

# City of Portland

## Civil Service - Employment Subcommittee



Thursday, July 9, 2026 at 4:00 PM Via Zoom

To submit written public comment on an agenda item, email [atorregrossa@portlandmaine.gov](mailto:atorregrossa@portlandmaine.gov). Submissions must be received by 12:00 pm the day before the Civil Service Commission - 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).

### REMOTE ACCESS INFORMATION:

The Civil Service Commission - Employment Subcommittee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit \*9. You will be unmuted by the host when it is time for public comment.

<https://portlandmaine-gov.zoom.us/j/83696026236?pwd=mWfXfCraOWMBPR2PP1Un5klwq3AxAm.1>

1. New Business
  - a. Consideration of temporary rule to allow for promotion of Police Lieutenants from a list that contains less than three names, as permitted by City or Portland Code of Ordinances Sec. 2-60.4(e).
2. Adjournment

City of Portland | Police Department  
Mark Dubois, Chief of Police



**To:** Commissioner Elaine Edwards  
Commissioner Alan Freedman  
Commissioner Madeleine Segal  
**From:** Mark Dubois, Chief of Police  
**Date:** June 17, 2026  
**Re:** Promotional Appointments

We are conducting our annual promotional process to fill vacancies for the rank of Lieutenant. Filling this vacancy will then create a vacancy for the rank of Sergeant. Section 2-60.4(b) of the City of Portland's Civil Service Ordinance provides, in part, that "The certified list for promotional appointment shall contain the names of a minimum of three (3) and a maximum of five (5) applicants on the eligible list with the highest, aggregate scores....." The current eligibility list contains only one (1) eligible name for the position of Lieutenant.

Section 2-60.4(2) provides that "(e) When the number of employees eligible for promotion to a particular vacancy is insufficient to permit meaningful competition, the employment subcommittee may vary the requirements of this section by rule, which rule shall not be effective for more than one promotional cycle."

We are requesting a rule variance to allow for the appointment of this single candidate to the Lieutenant position. The need to fill this vacancy is pressing as we had one Lieutenant retire in May and have another scheduled to retire in July.

Postponing the appointment for this supervisor position would hinder the department's ability to manage staffing costs effectively. As we enter the busy summer season, there is increased demand for supervisory presence at public events. Without filling this vacancy, we must utilize off-duty supervisors at overtime rates, which will negatively affect the annual operating budget.

I ask you to support the use of the current Police Lieutenant Eligibility List to fill the vacant Lieutenant position. I am confident in the leadership abilities of the Sergeant whose name currently appears on the eligibility list.

Thank you for your consideration of this matter.

CC: Greg Jordan, Assistant City Manager  
Anne Torregrossa, Director of Human Resources  
Keith Hansen, Labor Relations Manager  
Kate Morin, PAO



Anne Torregrossa &lt;atorregrossa@portlandmaine.gov&gt;

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**Fwd: Civil Service change**

1 message

**Kathryn Morin** <kathrynp@portlandmaine.gov>

Wed, Jun 24, 2026 at 6:02 PM

To: Anne Torregrossa &lt;atorregrossa@portlandmaine.gov&gt;, Mark Dubois &lt;mdubois@portlandmaine.gov&gt;

Let me know if you need something more formal than this. Thanks!

**Kate Morin, SHRM-CP****Principal Administrative Officer II**

Portland Police Department

P: 207-874-8588



----- Forwarded message -----

From: **Zachary Finley** <zackf@portlandmaine.gov>

Date: Wed, Jun 24, 2026 at 5:14 PM

Subject: Civil Service change

To: Kathryn Morin &lt;kathrynp@portlandmaine.gov&gt;

Kate- after our conversation today, I wanted to confirm that as Vice President of the SOA, I am in favor of Sgt. Sean Hurley being the only member in the lieutenant's process this year. I have consulted with the other members of our E-Board and they are in favor as well. If there is anything else you need from me, please let me know. Thank you !

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Lieutenant Zack Finley

Uniformed Patrol Operations

Portland Police Department

**CITY OF PORTLAND, MAINE**  
**CIVIL SERVICE COMMISSION - EMPLOYMENT SUBCOMMITTEE**  
**TEMPORARY RULE MODIFYING THE PROMOTIONAL PROCESS**  
**FOR THE POSITION OF LIEUTENANT IN THE POLICE DEPARTMENT**

**I. Introduction**

The City of Portland Code of Ordinances, and the Rules of this Subcommittee, govern the promotional process in the Police Department from Sergeant to Lieutenant. Sec. 2-60.4(b)(2) provides, “The certified list for promotional appointment shall contain the names of a minimum of three (3) and a maximum of five (5) applicants on the eligible list with the highest, aggregate scores.” Similarly, this Subcommittee’s Rule Governing Promotional Process For The Position Of Lieutenant In The Police Department Sec. III(D) provides the same requirement.

In 2026, the Portland Police Department conducted the promotional process for Lieutenant but has only one interested, qualified candidate for Lieutenant. The City Code permits a limited exception to its minimum requirements for individuals on the promotional list.

**II. Temporary Exception to the Requirement to have a Minimum of Three Candidates on a Promotional List for Lieutenant.**

Pursuant to City Code Sec. 2-60.4(e), the rule that a certified promotional list for promotion to the rank of Lieutenant in the Police Department is temporarily replaced, and a valid certified promotional list for promotion to the rank of Lieutenant in the Police Department must have a minimum of one name to be valid.

This rule shall expire the earlier of June 30, 2027 or when there is a new promotional process for Lieutenant in the Police Department.