



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **PROMOTIONAL PROCESS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statute: 62.13 (4)

NUMBER: 2.08
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 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 2.6.1, 2.6.2, 2.6.3,
12.2.6.2

PURPOSE: The purpose of this Policy & Procedure is to clarify authority granted in WI State Statute 62.13 (4) and establish standardized criteria and procedures for the promotion of any member of the Portage Police Department in addition to promoting the most qualified personnel for positions within the department which may include consideration of external candidates.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

I. POLICY:

- A. In order to maximize resources in providing quality service to the public, the Chief of Police shall appoint subordinates subject to the approval of the Police & Fire Commission.
- B. Preference will be given to internal candidates for promotions, otherwise from an eligibility list approved by the Police & Fire Commission.
- C. To provide incentive to individual officers, consideration of their past performance as demonstrated by capability, knowledge, initiative, judgment, education and leadership qualities will be factored into the selection process.

- D. The promotional process must meet the legal, professional, and administrative requirements established for such procedures. The various steps in the process shall be job-related and non-discriminatory.

II. PROCEDURE

A. MINIMUM REQUIREMENTS FOR PROMOTION OR APPOINTMENT

Note: See individual job descriptions for additional requirements for each position. See 2.02 Job Classifications for full Job Description.

1. Assistant Chief

- a) Associates Degree, preferably a Bachelor's Degree
- b) (4) years supervisory experience with two years command level.
OR
- c) Associates degree with an acceptable combination of extensive training and experience which provides the required knowledge, skill and abilities.

1. Lieutenant

- a) Associate degree or 60 college credits at time of posting required. Bachelor's degree at time of posting is preferred.
- b) Hold the rank of Sergeant with the Portage Police Department at time of posting, with a minimum of three (3) years' experience at the rank of Sergeant at the time of appointment,

OR

- c) Seven (7) years' experience as a police officer with the Portage Police Department.

2. Sergeant

- a) Three (3) years' Law Enforcement experience, and possess an Associate degree or 60 college credits at time of appointment. Preferably a graduate of a four-year college or university.

OR

3. Detective Sergeant

- a) Associate degree or 60 college credits at time of posting.
- b) Three (3) years' law enforcement experience as a police officer.

4. School Resource Officer

- a) Associate degree or 60 college credits at time of posting
- b) Successfully completed probationary period at Portage Police Department.

5. Canine Officer

- a) Associate degree or 60 college credits at time of posting
- b) Must have successfully completed probationary period at Portage Police Department.
- c) Specialized Interdiction and Constitutional Law training preferred
- d) Availability and Flexibility in Scheduling

B. PROMOTIONAL/ APPOINTMENT SCREENING PROCEDURES

The Portage Police & Fire Commission has approved this promotional Policy & Procedure utilized by the Portage Police Department and will approve (or disapprove) final promotional recommendations made by the Chief.

The Chief or designee is responsible for the administration and development of all promotional processes. Promotional processes for Assistant Chief, Lieutenant, Sergeant, Detective, School Resource Officer, and Canine Officer are as follows:

1. Step One: Posting of Promotional Opportunity

- a) A written notice of promotional opportunities (“Job Announcement”) will be emailed to all department staff. This notice will have a posted date and a closing date and time for submissions.
- b) Attached to the notice will be a current job description.
- c) Candidates who are eligible and interested in applying for the position must submit a resume and letter of interest to the Chief of Police by the specified due date/time indicated on the posting.
- d) Participation in any phase of selection process for promotions is voluntary. No compensation is due to any individual who participates in the process. Individuals who choose to participate in the process will be assured of time off (using available benefit time).
- e) The Chief/Commission reserves the right to advertise outside the department.
- e) If this process is in conflict with the current collective bargaining

agreement(s), the bargaining agreement shall control.

2. Step Two: Oral Interview(s) (Mandatory)

- a) An oral interview panel will be formed consisting of no less than three (3) members from outside of the Portage Police Department. The law enforcement members on the interview panel should hold or held a rank that is equal to or at least one step higher than the rank that is being tested for. A second panel of command staff personnel consisting of at least three members from within the Portage Police Department will be created.
- b) Structured questions will be asked of all candidates and a numerical value will be placed on those questions. Evaluator scores will be totaled and averaged to provide each candidate with a single mean average score for this step.
- c) In addition to the oral interview, at the discretion of the Chief, an individual written test may be administered. Interview Scores for candidates will be combined, (Inside Command Staff Panel and Outside Peer Panel) to yield a total score for each candidate.
- d) For any anticipated vacancy of Lieutenant, Sergeant, Detective, School Resource Officer, or Canine Officer, the candidates with the top five scores will proceed on to either Step Four (Assessment Center), Step five (Psychological Assessment), Step six (Second interview), Step seven (Background Investigation) or be placed immediately on an eligibility list (Step eight).
- e) For each additional anticipated vacant position beyond the first vacancy, one additional candidate will be added to the list of candidates who proceed on to the next step. In the event of any tied scores, the number of candidates proceeding on to the next step will be expanded accordingly.

