



**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

CIRCULAR MEMORANDUM NO. 21-06

June 25, 2021

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Gil Montaña".

DATE: June 25, 2021

**SUBJECT: Instruction on Promotional Testing Frequency for NOPD
Sergeants, Lieutenants and Captains**

I. PURPOSE

The purpose of this memorandum is to provide guidance on promotional exam testing frequency for the classified positions of Police Sergeant, Police Lieutenant, and Police Captain within the New Orleans Police Department. Testing frequency for these classified positions shall allow for commissioned members of NOPD, who meet the requirements of the specific position and successfully pass the testing process, to be placed on the promotional list within two years of the closing of the previous list for the same classification.

II. ELIGIBLE EMPLOYEES

This Circular Memorandum will apply to all NOPD classified positions of Police Sergeant, Police Lieutenant and Police Captain.

III. DIRECTIVE

1. The development of promotional tests for classified positions within the City Civil Service is the responsibility of the Personnel Director of the City Civil Service, working with the appointing authority of the impacted Departments.
2. For the New Orleans Police Department, the cycle of eligible promotional lists for the classifications of Police Sergeant, Police Lieutenant and Police Captain shall allow the opportunity for commissioned members of NOPD, who meet the requirements of the classified position and successfully pass the testing process, to be placed on the promotional list every two years from the closing of the previous list for the same

classification.

3. If, for any unplanned and unanticipated reason(s), beyond the control of the City of New Orleans or the NOPD, the test development process, conducted by Civil Service which operates independently; is paused, cancelled or hampered and a new promotional test or process cannot be completed and in place in time to meet the two (2) year requirement of the Consent Decree and this Circular Memorandum, the Personnel Director shall state the specific reasons and provide an adjusted time-line for the promotional list. This information shall be conveyed to the Office of the Consent Decree Monitor (while engaged), the Chief Administrative Officer and the Superintendent of Police, in writing within 7 days of the deadline for offering a new promotional opportunity.
4. During the period of any delay, the Superintendent will request the allowable extension to the existing promotion list. The Personnel Director, in agreement with the Superintendent of Police, may extend the promotional list to a maximum of three (3) years if the requirements of #3 above are met and the Civil Service Commission approve. In no cases shall the list be extended or remain in effect for more than three (3) years from the date of original establishment.

IV. INQUIRIES

Questions concerning this circular memorandum may be addressed to the Personnel and Training Division of the Chief Administrative Office at (504) 658-8600.