



City of Racine Police Department
Policy and Procedure

Number: 211

Subject: Selection Process for Temporary Positions		
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POLICY

It is the policy of the Racine Police Department to solicit the input of supervisory, management, and bargaining unit members when the filling of temporary positions is not regulated by contract. The Position Selection Committee (PSC) shall make a recommendation to the Chief of Police of the member(s) to consider when filling these vacancies.

PROCEDURE – POSTING TEMPORARY POSITIONS

SHIFT/UNIT COMMANDER

1. Anticipate the pending loss of a member due to completion of their period of assignment or a voluntary transfer request.
2. Obtain a copy of the last posting for the assignment from the Planning Lieutenant.
 - a. Review it for accuracy and ensure that the criteria/qualifications listed are representative of the job itself.
 - b. Develop recommended changes to the posting, if necessary.
 - c. Develop a questionnaire to be completed during the posting process by those interested in the assignment (if applicable).
 - d. Determine whether an interview should be an essential part of the selection process for the assignment.
 - e. Develop a recommended list of pertinent questions to be uniformly used during the selection committee interview process.
 - f. Establish a proposed effective assignment date considering the following:
 - 1) The needs of the Unit/Division
 - 2) The needs of the member
 - 3) The need for cross training between the replacement and the outgoing member
3. Provide the updated posting requirements, questionnaire, and interview information to the Planning Lieutenant, along with a recommendation for an effective assignment date.
4. Represent the Unit involved by sitting on the Committee during the selection process.

PROCEDURE – APPLICATION PROCESS

MEMBER (APPLICANT)

Qualified members desiring to be considered for an opening in a temporary position that has been posted shall submit to the Planning Lieutenant via email the following documents within the position posting deadline:

1. Position Transfer Application
2. All supplementary documents required by the position posting

SUPERVISOR

1. Evaluate the member's Position Transfer Request and recommend or deny the request with a written explanation. Consider the member's:
 - a. Attitudes
 - b. Initiative and past performance
 - c. Demonstration of a desire to do the type of work listed in the position
 - d. Last two performance appraisals (provided by the planning lieutenant)
 - e. Last three years' work history file (provided by the planning lieutenant)
 - f. Skills and training that are pertinent to the position
 - g. Attendance
 - h. Commendations
 - i. Discipline
2. Compile your recommendation in a memorandum and forward to the Shift/Unit Commander for review by the return date.
3. Notify the member if you did not recommend approval and if the Shift/Unit Commander concurs.

SHIFT/UNIT COMMANDER

Upon receiving a request for a supervisor recommendation from the Planning Lieutenant:

1. Assign the supervisor recommendation to the member's immediate supervisor, unless that supervisor is not available; then assign the review to another supervisor with knowledge of the member or complete the recommendation yourself.
 - a. Forward the member's application packet along with the request for the supervisor recommendation.
 - b. Review the member's work history file and past performance appraisals.
 - c. Review the recommendation or denial by the Supervisor and concur or override it, based on the information from the member's files at Shift/Unit level.
 - 1) If the decision is to deny the request, provide the member with an explanation and document the explanation in the member's Work History File.
 - a) Forward the recommendation to deny the Position Transfer packet to the Planning Lieutenant by the return date.
 - b) Any requests that are denied at the Shift/Unit level will be received and filed.
 - 2) If the decision is to recommend the member, forward the recommendation to the Planning Lieutenant by the return date.

PLANNING LIEUTENANT

Upon receiving notification that an assignment vacancy is currently open or pending, abide by the following procedure:

1. Provide the requesting Shift/Unit Commander with a copy of the previous position posting to review.
2. Coordinate with the requesting commander to update the position posting.
 - a. Identify the number of open positions.
 - b. Identify the effective date of the position appointment.
3. Publish an updated position posting to department members.
 - a. Ensure that the position posting adheres to contractual obligations.
 - b. Ensure that any questionnaire is attached with the position posting and placed in the appropriate online forms folder so that it is available to applicants.

4. As members submit position transfer applications, ensure that they are processed in a timely manner.
 - a. Ensure that they are submitted within the deadline. If the submission is outside of the posting deadline, file the application as disqualified and notify the member that their application will not be considered in the selection process.
 - b. Ensure that the member meets the minimum qualifications for the position. If the member does not meet the minimum qualifications, file the application as disqualified and notify the member that their application will not be considered in the selection process.
 - c. Add the following documents to the member's application packet:
 - 1) The member's last three years of work history
 - 2) The member's last two performance appraisals
 - d. Forward to the member's Shift/Unit Commander:
 - 1) A request for a supervisor recommendation with a return date of no less than five days
 - 2) The member's application packet
 - e. Ensure that supervisor recommendations are returned and add them to the member's application packet.
 - f. If a supervisor/commander recommends that an applicant not be considered for selection, receive and file that applicant's packet with the supervisor recommendation and do not forward to the selection committee for consideration.
5. Once all of the supervisor recommendations are returned, schedule a selection committee meeting.
 - a. Determine if a selection committee meeting is necessary.
 - 1) If there are not more qualified applicants than positions available check with the requesting Shift/Unit Commander to see if a selection committee needs to convene.
 - 2) If the Shift/Unit Commander agrees, forward a memo to the Chief of Police recommending that all of the candidates be appointed without the need to convene a selection committee.
 - b. If a selection committee is required, determine who will sit as voting members on the committee.
 - 1) Select two staff members to sit on the committee as voting members. Normally, these should include staff members who are within the chain of command for the unit.
 - 2) Select a RPA representative to sit on the committee as a voting member.
 - 3) Schedule the date and time for the committee to meet, giving consideration to availability of candidates if interviews will be conducted.
 - 4) Forward all qualified and recommended candidates' packets to the selection committee members for review prior to the meeting date.
6. Facilitate the selection committee meeting, interviews, and discussion so that a majority agreement is reached by the selection committee members for a recommendation to the Chief of Police.
 - a. The Planning Lieutenant will not take part in the vote for the recommendation to the Chief of Police.
 - b. The Planning Lieutenant will make every effort to ensure that the process is fair and in compliance with contractual obligations and applicable laws.
 - c. The Planning Lieutenant may interject factual information that is being overlooked as it applies to discussion of the best candidate(s) for the position(s) and to help facilitate the selection process, but may not attempt to impose their own personal bias.
 - d. Forward the committee's recommendation to the Chief of Police.

7. Document the Chief of Police's decision for appointment to the open position(s).
8. Notify all candidates of the Chief of Police's appointment(s).
9. Forward the Chief of Police's decision to the Chief's Administrative Assistant identifying the member(s) appointed and the effective date(s).

CHIEF'S ADMINISTRATIVE ASSISTANT

Upon notification of the Chief of Police's decision for appointment to current or pending vacant position(s):

1. Prepare and publish a Personnel Order detailing the Chief of Police's appointment(s) and effective date(s).
2. Place a copy of the Personnel Order in the affected member(s)' personnel file (in the Chief's Office).
3. Make an entry in the affected member(s)' work history file documenting the transfer.

CHIEF OF POLICE

Review the recommendation of the selection committee provided by the Planning Lieutenant and provide the Planning Lieutenant with your decision on your appointment to the current or pending vacant position(s).

OTHER REFERENCES:

RPA Contract Article XVIII, (8)

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