3. Step Three: Written Examination (Optional)

- a) A pre-announced passing score may be established by the Chief for the written examination. Following the examination, candidates will be notified of their scores and rankings. Those candidates who do not score at or above the established minimum passing score will not continue on in the process. Those who do pass will carry their score on to the next step of the process.

4. Step Four: Assessment Center (Optional)

- a) The assessment center, if implemented by the Chief, may consist of a variety of exercises designed to represent typical activities associated with the position. Prior to the assessment center, participants will be notified of the total score attainable in this step.

- b) Individual written test score, if applicable, oral interview score and assessment center score, if applicable, will be combined to yield a total score for each candidate who participates in this step. Candidates will be notified of their ranking after the completion.

5. Step Five: Psychological Assessment (Optional)

- a) Candidates for promotion to any of the above ranks may be required to submit to a psychological assessment prior to moving to step six. External candidates will be required to submit to a psychological assessment. If this step is required, any candidate(s) determined to be unsuitable for promotion shall be disqualified from moving to step six.

6. Step Six: Second Interview (Optional)

- a) At the discretion of the Chief, a second round of interviews may be conducted.

7. Step Seven: (Required)

- a) A thorough background investigation will be conducted prior to appointment for external candidates.

8. Step Eight: Eligibility List (Optional)

- a) If an eligibility list is created pursuant 62.13(4)(a) Wis. Stats., candidates will be ranked on said eligibility list in order of their total combined scores. Candidates with tied scores will be considered as being equally ranked at this step.
- b) The eligibility list will be considered “certified” on the date of the first actual promotion from that list. The eligibility list may be in effect for a period of one (1) year from the date of certification.

The Chief, prior to the completion of the one (1) year effective period, may cancel a certified list. The Chief also may extend the duration of the eligibility list past the one (1) year effective period and will provide written notice of such to each candidate remaining on the list, as well as the Portage Police and Fire Commission.

C. SELECTION OF CANDIDATES FOR PROMOTION

The Chief has the sole authority to make promotions within the Portage Police Department with the approval of the Portage Police and Fire Commission.

For each position that is vacant, the top five candidates (expanded as indicated above for tied scores) are eligible to be considered for promotion based upon but not limited to the following criteria:

1. Final Selection Criteria

- a) **PERFORMANCE:** Command staff review of documented performance history (i.e. performance evaluations, personnel files, and disciplinary records) and discussion with ranking officers to include both past and present supervisors.
 - b) **SUITABILITY:** Appraisal of individual suitability for the specific rank or position that is open.
 - c) **EDUCATION AND/OR TRAINING:** Advanced degrees in leadership, management or specialized training, including but, not limited to:
 - (1) Bachelors and Masters Degrees
 - (2) Approved Leadership Academies:
 - (a) FBI National Academy
 - (b) Northwestern University Center for Public Safety School of Police Staff and Command
 - (c) Northwestern University Center for Public Safety Executive Management Program
 - (d) Southern Police Institute Command Officers Development Course
 - (e) Certified Public Manager Program
 - (f) Criminal Justice Executive Development Institute
 - (g) Senior Management Institute for Police (PERF)
 - (3) Specific programs applicable to the open position.
 - d) **INVOLVEMENT:** Activities and demonstrated abilities above and beyond the basic job description of positions held by an individual.
2. The Portage Police & Fire Commission must confirm the promotional recommendation by the Chief, for the promotion to be official.
 3. Following a promotion, all candidates who remain on the eligibility list will be notified of their status.

Candidates may choose, at their discretion, to discuss their status with the Chief of Police.

D. PROBATIONARY PERIOD

1. All promotions shall have a probationary period as specified by the applicable collective bargaining agreement or by City of Portage Policy. Individual job performance will be observed and evaluated during the probationary period and mid-term and final evaluation forms may be completed.

Probationary periods may be extended at the discretion of the Chief, in accordance with City and Commission Policy, and collective bargaining agreements.

2. During the probationary period, the Chief may return an individual to the rank that the individual held prior to promotion and written notification shall be provided to the individual and Commission. This action would occur pursuant to Wisconsin State law and the provision set forth in the applicable collective bargaining agreement.
3. Following promotion to a higher rank, the promoted or appointed member will, as soon as practical, be provided the necessary additional training to provide him/her with the skills and knowledge to perform the duties of the job description for the new rank.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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