

Town of Needham
Promotion of Deputy Chief of Police & Chief of Police
Personnel Administration #433

1. APPLICABILITY

This policy applies to promotions for uniformed Police personnel only. Promotions are based upon the merits of the individuals and their personal performance in the promotion process.

2. POLICY

It is the policy of the Town of Needham to select candidates for promotion to the position of Deputy Chief of Police and Chief of Police based upon an employee's training, experience and merit. The Town Manager is the Appointing Authority for the Deputy Chief and Chief of Police.

3. PROCEDURES
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3.1.0 The Human Resources Department will post written announcements of any promotional process for Deputy Chief of Police and Chief of Police as least 90 days in advance of a vacancy and will ensure that such announcements are distributed to eligible candidates. The Department will ensure that eligible employees on leave status will be mailed a copy of the announcement.

3.2 The Human Resources Department will ensure that all promotional materials, documents, scores, and completed evaluation forms remain confidential and are kept in a secure location, with the exception of any documents that by law must be kept by the Police Department.

3.3 The Human Resources Department will maintain copies of active promotional lists.

4. ELIGIBILITY

4.1 To be eligible for promotion to the rank of Deputy Chief of Police and/or Chief of Police, the candidate must be a regular member of the Needham Police Department with a minimum of seven years of experience and at least three years of service as a Lieutenant in the Needham Police Department as of the date of the promotional announcement.

4.2 A bachelor's degree or higher is required for promotion to the rank of Deputy Chief and Chief of Police.

4.4 Assessment Centers

An Assessment Center will be conducted as part of the promotional process to rank each candidate.

4.5 Candidate Selection

4.5.1 The Human Resources Department will create a list of candidates ranked from highest score to lowest score.

4.5.2 The Chief of Police shall make a recommendation for promotion to Deputy Chief of Police, and the Town Manager will make a selection for the position of Chief of Police from the list of eligible candidates based on the following criteria:

- Job related experience
- Performance evaluation in their present position
- Results of Assessment Center
- Training and education through career development
- Formal education
- Disciplinary record
- Commitment toward the department and police work
- Work ethic and initiative.

4.5.3 The Town Manager will make the final selection of candidates for promotion to the rank of Deputy Chief of Police based on a recommendation by the Chief of Police.

4.5.4 The Town Manager's decision on the candidate to be selected shall be final as the sole appointing authority, and such appointment is considered at-will employment.

4.5.5 In accordance with Section 20 (c) of the Town Charter, the Town Manager shall appoint a Chief of Police, which will become effective upon the approval of the Select Board, or if the Select Board fails to act, will become effective 15 days after the day on which notice of the proposed appointment was filed with the Select Board at an open meeting of the Board.