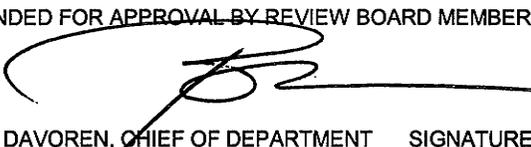




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 10/06/05		*TERMINATION DATE / /	DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURES		
CLASSIFICATION # 2226R-A	SUPERSEDES 2226	DATED 03/31/04	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION A	PAGE 1 OF 5 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 ROBERT N. DAVOREN, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE

In order to provide the Commissioner with an objective assessment of candidates for Deputy Warden level assignment, while preserving the Commissioner's discretion in selection, candidates will be reviewed against a set of weighted criteria, with scaled values, so as to establish a basis for comparison. As a result of the review, candidates will be assigned numerical scores ranging from 1.0 to 8.0, providing a selection pool from which vacancies may be filled, as needed, during a period of 6 months. At such time as vacancies are to be filled, the Commissioner may interview any candidates within the highest band of scores, i.e. 7.0-8.0, and, successively, candidates in lower bands if the need for candidates exceeds the number of candidates in the band, based upon his own assessment of their abilities.

II. NOMINATION AND CONSIDERATION PROCEDURE

- A. Twice each year, the Department will promulgate a teletype inviting Assistant Deputy Wardens (Level I) who have passed probation to apply for reassignment to Level II (Deputy Warden).
- 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.
- C. The Office of the Senior Deputy Commissioner shall determine, based on projected attrition in the Level II rank as well as current vacancies, the number of potential Level II selections proposed to be effected during the ensuing 6 month period.
- D. The Office of the Senior Deputy Commissioner shall set a date for the purpose of convening the Reassignment Board and select the (5) rotating members who did not serve on the most recent, preceding Reassignment Board.

	EFFECTIVE DATE 10/06/05	SUBJECT		
	CLASSIFICATION # 2226R-A	DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURES		
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 2 OF 5 PAGES	

II. NOMINATION AND CONSIDERATION PROCEDURE (cont.)

- E. Only those Assistant Deputy Wardens (Level I) who have worked in a jail setting for a minimum of one year, either as a Tour Commander, Court Executive and/or Unit Manager shall be eligible for consideration.
- F. The Assistant Commissioner for Personnel will review the names of eligibles deemed suitable for consideration by the Reassignment Board. These candidates will each be assessed as described below under Section "III A, B".

III. CRITERIA – WEIGHTS, SCALES, AND VALUES

- A. There shall be five criteria, weighted as follows:

Interview by Promotion Board	6
Performance Ratings	5
Education	3
Attendance	2
Seniority (in ADW rank)	<u>4</u>
Total Weight	20

- B. The weighted criteria shall be scaled and valued as follows:

1. Performance Appraisal: - Based upon the last performance appraisal, to be utilized twice yearly:

<u>Scale</u>	<u>Value</u>
Outstanding*	8
Very Good	6
Good	4
Marginal	2
Unsatisfactory	0

*No candidate shall be rated "outstanding" if found guilty in a disciplinary proceeding during the past 6 month evaluation period.

	EFFECTIVE DATE 10/06/05	SUBJECT DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURES		
	CLASSIFICATION # 2226R-A			
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 3 OF 5 PAGES	

III. CRITERIA – WEIGHTS, SCALES, AND VALUES (cont.)

2. Education (based on Personnel's certification) – A minimum of 60 college credits is required for a rating in this category.

<u>Scale</u>	<u>Value</u>
60 credits or AA degree	3
61-89 credits	4
90-127 credits	5
BA/BS degree	6
BA/BS plus credits	7
Masters or above	8

3. Attendance (based on Personnel's certification of history over 5 calendar years):

<u>Scale</u>	<u>Value</u>
Perfect attendance	1.6 for each year, maximum 8 for 5 years
1-5 days out	1.0 for each year, maximum 5 for 5 years

4. Seniority in ADW Rank (based on Personnel's certification)

<u>Scale</u>	<u>Value</u>
1 year but less than 2 years	1
At least 2 but less than 4 years	2
At least 4 but less than 7 years	4
At least 7 but less than 10 years	6
10 years or more	8

Those candidates whose scores on the performance, education, attendance and seniority criteria, rank them in the top band(s), depending upon the number of candidates to be selected, will be referred for interviews.

5. Interview – Candidates will be interviewed by a Reassignment Board, to consist of four (4) uniformed staff in the rank of Warden and above, one Deputy Commissioner, and the Chair, the Senior Deputy Commissioner. The Assistant Commissioner for Personnel will serve as non-voting Secretary.

	EFFECTIVE DATE 10/06/05	SUBJECT DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURES		
	CLASSIFICATION # 2226R-A			
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 4 OF 5 PAGES	

III. CRITERIA – WEIGHTS, SCALES, AND VALUES (cont.)

- a. The Reassignment Board will conduct a structured interview and will assign each interviewee an overall score as follows:

<u>Scale</u>	<u>Value</u>
Outstanding	7-8
Very Good	5-6
Good	3-4
Marginal	0

- b. Each member of the Reassignment Board will assign his/her assessed rating to a candidate's performance at the interview. The Assistant Commissioner for Personnel shall average the individual assessments and assign a final scale and associated rating based on the average, for each candidate.

IV. CANDIDATE RANK ORDERING

- A. The Office of the Assistant Commissioner for Personnel will compute the total scores of candidates, referred for reassignment interviews by:
 - 1. Assigning the performance rating value in accordance with the scale above,
 - 2. Assigning the education value in accordance with the scale above,
 - 3. Assigning the attendance value in accordance with the scale above,
 - 4. Assigning the seniority in rank value in accordance with the scale above; and
 - 5. Assigning the interview value in accordance with the scale above.
- B. Each of the values, 1-4 referenced above, as well as the reassignment interview value will be multiplied by the criteria weights referenced in Section III.A "Criteria".
- C. The total of the weighted values will then be divided by the total criteria weights i.e. 20, to assign to each candidate a score on the 1.0-8.0 scale.

V. FINAL SELECTION

- A. The resulting rank ordered roster will be sent to the Chief of Department before its transmission to the Commissioner for review and determination of the candidates to be selected for reassignment. The Chief will conduct his own assessment of each candidate and will recommend those candidates he/she deems most qualified for consideration by the Commissioner, but shall not disqualify any candidate in the highest band(s).

	EFFECTIVE DATE 10/06/05	SUBJECT DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURES		
	CLASSIFICATION # 2226R-A			
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 5 OF 5 PAGES	

V. FINAL SELECTION (cont.)

- B. The Commissioner at his/her discretion, may conduct an interview of any or all of the ranked candidates in the highest band(s) in order to fill current and prospective vacancies.

VI. SUPERSEDES

Directive #2226, DEPUTY WARDEN ASSIGNMENT LEVEL PROCEDURE, dated 03/31/04 (as amended).