

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

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Promotional Process

Promotional Probation

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**PROMOTIONS**

**212.00 PURPOSE**

The purpose of this policy is to establish the promotional process and eligibility requirements for advancement in rank to the position of Sergeant, Lieutenant and Captain of Police.

**212.01 PROCEDURE – SERGEANT AND LIEUTENANT**

- A. When a position for Sergeant or Lieutenant of Police becomes available, a written announcement of the promotional process to employees and others will be posted and delivered through P.A.S.S.
- B. The written announcement of the vacant position will describe the duties and responsibilities.
- C. All candidates will receive a schedule of dates, times and locations of all elements of the testing process at the conclusion of the announcement period (closing date).
- D. The Commander of the Division of Field Operations and the Director of Human Resources will coordinate to complete the testing process.
- E. The testing for all candidates for Sergeant and Lieutenant will consist of the following:

**Step 1 - Written Examination**

The written examination will be purchased from a national testing service, tailored to the particular rank the candidates are competing for, and administered by the Human Resource Director for the City of Ferguson. All candidates will advance to the next step of the promotional process.

**Step 2 – Citizen Oral Interview Board**

This step will consist of an oral interview board composed of at least three citizens. The individuals selected for this board will have demonstrated interest in law enforcement, community service and will be reflective of the

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Ferguson residential, academic and business community. This citizen oral board will be asked to place the candidates in one of three categories.

- A. Should Be Highly Considered For Advancement
- B. Should Be Considered for Advancement
- C. Would Not Recommend For advancement at This Time

There will be no scores assigned to the candidates at this time and all candidates will remain in the process and proceed to the next step.

Step 3 – Law Enforcement Oral Board

This board will consist of three law enforcement officers from other agencies, all of greater rank than the candidate.

The law enforcement oral board will be asked to rank the candidates in one of two categories.

- A. Should Be Considered For Advancement
- B. Would Not Recommend For Advancement at This Time

There will be no scores assigned to the candidate at this time, however any candidate ranked “Would Not Recommend for Advancement at This Time” by both oral boards will no longer remain in the process.

Step 4 – Problem Solving Exercise

The problem solving exercise will consist of written response to a question on a supervision or command issue, whatever is appropriate for the rank being tested. The exercise will be done by an outside consultant, who will not know the identity of the respondents and the question will be delivered to the candidates in sealed envelopes. The question will be the same for all candidates. The Consultant will critique the answers and rank the candidates accordingly.

Upon completion of the process the following scores will be assigned to the various steps.

Step 1 – Written Examination

Top 1/3 = 5 points

Middle 1/3 = 3 points

Lower 1/3 = 1 point

Step 2 – Citizen Oral Board

Category A = 5 points

Category B = 3 points

Category C = 1 point

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Step 3 – Law Enforcement Board

Category A – 5 points

Category B = 1 point

In addition to the score obtained in the process, each candidate will receive 1 point for each five (5) years of service with the Ferguson Police Department and 1 point for each year of college they have completed up to a maximum of 5 points.

The candidates with the highest scores will then be interviewed by the Chief of Police. This interview will consist of, but not be limited to, a review of the candidates past performance and future aspirations. Upon conclusion of this interview, the Chief will recommend to the City Manager the candidate(s) for promotion.

212.02 PROCEDURE- CAPTAIN

Position openings for the rank of Captain will be filled by appointment. The Chief of Police will make his appointment, upon approval of the City Manager, from the list of those officers who have completed a minimum of one year at the rank of Lieutenant.

212.03 ELIGIBILITY

For all ranks the candidate must have completed five years of service with the Ferguson Police Department and a minimum of one year of service at the next lower rank.

212.04 PROBATIONARY PERIOD

The probationary period for all classified employees shall commence immediately upon promotion and shall continue for a period of one (1) year.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 13.1