



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 06/16/10		*TERMINATION DATE / /		WARDEN ASSIGNMENT LEVEL PROCEDURE	
CLASSIFICATION # 2227R-A	SUPERSEDES 2227	DATED 03/16/04	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 LARRY W. DAVIS SR., CHIEF OF DEPARTMENT SIGNATURE			 DORA B. SCHIRO SIGNATURE		
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I. PURPOSE

In order to provide the Commissioner with an objective assessment of candidates for Warden level assignment, while preserving the Commissioner's discretion in selection, candidates will be interviewed by a five member Promotion Board to establish a basis for creating a pool from which the Commissioner may select promotees. As a result of the Promotion Board review, candidates will be referred to the Chief of Department who will conduct his/her interviews. The Chief will then determine which candidates will be referred to the Commissioner for his/her review and determination to promote, providing a selection pool from which vacancies may be filled, as needed.

II. NOMINATION AND CONSIDERATION PROCEDURE

- A. Twice each year, the Department will promulgate a teletype inviting Deputy Wardens (level II) who have served at least one year in rank to apply for reassignment to Warden (level III). Upon initial submission, and after a determination by the Promotion Board of "Recommended", those Deputy Wardens will remain on the list for an indefinite period of time and need not resubmit for consideration during this time.
- B. The Office of the Assistant Commissioner for Personnel will review each submitted eligible's record and list those with open disciplinary cases, and/or unacceptable attendance. The Assistant Commissioner of Personnel shall also prepare an Employees Performance Service Report (Form 22R) for each candidate to include attendance, education, assignment and seniority history as well as attach copies of the candidates' most recent promotion evaluation.
- C. The Office of the Senior Deputy Commissioner shall determine, based on projected attrition in the level III rank, as well as current vacancies, the number of potential level III selections proposed to be effected during the ensuing 6 month period.

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II. NOMINATION AND CONSIDERATION PROCEDURE (cont.)

- D. The Office of the Senior Deputy Commissioner shall set a date for the purpose of convening the Promotion Board and select the (4) rotating members' who did not serve on the most recent, preceding Promotion Board.
- E. The Promotion Board will review the names of eligibles deemed unsuitable for consideration by the Assistant Commissioner for Personnel. The remaining suitable candidates will each be interviewed as described below in Section III, "Interview." Individual board members will render a determination of "Recommended" or "Not Recommended" for each candidate.
- F. The Assistant Commissioner for Personnel will, based on the five board members determinations, assess the majority of the members' votes for each candidate. Those candidates receiving an overall "Recommended" rating will be referred to the Office of the Chief of Department.
- G. Only those Deputy Wardens or Deputy Wardens in Command who have served successfully in a jail for a minimum of one year or who have had substantial inmate contact and significant custody management responsibilities in the Department, including transportation, courts, hospital wards or special operations, shall be eligible for consideration for promotion to Warden. Nothing in the preceding sentence shall in any way limit the Commissioner's discretion to select particular individuals from the pool of qualified candidates.

III. INTERVIEW

- A. Candidates will be interviewed by a Promotion Board, to consist of three rotating uniformed staff in the rank of Supervising Warden, and above, a rotating Deputy Commissioner, and the Chair - the Senior Deputy Commissioner.
- B. The Promotion Board will conduct a structured interview. The interview will consist of three questions including but not limited to: the nature of leadership, operational issues common to facilities, and current critical Department objectives.
- C. The Board members will also review the 22R and consider the candidates' attendance, education, assignment history, seniority as well as performance and considering their assessment of the candidates' interviews, will determine whether the candidate will be "Recommended" or "Not Recommended."
- D. Each member of the Promotion Board will assign his/her determination to a candidate's performance at the interview as well as their assessment of the 22R. The Assistant Commissioner for Personnel shall average the individual assessments and assign a final determination based on the average, for each candidate.

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IV. PROMOTION REVIEW

- A. Those candidates whose assessments are deemed overall, "Recommended" by the Assistant Commissioner for Personnel serving as secretary to the Promotion Board, will be referred in alphabetical order, to the Office of the Chief of Department.
- B. The Chief of Department will conduct his/her own assessment of each candidate which will include an interview.
- C. The Chief of Department shall determine, based on his/her assessment, the names of those candidates who should be included for final consideration by the Commissioner and will refer his determinations to the Assistant Commissioner for Personnel in his capacity as secretary to the Promotion Board who shall be present during the interviews.
- D. The Office of the Assistant Commissioner for Personnel will receive the names of acceptable candidates from the Office of the Chief of Department and forward the names of the candidates with "Recommended" determinations by the Chief of Department, to the Commissioner.

V. FINAL SELECTION

- A. A resulting alpha roster of those candidates will be sent to the Commissioner for his/her review and determination of the candidates to be selected for reassignment.
- B. The Commissioner at his/her discretion, may conduct an interview of any or all of the named candidates in the highest band(s) in order to fill current and prospective vacancies.

VI. SUPERSEDES

- A. Directive 2227 entitled, WARDEN ASSIGNMENT LEVEL PROCEDURE, dated 03/16/04 (as amended).
- B. Any departmental order or teletype or section of departmental order or teletype that conflicts with this directive.