
Promotional Procedure

1004.1 PURPOSE AND SCOPE

It shall be the procedure of the Union City Police Department to develop and promote leaders with technical competence, integrity and accountability. Elements used to evaluate sworn candidates for promotion are job-related and nondiscriminatory. This procedure provides guidelines for administering each element of the promotion process for sworn and civilian staff candidates. To that end, the department shall maintain a consistent, objective, merit-based promotional system that:

- (a) Provides equal opportunity to all qualified candidates.
- (b) Identifies the most qualified candidates for promotion.
- (c) Supports all members of the department in their professional growth.
- (d) Is consistent with relevant sections of the Memorandum of Understandings (MOU's) between the City and the applicable bargaining units (UCPOA, SEIU, Police Management and Unrepresented).

1004.2 GENERAL PROCEDURES

The City of Union City and the Union City Police Department are committed to promoting personnel who have been deemed to possess the desirable qualifications that are needed to fulfill the agency's commitment to its staff, the city organization, and the community.

The City of Union City's Human Resources Manager has the primary responsibility to administer all promotional testing processes, in accordance with the City Charter and Personnel Rules. All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory.

The Chief of Police or designee may assist the City of Union City's Human Resources Manager, or designee, with the development and administration of the testing process to be used for promotional examinations.

The Personnel and Training Unit is responsible for assisting the Human Resources Division in administering and evaluating the promotional process.

All promotion material shall be maintained in a secure area by the City of Union City's Human Resources Department or, when appropriate, by the Union City Police Department Personnel and Training Unit.

1004.2.1 POLICE DEPARTMENT RESPONSIBILITIES

The Chief of Police, or his/her designee, has responsibility for the following:

- (a) Interviewing eligible candidates for promotion.
- (b) Selecting candidates for promotion.
- (c) Administration of probationary periods.

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1. The probationary period for the classifications above the rank of Police Officer shall be 2,080 hours, as indicated by the UCPOA MOU and Personnel Rules.
2. The probationary period for the classifications within the civilian staff ranks shall be 2,080 hours or as indicated by their specific MOU and Personnel Rules.

1004.2.2 PROMOTIONAL ANNOUNCEMENTS

The City of Union City, through the Human Resources Department, announces all upcoming promotional processes through inter or intra-city notification. Employees who meet the eligibility requirements for participating in the process must respond as outlined in the recruitment notification. The minimum requirements for consideration for promotion with the Police Department are specifically identified in each recruitment announcement, as determined by the Human Resources Manager and the Chief of Police and/or their staff. The announcement shall be posted and shall include the applicable portions of the following information:

- (a) The position for which the test is being given.
- (b) The opening and closing dates for applications.
- (c) The minimum requirements.
- (d) A description of the job duties.
- (e) The pay scale.
- (f) The testing process to be used.
- (g) Reading list.
- (h) Confidentiality Statement.
- (i) Eligibility.
- (j) General requirements.

1004.2.3 READING LISTS

A reading list for sworn promotional examinations should be provided no later than one month before the scheduled examination date, if applicable. All written examination questions will be taken from the published reading list.

1004.2.4 CONFIDENTIALITY

It shall be the responsibility of the City of Union City Human Resources Department to ensure compliance with this section during sworn promotional examinations. All persons involved in the development or administration of any phase of a sworn promotional testing process shall sign a Confidentiality Agreement (confidentiality agreements are available through the City of Union City Human Resources Department). All candidates participating in a sworn promotional process shall also sign a Confidentiality Agreement. All persons involved in the development or administration of any phase of a sworn promotional testing process are prohibited from mentoring or coaching any candidates for the process to which they are a party. A violation of this section shall be regarded as a serious breach of department regulations and shall be subject to discipline.

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1004.2.5 ELIGIBILITY

Minimum qualifications for eligibility must be met by the posted date of the first day of the testing process.

1004.2.6 APPLICATION REVIEW

The City of Union City's Human Resources Manager, or authorized designee, along with the Personnel and Training Manager, or authorized designee will be responsible for administering the application review process to determine eligible candidates.

