determining when a promotional vacancy exists and requesting the certified civil service eligibility list from the Onondaga County Department of Personnel.
- (b) Administering the inter-departmental elements of the promotional process (i.e. supervisor's written recommendations, conducting oral interviews, etc.).
- (c) Selecting the final candidate and making a recommendation to the City of Syracuse Mayor, for probationary appointment.
- (d) Administering the promoted employee's probationary period.
- (e) Confirming promoted members to permanent status upon successful completion of the probationary period.
- (f) Performing appropriate liaison activities with the Onondaga County Department of Personnel necessary to carry out the promotion process.
- (g) Procedures used for promotion shall be in accordance with New York State Civil Service Law and the Onondaga County Department of Personnel manual entitled, "Rules for Classified Service."

1002.4.2 PROMOTIONAL EVALUATION CRITERIA

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The Chief of Police may take the following areas into consideration in evaluating promotional candidates:

- (a) Supervisory potential.
- (b) Job related experience.
- (c) Evaluation reports.
- (d) Time in grade.
- (e) Recommendations of supervisory officers.
- (f) Education record.
- (g) Commendations and medal awards.
- (h) Disciplinary record.
- (i) Any other information that is relevant to the promotional evaluation given.

[See procedure for PROMOTIONAL SELECTION](#)

[See procedure for REVIEW AND APPEAL PROCESS](#)

[See procedure for ANALYSIS OF PROMOTIONAL PROCESS](#)

1002.4.3 PROMOTIONAL PROBATIONARY PERIOD

Agency Content

To safeguard against promotion of employees beyond their capabilities, all promotions are subject to a 26 week probationary period. Promotions shall not be permanent until the candidate has successfully completed the probationary period per Civil Service rules and regulations.

The probationer's supervisor shall carefully observe the probationer's conduct and performance. Unsatisfactory performance should be recorded.

During the promotional probationary period, a Personnel Performance Evaluation form 9.27 shall be completed on each member holding probationary status.

- (a) These evaluations will be completed by the probationer's supervisor at the 2 month and 4 month interval.
 - 1. In conjunction with the completion of the evaluations, the supervisor shall also advise the probationer of his/her status and progress.

Unsatisfactory performance may result in demotion to the previous rank. Probationer's whose services are to be terminated for unsatisfactory conduct or performance shall receive written notice at least one (1) week prior to such demotion.

Upon successful completion of the probationary period, the Chief of Police shall advise the member, in writing, of his/her permanent appointment to the rank or position.