

MEMORANDUM

To: Mayor Rinker and Council
From: Brian D. Cinco, Chairman
Civil Service Commission
Re: **Revision to Section 4.9 of the Civil Service Commission Rules**
Date: January 15, 2013

At its meeting of December 28, 2012, the Civil Service Commission reviewed Section 4.9 of its Rules as they pertain to police and fire service promotional examinations. As recommended by the Law Department, Section 4.9 was amended, deleting “applicant having the highest rating” in the last paragraph of Section 4.9.

The revised page of the Rules is attached. If you would like to receive a complete copy of the Rules, please contact Mary Beth and she will forward them to you.

/mb
Attachment
cc: Department Heads (w/att.)

Section 4.9 Police and Fire Service - Promotional Examinations

No position above the grade or rank of Patrolman or regular Fireman shall be filled by original appointment.

Vacancies in positions above the rank or grade of Patrolman or regular Fireman shall be filled by promotion from among employees holding positions in a grade or rank lower than the position to be filled and appointed to such vacancies shall be limited to members of the respective departments.

No position above the rank or grade of Patrolman or regular Fireman shall be filled by any person unless he shall have first passed a competitive promotional examination to be held by the Commission within sixty (60) days of such vacancy, if there is no eligible list for such grade or rank. No competitive promotional examination shall be held unless there are at least two persons eligible to compete.

Insofar as is practicable, all promotions shall be by successive grades or ranks.

No person shall be promoted to higher rank or grade who has not served at least 24 months in the next lower grade or rank, provided in those cases while there are less than two persons in such next lower grade or rank who have served 24 months, therein and are willing to take the examination, the 24 month service requirement shall not apply. If the non application of the 24 month service requirement to persons in the next lower grade or rank does not produce two (2) persons eligible and willing to compete, then the same method shall be followed by going to successively lower ranks until two or more persons are eligible and willing to compete on examination for the vacancy. In the event two (2) persons are unwilling to compete for such examination, then the one person who is willing to compete shall be appointed to fill the vacancy after passing a qualifying examination.

For the purpose of this section, an increase in the salary or other compensation of any one holding a position in a Police or Fire department, beyond that fixed for the grade or rank in which such position is classified, shall be deemed a promotion.

After such promotional examination has been completed, the Commission shall certify to the Appointing Authority the eligible applicants. The Appointing Authority shall appoint one individual from the certified list of eligible applicants within thirty (30) days of such certification.