

**CHAPTER 189**  
**Promotional Examinations for Police and Fire Divisions**

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**189.01 APPLICABILITY OF CHAPTER.**

The provisions of this chapter shall govern promotional examinations for uniformed personnel in the Police and Fire Divisions of the City other than a promotion to the rank of Chief of Police or to the rank of Fire Chief. The provisions of this chapter shall serve to implement the provisions of Charter Section 47 of the Charter, relating to such examinations.

(Ord. 83-476. Passed 10-18-83.)

**189.02 CONTENTS.**

The examination for promotion of any person in the Police Division or Fire Division shall consist of the following elements or segments, to wit:

- (a) Written test;
- (b) Oral test;
- (c) Credit for efficiency in service; and
- (d) Credit for seniority in service

(Ord. 83-476. Passed 10-18-83.)

**189.03 WRITTEN TEST.**

(a) The written test for promotion shall, in all cases, be developed by a recognized, competent agency, individual or individuals familiar with the operations of modern police agencies in the case of a test for promotion in the Police Division and with the operations of modern fire agencies in the case of a test for promotion in the Fire Division. Before the written test is developed, the City shall provide such agency, individual or individuals pertinent information regarding the division and rank for which the test is to be given. Such test shall have a minimum passing score which shall be made known to the examinees prior to their taking the test. Passage of the written test

shall be a prerequisite for eligibility for promotion and shall be a prerequisite for continuation to any other portion of the examination process set forth in Section 189.02 hereof. In the case of examinations for promotion to the rank of lieutenant in the Police Division, however, "passage of the written test" shall mean an examinee shall have received a test score no lower than the score received by the sixth highest ranked examinee.

(Ord. 01-1. Passed 1-2-01.)

(b) Notwithstanding the provisions of paragraph A. of this section, in the case of a test for promotion to the rank of captain in the Fire Division, there shall be a type of written test known as an "in-basket" examination, and for a test for promotion to the rank of lieutenant or captain in the Police Division or to the rank of assistant chief or battalion chief in the Fire Division, there shall be a type of written test known as an "assessment center" examination, each of which may be developed by an outside agency or by the staff of the Personnel Department. Although in-basket examinations and assessment centers will primarily involve management decisions which test supervisory and management skills, instead of objective technical knowledge, to the extent possible position announcements regarding the in-basket portion of the promotional examination in the Fire Division or assessment center for promotion to the rank of lieutenant or captain in the Police Division shall indicate source material upon which the examination will be based. Assessment centers shall include both written and oral exercises. However, it is recognized there are no source materials which provide a definitive answer for tests of supervisory and/or management skills. In the case of in-basket examinations and assessment centers, scoring criteria are not answer keys, but are general criteria from which items are scored.

(Ord. 01-1. Passed 1-2-01.)

(c) The City may elect not to give an in-basket examination for a particular promotional rank, in which event the weight which would have otherwise been given to the in-basket portion of that examination shall be applied toward the other written examination portion of the promotional test.

(Ord. 92-154. Passed 4-28-92.)

#### **189.04 ORAL TEST FOR PROMOTION.**

(a) The oral test for promotion shall be administered and developed by a competent agency, individual or individuals not connected with the City and in concert with representatives of the City's Personnel Division, and representatives of the affected division sitting in an advisory capacity. The oral test shall be given by an interview board consisting of not less than three nor more than five members and a majority of the members must have experience in practical police administration and command experience in a city of comparable size or larger in the case of an oral test for promotion in the Police Division and experience in practical fire administration and command experience in a city of comparable size or larger in the case of an oral test for promotion in the Fire Division. Members of the interview board shall not reside in Clark County, Ohio. Each board member shall each score the oral test for each examinee and the respective scores of the board members given such examinee shall then be averaged to determine such examinee's score on the test.

(Ord. 87-99. Passed 2-24-87.)

(b) Notwithstanding the provisions of paragraph A. of this section, in the case of promotional examinations in the Fire Division, the oral test for promotion shall be

modified as follows:

- (1) All candidates shall appear for their oral interview in station wear.
- (2) No candidates may bring a resume or other documentation to their interview; candidates will only respond orally to questions except as may otherwise be required as part of an assessment center.
- (3) Scoring shall be by consensus rating of the members of the interview board except as may otherwise be required as part of an assessment center.
- (4) In the case of promotional examinations to the rank of lieutenant, only, the first five questions of each multiple-choice test shall be read aloud by the test administrator. Each of such questions shall be read twice before going to the next question; no question shall be repeated more than twice. All questions from the multiple-choice test, both oral and written, will be weighted equally. No other portion of promotional examinations to the rank of lieutenant shall be oral except as set forth in this subparagraph.  
(Ord. 99-41. Passed 2-2-99.)

