

City of Portland

Civil Service, Employment Subcommittee



Thursday, March 21, 2024 at 4:00 PM

To submit written public comment on an agenda item, email atorregrossa@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Civil Service Employment Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

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City of Portland
Civil Service, Employment
Subcommittee

Thursday, March 21, 2024 at 4:00 PM

1. Call to Order
2. Proposed amendments to the Police Major Promotion rule
 - a. Current Rule Governing Promotional Process for the Position of Major in the Police Department
 - b. Proposed Rule Governing Promotional Process for the Position of Major in the Police Department
3. Adjournment

CITY OF PORTLAND, MAINE

CIVIL SERVICE COMMISSION

RULE GOVERNING PROMOTIONAL PROCESS

FOR THE POSITION OF MAJOR IN THE POLICE DEPARTMENT

I. Introduction

Upon recommendation of the City Manager and the Chief of Police and pursuant to Section 2-60.4(d) of the Civil Service Ordinance, the employment subcommittee has provided by rule for special procedures for selection of the rank of Major because such rank requires particular and exceptional qualifications of a scientific, managerial, professional, technical, or educational character. Therefore, the following procedures shall govern the process of screening applicants for the position of Major.

II. Promotional Process

All lieutenants, who have completed the one year probationary period at the rank of lieutenant as of the date of the assessment process, are eligible to participate in the promotional process. While education continues to be an important component of the promotional process, due to the experience, training, and education possessed by the eligible supervisors, there is no specific educational requirement for this position.

III. Sequence of Process

The following procedures are set forth in their normal sequence of application. Nothing herein shall preclude a candidate from withdrawing his/her application at any time during the selection process.

1. After the City Manager has authorized a vacancy to be filled at the position of Major, each applicant shall submit a cover letter and a resume outlining his/her professional development, education, experience, and accomplishments.

2. The Chief of Police shall appoint an Interview Board and an Assessment Board.
3. The Interview Board will include:
 - a. a Civil Service Commissioner;
 - b. the Commander of the Uniformed Operations Group;
 - c. a member of the Citizen Review Subcommittee;
 - d. a representative of the PBA;
 - e. a representative of the SOA, who is not a candidate for promotion to Major;
and
 - f. a representative of the community.
4. The Interview Board will:
 - a. review each applicant's cover letter and resume; and
 - b. interview each applicant for promotion. Interview questions will be prepared in advance by the PAO/Personnel and the Assistant Chief of Police in consultation with the Chief of Police.
5. The Assessment Board will include:
 - a. the Chief of Police;
 - b. the Assistant Chief of Police; and
 - c. a minimum of two and a maximum of three active or former Chiefs of Police selected by the Portland Chief of Police.
6. The assessment process will include an oral interview with questions focused on law enforcement duties and job functions in order to evaluate each applicant's potential to perform in a managerial capacity in the position of Major.
7. Based on feedback from the Interview and Assessment Boards and a review of each applicant's personnel history; including discipline, training and education, sick leave usage, performance evaluations, and life and law enforcement

experience, the Chief of Police will select the applicant for promotion to the rank of Major.

IV. Probationary Period

The probationary period for promotional appointments will be one year from the date of appointment. The appointment will not become permanent until the successful completion of the probationary period.

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CIVIL SERVICE COMMISSION
RULE GOVERNING PROMOTIONAL PROCESS
FOR THE POSITION OF MAJOR IN THE POLICE DEPARTMENT**

I. Introduction

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II. Promotional Process

A. Police Major Vacancies.

When the Chief of Police determines that there is a Police Major vacancy to be filled, and the City Manager has authorized posting, the Chief shall post a notice for a minimum of two weeks and call for applications. The Chief of Police may post the vacancy within the Department and/or externally at the Chief's discretion.

B. Minimum Requirement to Apply for the position of Major.

The following shall be the minimum requirements for an individual to be promoted to the rank of Major:

1. Minimum Time in Service. Promotional candidates must have twelve (12) months of continuous service as a Lieutenant as of the date of application. Equivalent experience in another law enforcement agency will count towards this requirement.
2. Minimum Education. Promotional candidates must have a minimum of an Associate's Degree from an accredited institution as of the date of application. Preference may be given to applicants who hold a Bachelor or Masters Degree from an accredited institution.

C. Application Process.

Applicants must submit the following application materials to PAO/Personnel by the deadline stated in the notice:

1. Cover letter explaining specific examples of what the applicant has done to prepare for the role of Major and what actions they have taken to enhance the applicant's current law enforcement agency in their present rank.
2. Resume detailing all relevant education, professional development, accomplishments, and experience.
3. Verification that the applicant has met all other minimum requirements, as needed.

D. Evaluation Process.

After the application period is closed, all applicants who meet the minimum requirements will be invited to participate in the evaluation process. The Chief of Police shall appoint an Interview Panel and an Assessment Board.

1. Interview Panel:

- a) The interview panel shall include one member of the Employment Subcommittee, one member of the Superior Officers Association, one member of the Police Benevolent Association, one current command staff member, and two additional members.
- b) The interview panel will review each applicant's resume and cover letter.
- c) Interview questions will be approved by the Chief of Police.
- d) A current member of the Command staff will proctor this panel.

2. Assessment Board:

- a) The Assessment Board will include all members of the current Command Staff and two additional members.
- b) The Assessment Board will consist of an oral presentation and a written prompt. Topics will be given to candidates at least one week prior to the assessment to allow time for

preparations. Discussion during the Assessment Board may expand beyond the topics provided to applicants in advance.

E. Selection.

The Chief of Police, in consultation with the other members of command staff, may select the applicant that the Chief believes to be best qualified to meet the managerial, professional, and technical requirements of the rank of Police Major, factoring in the recommendations of the Interview Panel and Assessment Board. Each applicant's resume, oral interview, and assessment, along with education, training, law enforcement and supervisory experience, discipline, sick leave abuse, and performance evaluations will be taken into consideration in making this determination. If the Chief determines that there is not a suitable applicant in the pool, they may restart the promotional process.

F. Confirmation by City Manager.

The Chief of Police's recommendation for appointment is contingent upon confirmation by the City Manager.