

ORDINANCE 14-2026

AN ORDINANCE REVISING EMPLOYEE HANDBOOK POLICY 112, THEREBY CHANGING PROMOTIONAL PROCEDURES FOR THE OWENSBORO FIRE AND POLICE DEPARTMENTS.

WHEREAS, it is a goal of the City to provide employees with a safe, efficient, and uniform work environment that is conducive to both personal and professional growth; and

WHEREAS, to better assist employees and management in accessing the information provided in various policies and procedures manuals, the City has created a comprehensive Employee Handbook; and

WHEREAS, revising Policy 112 of the Employee Handbook will establish a clear and structured promotional process for both the Fire Department and Police Department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF OWENSBORO, KENTUCKY, AS FOLLOWS:

Section 1. That the City of Owensboro, Kentucky, by and through its Board of Commissioners, hereby revises Policy 112 as set forth hereinbelow:

112 PROMOTIONAL PROCEDURES (POLICE MAJORS, FIRE CAPTAINS, LIEUTENANTS, SERGEANTS AND DRIVER/ENGINEERS)

Basic Requirements. To be eligible to apply for a promotion in the Police or Fire Department, an employee shall, at minimum, at time of the deadline to apply:

- Possess regular status (i.e., non-probationary status) in the rank immediately below that to which promotion is being sought. ~~with the exception of Fire Lieutenant, which may be filled from both probationary Driver/Engineer rank and regular status Firefighter rank.~~ If fewer than three employees are eligible for promotion due to required service in rank, then probationary employees in said rank may apply.
- Police Department applicants shall be current full-time hazardous duty Police Department employees, and shall have at least four (4) years of consecutive full-time hazardous duty service with the Owensboro Police Department, and shall meet all requirements of the job description and applicable policy/law.
- Fire Department applicants shall be ~~Be~~ current full-time hazardous duty ~~employees of their respective~~ Fire Department employees, and shall have at least four (4) years of ~~consecutive~~ full-time hazardous duty service, which may include prior service with a comparable agency, provided the employee has at least two (2) years of consecutive full-time service ~~in their respective department~~ with the Owensboro Fire Department, and shall meet all requirements of the job description and applicable policy/law.
- Comparable agency means a federal, state, or local government agency, or other public safety organization, that employs full-time hazardous duty personnel in roles substantially similar in duties, responsibilities, and required qualifications, as determined by the appointing authority or designee.

Notice of Promotional Vacancy (or to establish list) and Application Process. When a position is vacated, it will be at the sole discretion of the City Manager if and when the position will be filled. Upon the approval of the City Manager or his or her designee, the Human Resources Department and/or its authorized representative shall proceed with the necessary steps to obtain additional personnel or establish an eligibility list. The Human Resources Department or its authorized representative shall set the time for holding examinations and give adequate notice. Applications for employment shall be valid only for the position which was solicited and for which the applicant applied.

Eligibility for Participation in Promotional Recruitment Process. The Human Resources Department, or its authorized representative, shall determine whether or not an applicant meets the eligibility requirements to participate in any one or more portions of the promotional recruitment process, and shall exclude anyone who does not. No person shall be permitted to participate in an examination without providing satisfactory evidence of his or her identity at the time of the examination. No applicant shall be permitted to participate in an examination(s) who does not appear at the designated time(s) and place(s). ~~as specified to them.~~

Examination Requirements; Eligibility List. The Civil Service Commission is designated as the body responsible for considering and approving the written, skills, and Assessment Center examinations used. It should be noted that hazardous duty police and fire positions are not classified as civil service positions. The Human Resources

Department or its authorized representative may propose to the Civil Service Commission the examination(s) to be administered. If the Civil Service Commission determines that the proposed examinations are proper and commensurate with the position, it shall approve such examinations.

Eligible applicants shall be required to partake in an examination process. For Fire Driver/Engineers, this process shall consist of, at minimum, a written exam plus practical exam (driver's skills exam). For Sergeants, Lieutenants, Police Majors, and Fire Captains, the examination shall consist of, at minimum, an assessment center process. No seniority points shall be awarded. A minimum passing score or process to establish the passing score (e.g., statistical method to determine pass rate; testing company recommendation) for each examination shall be established, prior to examination, which is appropriate for the position. For Fire Driver/Engineer, the maximum score for the written exam shall be the same as the maximum score for the practical exam.

