
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Promotional Testing System

ORDER NUMBER: **30.06**
ISSUED DATE: 08/25/2021
EFFECTIVE DATE: 08/25/2021
RESCINDS: 30.6 Issued 12/10/2019

REFERENCE: CALEA [Ch. 34](#)

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I. PURPOSE

- A. To inform all sworn personnel of the 2021 Promotional Testing System and to advise of the study materials available prior to the written examination phase of the procedure.
- B. This general order will be revised with each testing cycle.
- C. To provide a written announcement of the promotion process.

II. GENERAL INFORMATION

- A. The Kansas City, Kansas Police Department has contracted with Industrial/Organizational Solutions (IOS) to develop and administer the 2021 promotional tests for sworn personnel. What follows is a brief outline of the procedures involved in this process.

1. Eligibility

- a. Department personnel who desire to be considered for promotion to the rank of Captain must have their time-in-grade (per the Memorandum of Understanding between the City of Kansas City, Kansas and the Fraternal Order of Police Lodge #4, hereafter, the Memorandum) filled on or before November 03, 2021. Only those individuals meeting this requirement may sign up for testing.

2. Registration

- a. All eligible personnel who desire to participate in the 2021 Promotional Testing System shall personally appear in the Chief's Office (0800 – 1600 hours) to complete the proper registration. A ten day registration process will begin at 0800 hours **Thursday, August 26**, and end at 1600 hours, on **Saturday, September 4, 2021**. The Professional Standards Unit Commander will be available to schedule a time for prospective candidates to register if their schedule will not facilitate registration during the above-listed hours and days. Sign up will be available on Saturday and Sunday during these times.

EARLY ARRIVALS OR LATE ARRIVALS WILL NOT BE PROCESSED. NO EXCEPTIONS!

- b. Once personnel have signed the registration indicating test selection, they will not be allowed to change test selection at a later date.
- c. Candidate orientation will take place **September 16, 2021, time to be decided**.

3. Written Examination

- a. All eligible applicants shall complete a two part written examination that will be formulated and scored exclusively by IOS. A reading list and study guide prepared by IOS will be issued prior to the commencement of these examinations. The following tests will be a part of the written examination process:

(1) Closed book written examination

- (a) Sergeant Examination - 20% of overall score
- (b) Detective Examination - 20% of overall score

(2) Work sample examination

- (a) Sergeant Examination - 20% of overall score
 - (b) Detective Examination - 20% of overall score
- (3) The written test will be administered and scored solely by IOS. The following dates have been scheduled for these examinations:
 - (a) Sergeant Examination: Tuesday, **November 03, 2021**, time to be decided.
 - (b) Detective Examination: Wednesday, **November 04, 2021**, time to be decided.
- 4. Supervisory Ranking - 10 % of overall accumulative score
 - a. Per the Memorandum of Understanding, 2020-2022, "The score of the employee's last supervisor evaluation immediately preceding the creation of the promotion eligibility list shall be considered in accordance with section 11.2. Only those supervisor evaluations which have been validated by the outside testing firm may be used in the promotional process."
- 5. Assessment Center
 - a. Sergeants and Detectives – 50% of overall accumulative score
 - (1) All promotional candidates wishing promotion to the rank of Sergeant or Detective will complete two exercises in front of a panel consisting of three (3) officers of the Kansas City, Kansas Police Department, of the rank of Captain or above, selected by the Chief of Police and three (3) selected jointly by the Chief of Police and the Fraternal Order of Police Lodge President.
 - b. Scoring
 - (1) Interview rating scores will be determined by averaging the scores provided by panel members on each person interviewed. The high and low scores will be discarded. The candidate will be able to review all six (6) scores after the interview. The scores will be compiled solely by IOS.
 - c. Schedule
 - (1) The Oral Boards will be scheduled for the week of **November 15, 2021**.
- B. The Executive Officer to the Chief is responsible for administering the Department's role in the promotion process.
- C. Promotional materials will be stored in locked files, or otherwise held under lock and key, when not in use. Limited access will be maintained at all times. After a list has been established, all files will be stored as secured dead files.
- D. Regarding re-application, each testing process will conform to the Memorandum. Eligibility to apply for each testing process will be governed by the Memorandum as described in II A 1 a of this order. There are no re-applications for a testing cycle already in progress.

III. ADVISORY

- A. The promotional testing system requires extensive coordination and considerable expense to the Department. Candidates cannot deviate from the written examination and oral board schedules once they have been firmly set. Last minute revisions of schedules CANNOT AND WILL NOT be accommodated.

IV. DISQUALIFICATIONS

- A. Failure to register within the allotted time frame or failure to appear for a scheduled written examination or interview session, unless caused by a valid emergency, will disqualify the individual from the Promotional Testing System. Notice of such emergencies must be forwarded to the Chief of Police immediately after the emergency becomes known.

V. REVIEW

- A. Appeal procedures are available at each step in the promotional process. Officers may dispute a question or scenario for review due to possible ambiguity, lack of validity, or other reasons, and it will be addressed by IOS.
 - 1. The appeal must be made in writing at the time of the testing. IOS will provide for a fair appeals process and respond to all appeals. If a determination is made that a question or scenario is invalid or incorrect, IOS will modify/correct the scoring, if possible, or give credit to all candidates, if scoring cannot be modified/corrected.
 - 2. Appealing a portion of the process will not be counted against the officer in any way.
- B. Representatives of IOS will provide the Department, the Fraternal Order of Police, and all participants with final pertinent score tabulations on all three (3) phases of the promotional examination.
- C. Eligibility rankings for the current list will become invalid on October 26, 2021.

VI. REFERENCE PUBLICATIONS

- A. In preparing for the written examination phase of the Promotional Testing System, applicants should become thoroughly familiar with the Department's General Orders and Standard Operating Procedures, the Memorandum of Understanding, Rules and Regulations, In

Service Training Material, Kansas/Municipal Criminal Code, and other Department related documents. There will not be an outside reading text.