

City of Newport Beach Police Sergeant Promotional

Candidate Orientation



Police Sergeant Requirements

Education	Graduation from an accredited or approved US high school or equivalent and a minimum of 30 college units from an accredited college or university. College coursework in criminal justice, police science, public administration or related field is desirable.
Training & Experience	Four years experience as a Police Officer, including two years as a Police Officer with the Newport Beach Police Department and currently employed with the City of Newport Beach Police Department.
License & Certificates	Possession of P.O.S.T. Basic Certificate. Possession of a valid California driver's license.



Promotional Exam

Assessment of Promotability	20%	January 14 – 26, 2016
Written Exam	25%	January 14, 2016 Civic Center–Community Room
Tactical Exercise/Oral Interview	55%	January 27 or 28, 2016 City Hall – Human Resources



Assessment of Promotability

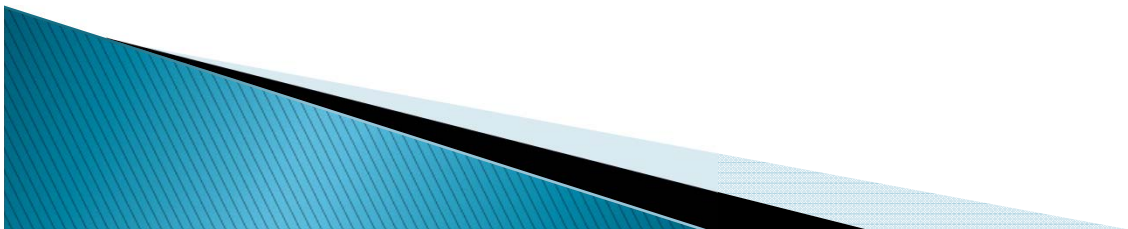
- ▶ Initiative & Resourcefulness
- ▶ Interpersonal Skills
- ▶ Leadership Skills
- ▶ Problem Solving
- ▶ Technical Knowledge



Assessment of Promotability Rating Scale

- ▶ Ratings will be limited to the most recent five-year time period.
- ▶ The scores recorded by each Rater will be combined for each of the five categories and then averaged.

<u>Rating Scale</u>	
Outstanding	100, 95 or 90
Highly Recommended	85 or 80
Recommended	75 or 70
Not Recommended	60



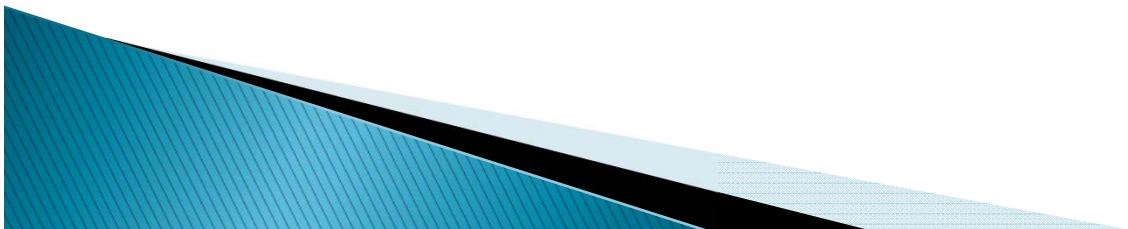
Written Exam

Date: January 14, 2016

Location: Community Room, Civic Center

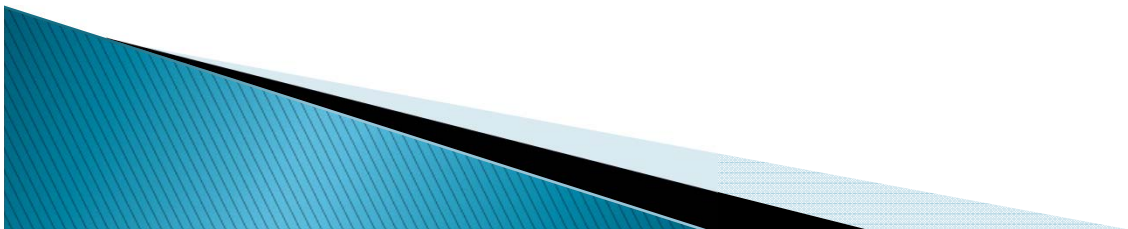
Format: Written multiple choice exam developed by CPS and NBPD subject matter experts based on sources provided in the study memo. Two hour time limit.

*Candidates must pass the written with a score of 70% or above to move to the next testing phase.



Reference Materials

- ▶ Lincoln on Leadership: Executive Strategies for Tough Times. Phillips, Donald T. Warner Books, Inc. (1992).
- ▶ For the Record: Report Writing in Law Enforcement. Hess, Karen M. & Wroblewski, Henry M. Innovative Systems (5th Edition, 2002).
- ▶ California Peace Officers Legal Sourcebook (through revision packet #180, August 2015).
- ▶ Newport Beach Police Department Policy Manual. Lexipol, LLC (May 2015).
- ▶ National Incident Management System, Appendix B. US Department of Homeland Security (December 2008).
http://www.fema.gov/pdf/emergency/nims/NIMS_AppendixB.pdf
- ▶ City of Newport Beach Employee Policy Manual.
 - Section 11.12 Workers' Compensation Benefits and Industrial Accident Leave and related forms and procedures;
 - Appendix A: Unlawful Discrimination and Harassment Policy;
 - Appendix B: Drug and Alcohol Policy; and
 - Appendix C: Communications Equipment and Systems Policy.



