

Section 15 - Promotions

New York State Law Enforcement Accreditation Program

15.1 Promotional Process

ADMINISTRATION

STANDARD 15.1 **The agency has a written directive governing the process for promotion. The directive defines the role of the agency in the promotion process and identifies the position or agency responsible for administering the agency's role. Procedures used for promotion are job related and nondiscriminatory.**

The written directive establishes criteria and procedures for the development and use of eligibility lists, if any, to include at a minimum:

- A. The numerical weight, if any, assigned to each eligibility requirement;**
- B. The system of ranking eligible employees on the lists;**
- C. The duration of the lists;**
- D. Written certification of eligible employees; and**
- E. The system for selecting names from the lists.**

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. Interview(s) with the person(s) responsible for administering the agency's role to verify that they have a thorough understanding of their role and appropriate procedures are being followed.
3. Agency files and records associated with the promotion process may be examined to verify procedural compliance.
4. If the agency relies on the Civil Service system for promotions, documentation is provided.
5. Agencies not using Civil Service guidelines for promotions will provide documentation that agency testing processes (written and oral) are administered, scored, evaluated, and interpreted in a uniform, non-discriminatory manner. Examples of written tests and/or the formats used for oral tests can be provided.
6. The method(s) used to determine numerical weights and the manner in which they are assigned are described where applicable.
7. All procedures used for promotion are documented as being consistent and uniform for all personnel.
8. A copy of eligibility lists is provided.