1004.3 MINIMUM REQUIREMENTS FOR QUALIFICATION

Minimum qualifications are outlined in individual job announcements and may vary from position to position and are subject to change. Minimum qualifications for specific positions are listed below and may be in addition to required qualifications as outlined in job descriptions.

1004.3.1 SERGEANT

- (a) A minimum four years of full-time experience as a peace officer, two of which must have been served as a sworn Police Officer with the City of Union City.
- (b) Off probation.
- (c) Must have the equivalent to a high school diploma supplemented by a minimum of 30 semester units of college work. An Associate Degree in a related field is preferred but not required.
- (d) Possession of, or eligibility for a POST Intermediate Certificate.
- (e) Possession of California Class C Driver's License.

1004.3.2 LIEUTENANT

- (a) Six years of current increasingly responsible sworn experience in municipal police work, including at least two years in a supervisory capacity at the rank of Police Sergeant.
- (b) Off probation.
- (c) Bachelor's Degree from an accredited institution is required.
- (d) Possession or eligibility for a POST supervisory certificate.
- (e) Possession of a California Class C Driver's License.

1004.3.3 CAPTAIN

- (a) Bachelor's Degree from an accredited institution is required.
- (b) Must possess a Management Certificate issued by the California Commission on Peace Officer Standards and Training.
- (c) Possession of a valid California Class C Driver's License.

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1004.3.4 CIVILIAN STAFF SUPERVISOR (PROPERTY AND EVIDENCE, RECORDS)

- (a) Minimum of four years of current increasingly responsible law enforcement experience in their specific classification and any combination of education and/or work experience necessary for satisfactory job performance would be qualifying.
- (b) Off probation.
- (c) Must have the equivalent to a high school diploma.
- (d) Possession of a valid California Class C Driver's License.
- (e) Possession of and/or the ability to attain required certifications relative to the position (i.e., Public Records Act, Property and Evidence Certification)

1004.4 ELEMENTS OF THE TESTING PROCESS

All promotional testing processes may include, but are not limited to, any combination of the following elements:

- (a) Written exam and/or exercises:
 - 1. Written exercise(s) are designed to encompass the skills and knowledge required for the position. As with other aspects of the promotional process, the Chief of Police or his/her designee may provide input and support to the Human Resources Manager and his/her staff regarding topic areas and performance dimensions to be tested in the written exercise(s) portion of the selection process.
 - 2. Written tests leased by the City of Union City are analyzed from various recognized testing services (Cooperative Personnel Services, International Personnel Management Association, Commission on POST and independent consulting agencies).
- (b) Performance exercises or assessment centers:
 - 1. If performance exercises or assessment centers are used as a part of the selection process, the Human Resources Manager shall be responsible for the development and facilitation of the process. As with other aspects of the promotional process, the Chief of Police or authorized designee will provide input and support to the Human Resources Manager and his/her staff regarding topic areas and performance dimensions to be tested in the performance exercise or assessment center portion of the selection process.
- (c) Oral board qualification panel:
 - 1. An oral board and/or presentation may be an aspect of the selection process for promotional candidates. The Human Resources Manager or his/her designee shall be responsible for the development and facilitation of the oral board qualification panel. As with other aspects of the promotional process, the Chief of Police or authorized designee will provide input and support to the Human Resources Manager and his/her staff regarding topic areas to be covered in the oral board portion of the selection process.
- (d) Sergeant's Round Table Discussion:

