

City of Newport Beach Police Sergeant Promotional

Candidate Orientation



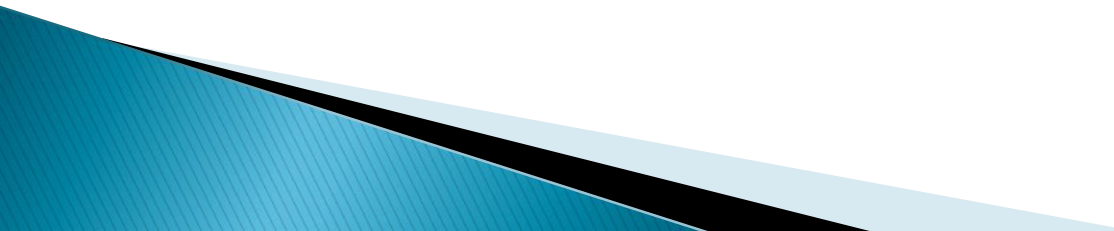
Police Sergeant Requirements

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 31, 2023–February 13, 2023
Written Exam	25%	March 2, 2023 Civic Center–Community Room
Tactical Exercise/Oral Interview	55%	March 8, 2023 City Hall – Human Resources

Assessment of Promotability

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

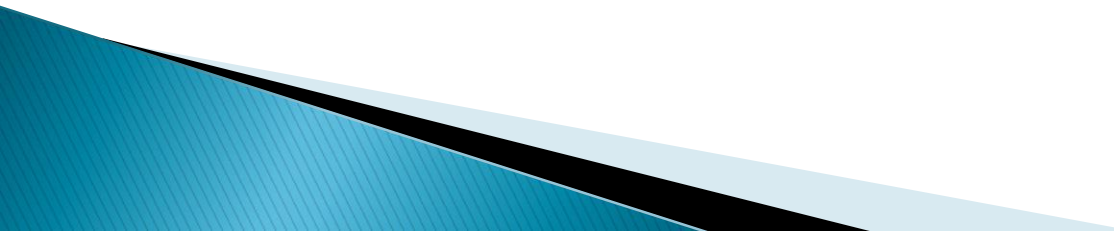
Written Exam

Date: March 2, 2023

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.

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



Reference Materials

- Challenging the Law Enforcement Organization: The Road to Effective Leadership. Enter, Jack E. (2006)
- Newport Beach Police Department Policy Manual. Lexipol, LLC (July 2022)
- For the Record: Report Writing in Law Enforcement. Hess, Karen M. & Orthmann, Christine Hess. Innovative Systems (6th Edition, 2008).
- California Peace Officers Legal Sourcebook (Current Revision Packet). California Department of Justice.
- National Incident Management System. FEMA, Third Edition, October 2017

Tactical Exercise

Date: March 8, 2023

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.

Oral Interview

Date: March 8, 2023

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.

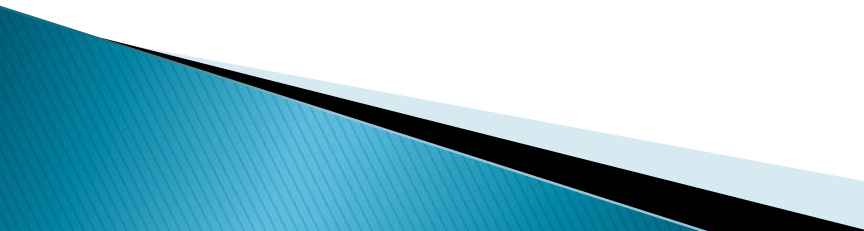
Weight: 55% combined with Tactical Exercise

- * 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.

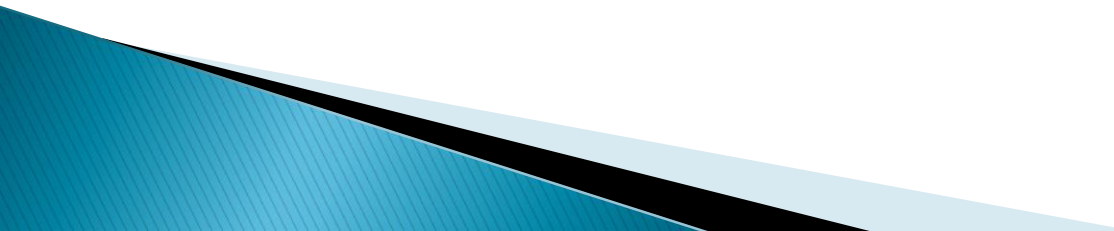
Tactical Exercise/Oral Interview Rating Scale

<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.
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Test Results

- ▶ The Eligible List results will be made available to candidates tentatively the week of March 13, 2023.
 - ▶ Candidates will be contacted via email and phone with their results.
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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 Tosha Arellano, Human Resources Specialist.

Good Luck!

