AGENDA

CIVIL SERVICE COMMISSION

Thursday, February 23, 2017
8:15 AM

Helling Conference Room
(Lobby Conference Room)
City Hall
410 E. Washington St.
Iowa City, IA

1. Police Department promotional testing

CITY OF IOWA CITY

MEMORANDUM

Date: February 21, 2017

To: Civil Service Commission

From: Karen Jennings, Human Resources Administrator

Re: Police Department Promotional Testing

The certified lists for promotional positions in the Police Department expired on February 12, 2017. To enable the Chief to fill future vacancies, we need to hold a new promotional process. The Iowa Code allows up to ten names to be certified for promotional positions.

After consulting with Chief Matherly and City Administration, we are recommending a testing process for each rank which includes 2-3 weighted components to establish the rank order promotional lists required by Chapter 400. The minimum requirements and proposed testing process (including the recommended weighting) for each rank is summarized in the following table.

Rank	Minimum Requirements	Proposed Testing process
Sergeant	3 years as Iowa City Police Officer Associate's degree or 60 hours college credit	Written exam (25%)* Assessment center (75%) *Candidate with highest 15 passing scores will be eligible to participate in assessment center
Lieutenant	5 years in law enforcement including 2 years minimum as a Sergeant **Associate's degree or 60 hours college credit** **Bachelor's degree is preferred**	Assessment center (65%) Panel interview with Captains or equivalent from area agencies (35%)
Captain	4 years at Sergeant rank or higher **Bachelor's degree** **Experience at Lieutenant rank and Master's degree is preferred**	Assessment center (30%) Panel interview with ICPD command staff (30%) Panel interview with City Administration/Department Directors (40%)

As you can see, we are recommending that assessment centers be used in the selection process for each of these positions. An assessment center is a process whereby assessors who have held command staff positions in other law enforcement agencies evaluate candidates for a position based on candidate performance in exercises designed to simulate situations encountered by a person in the rank they are seeking to hold. Previous assessment center exercises have included a number of the following: problem-solving, training presentation, citizen complaint, tactical, oral presentation, in-basket, employee interview or other job related situations. A consultant with police administration background and experience in administering civil service promotional testing processes will be hired to design and administer the assessment centers. Exercises are selected based on the position being tested and are developed in conjunction with input from ICPD personnel and Human Resources. Following completion of the assessment center the consultant will be available to meet with candidates to provide feedback regarding the candidate's participation in the assessment center. This is the opportunity for candidates to hear the assessors' comments regarding their strengths and weaknesses. This type of feedback is valuable to candidates as it provides them with information they can use in their professional development.

Cayler Consulting is recommended to administer the promotional assessment centers. Jeff Cayler has had a lengthy career in law enforcement, having served as Police Chief in Carroll, Iowa for over 30 years before retiring in 2015. He has been administering assessment centers for law enforcement agencies for approximately 20 years and has both administered assessment centers and served as an assessor in past City of Iowa City police promotional testing processes.

A promotional test developed by the International Personnel Management Association (IPMA) is recommended as the written exam for the rank of Sergeant. This test is a multiple-choice test designed for entry level law enforcement supervisors. It consists of questions in the following areas: laws related to police work; police field operations; investigative procedures; supervisory practices; and reports, records and paperwork. Any candidate who meets the education and experience requirement for the position and submits an application form in a timely manner will be eligible to participate in the written Sergeant exam. IPMA suggests that applicants be given study time. Testing will be scheduled to allow candidates an approximately 90 day study period. To assist candidates in preparing for this test the City will make multiple copies of the books on the recommended reading list available through the Iowa City Public Library. It is recommended that approximately the top 15 applicants who score 70% or higher on the written test (final number to be determined by a natural break in scoring) be eligible to participate in the assessment center.

We recommend that City Human Resources staff be authorized to administer the IPMA written exam for the Sergeant process and the panel interviews for the Lieutenant and Captain processes on behalf of the Civil Service Commission. Human Resources staff will be involved at all stages of the process to ensure that legal requirements associated with the hiring process are met.

Testing is tentatively planned to take place in early summer. I look forward to answering any questions you may have at your upcoming meeting.

cc: Chief Matherly
Captain Campbell