

**AN ORDINANCE AMENDING THE CITY OF WAYNESVILLE'S EMPLOYEE PERSONNEL MANUAL  
REGARDING PROMOTION OF POLICE DEPARTMENT PERSONNEL;  
FIXING AN EFFECTIVE DATE**

**WHEREAS**, the City Council recognizes that the liability and responsibility that senior leaders of the Police Department carry is of great importance; and

**WHEREAS**, the City's police is to promote from within whenever possible; and

**WHEREAS**, in order to ensure the best possible candidate is chosen for promotion to Command Staff, additional criteria and procedures are needed to successfully evaluate qualified candidates; and

**WHEREAS**, the City Council, after careful review, hereby amend the City's Employee Personnel Manual to meet that purpose.

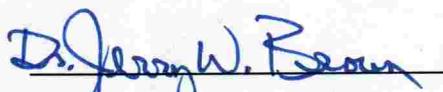
**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAYNESVILLE AS FOLLOWS:**

**Section 1.** That Section 4, hereby known as "Recruitment, Selection, Placement & Promotion, of the City's Employee Personnel Manual shall be amended according to "Exhibit A", attached hereto and made a part thereof this ordinance. All other portions of Section 4 shall remain in effect.

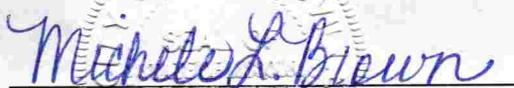
**Section 2.** That all other ordinances or resolutions regarding the promotion of Police Department personnel are hereby repealed.

**Section 3.** This ordinance shall be in full force and effect on the 19<sup>th</sup>, of July, 2021.

**PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS 19<sup>th</sup> DAY OF JULY, 2021.**

  
Dr. Jerry Brown, Mayor

ATTEST:



Michele Brown, City Clerk

# EXHIBIT A

## SECTION 4

### Recruitment, Selection, Placement & Promotion

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#### PROMOTION OF POLICE DEPARTMENT PERSONNEL

##### A. General Policy

1. Promotions are based on the merit of the candidates and their personal performance in the promotion. Since promotions are an investment in the future, neither favoritism nor seniority alone is given consideration during the promotional process.
2. Due to the liability and responsibility that senior leaders of the Police Department are expected to manage, additional criteria, above and beyond the normal hiring process, is needed in order to guarantee the best candidate possible for promotion. The candidate offered promotion must be knowledgeable of the law, of the position applied for, and must have the maturity and skills needed to successfully and safely supervise department staff.
3. All persons who meet the minimum qualifications shall be eligible to enter the promotional process. Participation in the process is not mandatory.

##### B. Requirements for Consideration for Promotion

All sworn police personnel who meet the following minimum requirements shall be eligible to enter the promotional process:

1. *Time served in current rank.* Candidates must have served the required amount of time in their current position to be considered for promotion.

Individuals who have terminated their employment, for whatever reason, and are re-employed, will be hired at the rank of Patrolman. Prior service time will not be counted towards the promotion process.

2. Candidates must have completed and obtained certification of the established training program, if one exists, for the next higher rank prior to the date of any written examination in which they participate in. Failure to obtain the required training certification will automatically disqualify the candidate.

##### C. Requirements for Each Rank

1. *Chief of Police* – Appointed by the Mayor and City Council upon recommendation of the City Administrator
2. *Lieutenant* – A minimum of five (5) years of acceptable service with the Department. Must have held the rank of Sergeant for two (2) years. Maintained an overall rating of standard or above on candidates Employee

Performance Evaluation for the last twelve (12) months preceding the date of the written examination.

3. *Sergeant* – A minimum of three (3) years of acceptable service with the Department. Must have held the rank of Corporal for two (2) years. Maintained an overall rating of standard or above on candidates Employee Performance Evaluation for the last twelve (12) months preceding the date of the written examination.
4. *Corporal* - A minimum of eighteen (18) months of acceptable service with the Department. Must have held the rank of Patrolman for eighteen (18) months, as well. Maintained an overall rating of standard or above on candidates Employee Performance Evaluation for the last twelve (12) months preceding the date of the written examination.