Tactical Exercise

Date: January 27 or 28, 2016

Location: City Hall – Human Resources

Format: One scenario with multiple developments at timed increments with questions from the Panel

Rating Factors: Oral Communication Skills, Resource Management, Strategic Objectives, Tactical Priorities

Weight: 55% combined with Oral Interview

* Candidates must pass with an overall combined score of 70% or better from the Tactical Exercise and the Oral Interview in order to attain list eligibility. Candidates will be invited to one day only, not both.



Oral Interview

Date: January 27 or 28, 2016

Location: City Hall – Human Resources

Format: Structured oral interview panel of outside raters will score candidates on job related factors. Be prepared to present an oral resume of no more than 5 minutes; bring 4 hard copies of resume for the panel (no folders).

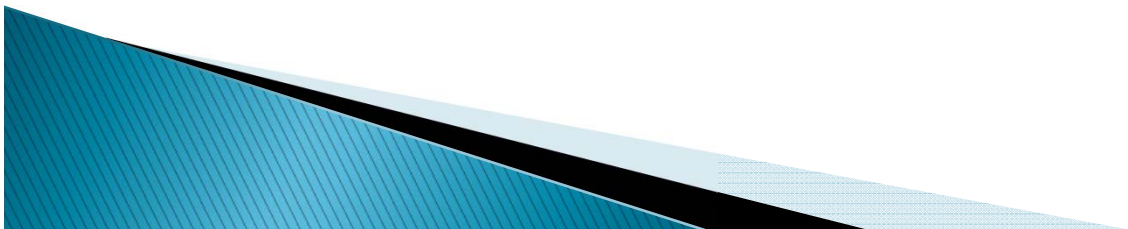
Weight: 55% combined with Tactical Exercise

- * Candidates must pass with an overall combined score of 70% or better from the Tactical Exercise and the Oral Interview in order to attain list eligibility. Candidates will be invited to one day only, not both.



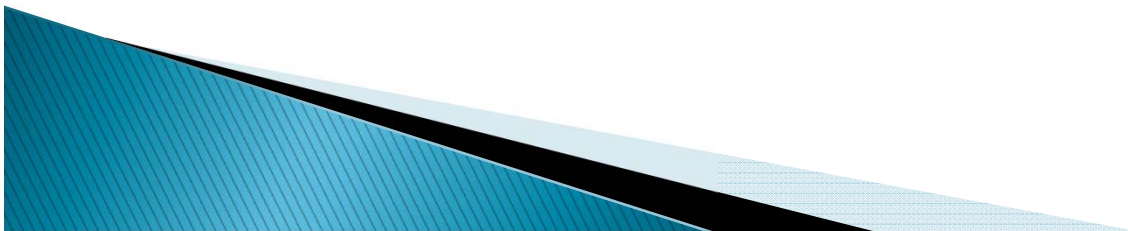
Tactical Exercise/Oral Interview Rating Scale

<u>Rating Scale</u>	
Outstanding	100, 95 or 90
Highly Recommended	85 or 80
Recommended	75 or 70
Not Recommended	60



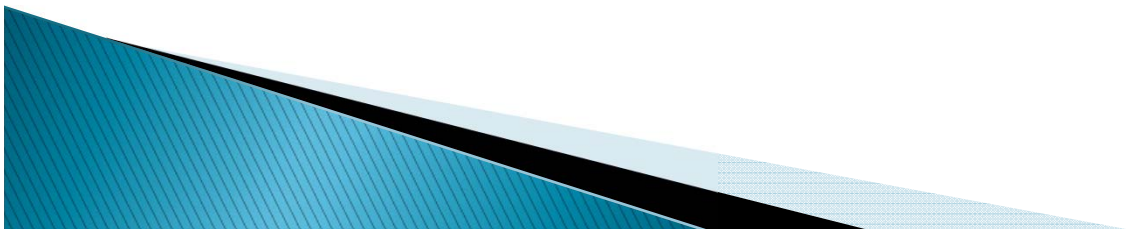
Preparing for the exam

- ▶ Plan to arrive a few minutes early to locate Human Resources.
- ▶ Verbalize your actions.
- ▶ Read candidate instructions carefully.
- ▶ Listen to the questions being asked by the panel; answer what they are asking.
- ▶ Instructions and questions are not designed to trick you.
- ▶ Your responses should be as if you are already in the rank of Sergeant.



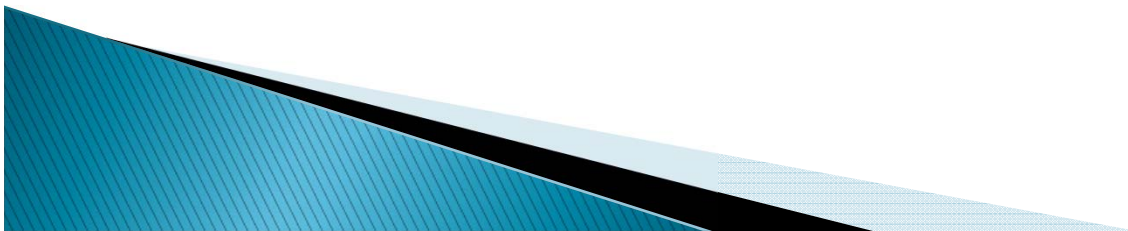
Test Results

- ▶ The Eligible List results will be made available to candidates no later than Friday, February 5, 2016.
- ▶ Candidates will be contacted via email and phone with their results.



Selection Procedure

At the conclusion of the testing process, successful candidates will be placed on the eligibility list and must submit a resume and completed Promotional Background Form (available at the Police Department) to the Office of the Chief of Police no later than one week after the list is approved. The Chief intends to exercise the “rule of three” in any selections made.



Test Review

Candidates may request a test review with Human Resources.

Requests must be made within seven days after notification of the test results.

Send your request via email to Rebecca Redyk, Human Resources Manager.



Good Luck!

