

ORDINANCE NO. O-05-2019

AN ORDINANCE REPEALING IN ITS ENTIRETY O-25-2006, THE EXAMINATION PROCEDURE FOR POLICE DEPARTMENT PROMOTIONAL EXAMINATIONS FOR THE RANKS OF LIEUTENANT AND SERGEANT AND ADOPTING THIS ORDINANCE O-05-2019 ESTABLISHING THE EXAMINATION PROCEDURE FOR POLICE DEPARTMENT PROMOTIONAL EXAMINATIONS FOR THE RANKS OF LIEUTENANT AND SERGEANT IN THE CITY OF FORT THOMAS.

WHEREAS, the current examination procedure requires updating;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF FORT THOMAS, CAMPBELL COUNTY, KENTUCKY, that:

SECTION I

The current promotion eligibility list for the ranks of Lieutenant and Sergeant will remain in effect until their expiration on December 13, 2019.

SECTION II

A. Procedure for Police Department promotional examinations.

1. The city will conduct promotional examinations for the ranks of Sergeant and Lieutenant, when approved by the City Administrative Officer (CAO). Notification of examination date shall be posted outside of the office of the Police Chief within the Police Department a minimum of thirty (30) days in advance of the examination date.

An eligibility list for each position shall be established and remain in effect for a two-year period. In circumstances where an existing eligibility list is exhausted prior to the two-year period, a new eligibility list shall be established for the remaining portion of the two-year period. All appointments for the position of Lieutenant and Sergeant shall be made from these eligibility lists.

2. Eligibility requirements for each position, in effect on the date of the written portion of the examination, shall be utilized in the determination of eligibility:
 - a. Lieutenant – Individuals possessing the rank of Sergeant.

- b. Sergeant – Individuals possessing the rank of Police Officer First Class with a minimum of two and one-half years of service with the Fort Thomas Police Department.

3. The following test components shall comprise the Promotional Examination:

- a. Written application. A completed city application stating an individual’s intent to participate in promotional examinations and other personal/professional background information.
- b. Written examination. A test selected by the employer designed to measure the abilities of applicants for supervisory positions within the Department. The test shall consist of at least two parts or sections.
- c. Oral Interview. A personal interview with each applicant by an oral interview committee consisting of the Mayor, Public Safety Committee of Council, City Administrative Officer and Police Chief. This interview will be structured to assess communicative leadership and related interpersonal skills required for supervisory positions.
- d. Peer review/promotion evaluation. A written evaluation process provided by the employer and completed by Police Department personnel designed to assess performance dimensions required for supervisory positions.
- e. Seniority. An automatic score (or credit) for each applicant of one-quarter point for each full and complete year of service with the Fort Thomas Police Department to a maximum of twenty years. The date of the written examination shall be utilized in the determination of the applicant’s seniority score.

4. The final composite of each applicant’s score and the corresponding rank on the eligibility list shall be computed as follows:

Written Examination	35%
Oral Interview	30%
Peer Review/ Promotability Evaluation	30%
Seniority	5%
Composite Score	<hr/> 100%

All scores including the final composite score shall be rounded to two decimal places.

5. The scores of each component shall be posted. The composite score of each applicant shall be reviewed and certified by the City Administrative Officer. The

final eligibility list and composite score of each applicant shall be posted outside the office of the Police Chief within the Police Department.

6. The Mayor is the appointing authority for the city and upon certification of the eligibility list may appoint any one of the top three candidates from the eligibility list for each vacancy that occurs within the two-year eligibility period.

SECTION III

All ordinances, resolutions or parts thereof in conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

SECTION IV

This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

APPROVED:

Eric Haas, Mayor

1st Reading: April 15, 2019
ADOPTED: May 20, 2019

ATTEST:

Melissa Beckett, City Clerk