The Human Resources Department or its authorized representative(s) may carry out the examination process, and establish necessary procedures and directives to ensure a fair and consistent process. It shall not be necessary for a member of the Commission to be present during any examination. No individual may serve on the Assessment or Skills exam panels who is an immediate family member of a job applicant.

Once scores are finalized, the Human Resources Department or its authorized representative may prepare the eligibility list, ranking applicants in numerical order, from highest to lowest. Those who fail to meet any minimum passing scores shall be disqualified. In the event of a written + practical exam (i.e., Driver/Engineer), the scores shall be combined prior to ranking. Prior to certifying the written exam score, applicants shall be afforded an appeals process. The eligibility list requires certification from the authorized member of the Civil Service Commission to become valid.

The Human Resources Department or authorized representative will notify applicants within a reasonable period of time of the results. Those with the top five (5) scores ("top group") are eligible to proceed to a regular interview process. If there are fewer than five applicants or five scores, then each passing applicant is eligible to proceed to the interview process. The interview process shall be conducted by the Chief and at least two advisors selected by the Chief. In the event we use the eligibility list more than once to fill a position, it will be at the City's discretion whether or not those who remain in the top group who were previously interviewed are re-interviewed, based on a determination of the most fair and consistent approach at the time of consideration. If the interview panel or questions have been modified, then another interview will be granted.

The certified eligibility list shall be valid for a period of one (1) year, (1 ½) years, or two (2) years, as designated, from the date the eligibility list is certified, or until there are no names remaining on the list, whichever comes first. A new promotional recruitment process may begin prior to the current eligibility list becoming invalid. However, the current list will remain valid and continue to be used until it becomes invalid, at which point the new list will become valid.

A vacancy that originates while the list remains active in no way obligates the City of Owensboro to fill such position. The City may also wait to fill such position after a new list is certified, at its discretion. The City of Owensboro is under no obligation to offer employment to any person(s) on the list. Inclusion on the list creates no legal right to the candidate for an offer of employment. All promotional appointments require the recommendation of the department head, formal recommendation of the City Manager to the Board of Commissioners, and formal approval of the Board of Commissioners.

The Human Resources Department, or its authorized representative, shall remove any name from the eligibility list for any one or more of the following reasons:

- Candidate is not qualified or suitable for position. Possible examples include, but are not limited to:
 - Interviews poorly[.]
 - Disciplinary concerns
 - Has failed or fails to satisfactorily meet or demonstrate needed and/or required characteristics for the position. Possible examples include, but are not limited to:
 - Leadership skills
 - Managerial skills
 - Supervisory skills
 - Positive role model
 - Integrity
 - Honesty
 - Trustworthiness
 - Representing the City's best interests
 - Supervisory/Managerial growth potential
 - Willingness to work and serve
 - Commitment to the organization
 - Commitment to safety
 - Budgeting skills
 - Streamlining skills
 - Planning skills
 - Organizational skills
 - Dependability
 - Reliability
 - Strong work ethic

- Communication skills (e.g., oral, written, listening, speech)
 - Interpersonal skills
 - Reasoning skills (e.g., comprehension, problem solving, thinking outside the box, critical thinking, decision making, judgment);
 - Job Qualifications (e.g., knowledge, skills, abilities, aptitude, job-related personal characteristics, certifications, training, experience, education)
- Candidate has accepted promotional employment with the City of Owensboro
 - Candidate declines promotional employment
 - Candidate fails to respond to any inquiry relative to the selection process or fails to be available for promotional employment within a reasonable period of time
 - Candidate ~~[can not]~~cannot be reached within a reasonable period of time
 - Candidate has not appeared, satisfactorily completed, or cooperated with any one or more portions of the application/selection process
 - Candidate failed to meet passing score for exam(s)
 - Candidate falsified or withheld relevant or pertinent information during the application process or selection process
 - Candidate demonstrated dishonesty in any portion of the application or selection process
 - Candidate has used or attempted to use bribery to secure advantage in selection or appointment
 - Candidate has demonstrated any form of unethical, inappropriate, or illegal conduct that would prevent him or her from effectively performing his or her essential job duties and/or responsibilities, or negatively affect the public's perception of being able to effectively perform his or her essential job duties and/or responsibilities
 - Candidate has otherwise not met or has violated the provisions of these rules, applicable law, and/or applicable policy

INTRODUCED AND PUBLICLY READ ON FIRST READING, this 16th day of
June, 2026.

PUBLICLY READ AND FINALLY APPROVED ON SECOND READING, this 14th
day of July, 2026.

Thomas H. Watson, Mayor

ATTEST:

Beth Davis, City Clerk