

Promotional Exams and Specialty Assignments-- Confidentiality

347.1 PURPOSE AND SCOPE

The purpose of this general order is to provide policy and procedure for managers, supervisors, and personnel who participate in confidential staff input sessions for the purpose of evaluating candidates for promotional examinations and specialty assignments.

347.2 POLICY

It is the policy of the Redding Police Department to maintain a reasonable level of confidentiality when evaluating candidates for promotional examinations and specialty assignments.

347.3 PROCEDURE

Personnel who participate in confidential staff input sessions, for the purpose of evaluating candidates for promotion or specialty assignment, shall not discuss any comments or conversations made by other managers, supervisors or other personnel during the staff input session with anyone outside of the session, except for the Chief of Police or his designee.

Managers, supervisors and personnel are permitted and encouraged to discuss their own comments with each individual candidate and will be supplied with a copy of their rating sheets. Managers, supervisors and personnel shall not hand out, copy for, or give away the rating sheets to the candidates.