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1. Command staff receives candidate feedback from each supervisor (must be contemporaneous and firsthand).
- (e) Chief's Interview
1. At the discretion of the Chief, additional members of the Command Staff may be included in the Chief's Interview. If additional members of the Command Staff are included for any candidate, those same members should be included for all candidates. The Chief's Interview shall have the purpose of objectively evaluating the candidates and selecting the candidates for promotion. Prior to making this decision, the Chief may solicit input from existing supervisors and managers as to the candidates' qualifications and suitability for promotion based on the candidates' past performance.
 2. The Chief of Police maintains the vested right of the "pick of the list" which allows for selection of any candidate on the Qualified list regardless of numerical ranking. This allows the Chief to assess suitability for promotion based on organizational needs and/or specific skill set.
- (f) Past job performance evaluations and/or training.
- (g) Review/Appeal Process:
1. An employee has the right to review the scoring key (if available) and their answer sheets relating to the promotional examination.
 2. An employee has the right to appeal the content of any portion of the examination, excluding past job performance evaluations and/or training records in accordance with the city's policies and procedures.
- (h) Re-application, re-testing, and re-evaluation:
1. If subsequent to an appeal, the Human Resources Department authorizes reapplication, re-testing, re-evaluation, or removal of specific items, the Human Resources Department will make the appropriate written notification and/or make adjustments for other affected candidates.
 2. An employee is eligible to reapply for a position once the Human Resources Manager has opened recruitment and posted the position's job announcement. However, no candidate may re-take exams associated with the same position within six (6) months of testing.
- (i) Eligibility Lists:
1. As soon as possible after the conclusion of an examination, the Human Resources Manager shall prepare an eligibility list consisting of names of qualifying persons, arranged in order of final scores, based upon the relative value assigned to each part of the examination before it was scored.
 2. Eligibility lists shall become effective when certified by the Human Resources Manager. Eligibility lists shall remain in effect for one year unless sooner canceled, by the Human Resources Manager and may be

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3. extended by action of the Human Resources Manager for an additional six months or one year, but in no event shall a list remain in effect for more than two years.
 4. When practical and consistent with the best interests of the City service, vacancies in the classified service should be filled by promotion from within, by re-employment of persons previously laid off, or by persons demoted from the class in lieu of lay-off.
- (j) Vacancies:
1. The appointing authority shall refer to eligibility lists resulting from open competitive examination.
- (k) Maintenance of promotional material:
1. All recruitment and testing material shall be maintained in a secure area by the City of Union City's Human Resources Department or, when appropriate, by the Personnel and Training Unit.

1004.4.1 TESTING RESULTS

The City of Union City Human Resources will maintain the following records for all promotional exams:

- Records of all candidates weighted scores in each eligibility requirement.
- The system for ranking eligible candidates on the list.

The system for ranking eligible candidates on the list will include the following criteria and procedures:

- Each element of the testing process will be weighted and candidates weighted scores for each eligibility requirement will be recorded.
- Once the testing process has concluded, an overall weighted score will be determined for each candidate and they will be ranked on the eligibility list according to their overall score.

Human Resources will provide each candidate written notice at the conclusion of the testing process. Each candidate will be advised of their ranking on the eligibility list.

1004.5 SUCCESSION PLANNING

Succession Planning is the process of identifying and developing a pool of leaders who can meet the Department's current and future leadership needs. Succession Planning efforts involve four elements:

- Identifying and analyzing key positions
- Assessing the candidate pool
- Creating individual development processes, and
- Selecting the right candidates

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It shall be the responsibility of the Personnel and Training Manager to implement the following Succession Plan for the Union City Police Department:

- (a) The Personnel and Training Manager will create and annually update, in the month of January, a list of projected retirements and a list of potentially qualified applicants for promotion for the next three years.
 1. The Personnel and Training Unit and City of Union City Human Resources staff, should at least once a year, present a coaching class on "Preparation for Promotional Testing" to all interested employees. Elements included in the coaching class shall include, career planning, study skills, written exam techniques, oral examination techniques and practical exercises.
 2. It shall be the responsibility of every supervisor and manager in the Department annually, in the month of February, to offer a voluntary career development counseling session to each of his or her subordinates. This session shall include but is not limited to short-term career goals, long-term career goals and specific training and developmental strategies necessary to achieve those career goals. The Personnel and Training Unit shall provide technical assistance and support to supervisors and managers engaged in the implementation of this Section. The results of this counseling session should be recorded on an "Annual Career Development Plan" and filed in the employee's personnel folder (The Personnel and Training Unit shall maintain Annual Career Development Plan forms for review). It shall then be the responsibility of supervisors, managers and the Personnel and Training Unit to assist employees in their career development efforts.

1004.6 SECURITY OF PROMOTIONAL MATERIALS

The City of Union City's Human Resources Department will maintain the security of all promotional materials. Promotional materials will be retained in a secured file system within their Department in accordance with the City of Union City's Records Retention Schedule and applicable State and Federal Laws.

1004.7 REVISIONS

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