#### **189.05 CREDIT FOR EFFICIENCY IN SERVICE.**

Credit for efficiency in service shall consist of job related performance evaluations and each such evaluation shall be evidenced by numerical value. A job related performance evaluation for each uniformed employee of the Police and Fire Divisions shall be conducted semi-annually by the City and the numerical score to be used for consideration in the overall examination process for promotion of an examinee shall be the average of the numerical scores of such examinee for his or her last two performance evaluations. Each employee of the divisions shall be provided a copy of each of his or her evaluations as they are completed. The numerical credit for efficiency in service to be applied in the examination process shall be made known to each prospective applicant for promotion prior to the giving of the written test portion of the examination relating to such promotion.  
(Ord. 83-476. Passed 10-18-83.)

#### **189.06 CREDIT FOR SENIORITY IN SERVICE.**

Credit for seniority in service shall be determined in accordance with the provisions of Ohio R.C. 124.31 in the case of promotions in the Police Division and Ohio R.C. 124.45 in the case of the Fire Division.  
(Ord. 83-476. Passed 10-18-83.)

#### **189.07 RELATIVE WEIGHT TO BE GIVEN TESTS.**

The following respective relative percentages of weight shall apply to the respective elements of the examination process described hereunder:

- (a) Fire Division Promotional Examination.
  - (1) Lieutenant
 

A. Written and Oral Tests	89%
B. Credit for Seniority in Service	10%
C. Credit for Efficiency in Service	1%
  - (2) Captain
 

A. Written Test	49%
B. In-basket Test	30%
C. Oral Test	10%

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|-----|---|-----|
|     | D. Credit for Seniority in Service              | 10% |
|     | E. Credit for Efficiency in Service             | 1%  |
| (3) | Battalion Chief                                 |     |
|     | A. Assessment Center                            | 89% |
|     | B. Credit for Seniority in Service              | 10% |
|     | C. Credit for Efficiency in Service             | 1%  |
| (4) | Assistant Chief                                 |     |
|     | A. Assessment Center                            | 89% |
|     | B. Credit for Seniority in Service              | 10% |
|     | C. Credit for Efficiency in Service             | 1%  |
|     | (Ord. 99-41. Passed 2-2-99.)                    |     |
| (b) | <u>Police Division Promotional Examination.</u> |     |
| (1) | Captain   |     |
|     | A. Assessment Center                            | 80% |
|     | B. Credit for Seniority in Service              | 10% |
|     | C. Credit for Efficiency in Service             | 10% |
| (2) | Lieutenant                                      |     |
|     | A. Written Test                                 | 10% |
|     | B. Assessment Center                            | 70% |
|     | C. Credit for Seniority in Service              | 10% |
|     | D. Credit for Efficiency in Service             | 10% |
| (3) | Sergeant  |     |
|     | A. Written Test                                 | 50% |
|     | B. Oral Test                                    | 30% |
|     | C. Credit for Seniority in Service              | 10% |
|     | D. Credit for Efficiency in Service             | 10% |
|     | (Ord. 01-1. Passed 1-2-01.)                     |     |

#### **189.071 ORDER OF TESTS IN THE FIRE DIVISION; RANKS OF CAPTAIN AND ABOVE.**

Promotional examinations to the rank of captain or above in the Fire Division shall be given in the following order: (1) written, (2) in-basket, (3) oral. Only those candidates for promotion who achieve a passing score on the combined written and in-basket portions of the examination shall be eligible to sit for the oral examination. These requirements shall be waived when an assessment center is utilized.  
(Ord. 99-41. Passed 2-2-99.)

#### **189.08 AMENDMENTS.**

Amendments to any of the sections of this chapter shall not be approved by the City Commission unless and until such proposed amendment or amendments, as the case may be, have been reviewed by a committee consisting of three members representing the Administration of the City and three representative members of the safety forces affected by this chapter, and the opportunity to make recommendations with respect to such amendment or amendments has been afforded such committee. In the event that the foregoing six members are unable to reach agreement as a recommendation with respect to such amendment or amendments, then they shall choose a seventh member for the committee to review any proposed amendment or amendments.

(Ord. 91-472. Passed 12-3-91.)