**D. Establishing List for Promotional Consideration**

1. The Chief of Police will determine those eligible to compete for vacancies based on the criteria established in this policy. Said names will be posted on the Officer's information bulletin board and will include the details of the written proficiency exam such as date, time and location of the examination. Information regarding the general subject matter and location of reference materials shall be posted as well.
2. *Administration of Written Proficiency Exam.* The exam will be prepared by the Chief of Police or a designated representative. Each test will be tailored to the rank of the vacancy. Scores will be tabulated at the end of the exam.
3. *Oral Interview Board.* The Interview Board will be comprised of three (3) members of the City's leadership team, chosen by the Chief of Police and City Administrator.

Board Members shall score each candidate on their answers. Scores shall be from one (1) to five (5) with five (5) being the highest. Interview questions will include, but will not be limited to: leadership skills, conflict resolution, individual views on law enforcement today, career goals, etc.

At the conclusion of the Interview phase, all scores of the interview phase will be tabulated by the Board and given to the Chief of Police.

**E. Evaluation**

After the written test and oral interview, the Chief of Police and City Administrator will evaluate each candidate based on the following:

1. Leadership
  - Cooperation with co-workers and management staff
  - Loyalty and Integrity
  - Organization and Planning
  - Use and Delegation of Authority
  - Judgment
  - Temperament

Personal Effectiveness  
Persuasiveness  
Training  
Utilization of Subordinates (Chief, Lieutenant & Sergeant)

2. Personal Characteristics

Enthusiasm  
Sustained Effort  
Assumption of Responsibility  
Initiative  
Self-Development  
Personal Uniform Appearance

3. Health and Physical Fitness

Ability to physically perform all functions of job  
Frequency of on-the-job accidents  
Sick Leave Activity

4. Job Performance

Knowledge  
Volume of Work  
Quality of Work  
Ability to appraise situations  
Attendance and Punctuality  
Self-Reliance  
Adheres to Safety Standards  
Level of Effort towards Job Duties

5. Miscellaneous

Firearms Qualification  
Quality of Report Writing  
Commendations or Awards on File

Candidates will be assessed a score, from one (1) to thirty (30), by the both the Chief of Police and City Administrator. Candidates will receive one (1) point for every positive attribute of the categories listed under the Evaluation Section above.

Additional points can be earned for the following:

Points for an Associate's Degree	5
Points for a Bachelor's Degree	10
Points for a Master's Degree	20

At the conclusion of the Evaluation phase, all scores will be tabulated by the Chief of Police or a designated representative on each candidate.

**F. Recommendation to Promote Candidate**

1. The Chief of Police is the final authority for selecting a candidate for promotion and will recommend, in writing, the promotion of one (1) competing officer to the City Administrator based on the scoring of all candidates. The correspondence will include justification to support the recommendation.
2. The City Administrator will review the written recommendation and discuss with the Chief of Police, the reasons for his recommendation. The City Administrator has the right to reject the candidate recommended by the Chief of Police. This decision will be based solely on the merit of the recommended candidate and the what the City Administrator feels is the best decision for the Department. Written justification for the City Administrator's decision will be given to the City Clerk for the record.
3. If a candidate is rejected by the City Administrator, the Chief of Police will recommend, from the remaining competing officers, another candidate for promotion. This candidate shall be chosen based on the scoring of all candidates and the Chief of Police will give written justification to the City Administrator to support the recommendation.

**G. Disqualification of Candidates**

Qualified candidates may be disqualified from entering the promotional process due to the following:

1. Any disciplinary action including written reprimand within twelve (12) months of the vacancy posting.
2. Failure to receive training certification, if applicable.