

**University of Chicago Police Department
GENERAL ORDER**

<i>Effective Date</i> March 30, 2018		<i>Number</i> GO 1012
<i>Subject:</i> Promotion – Professional/Legal Requirements		
<i>References:</i> CALEA Standard: 34.1.1, 34.1.2, 34.1.3		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 3
<i>Amends</i> 14 OCT 2013 Version (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	Signature: Original signed document of file in Accreditation Office	

1012.1 PURPOSE

The purpose of this order is to describe the promotion system for Department personnel, sworn or non-sworn.

1012.2 DEPARTMENT ROLE IN PROMOTION PROCESS

Final decisions on promotion rest with the Chief of Police. The Department's primary role in promotion processes is to assist in interviewing candidates for promotion. The Department also provides information and feedback regarding work history, discipline history, and other related queries from Human Resources in making promotion decisions.

1012.3 DEPARTMENT AUTHORITY AND RESPONSIBILITY

The authority and responsibility for administering the Department's role in the promotion process are vested in the Chief of Police, or their designee.

1012.4 PROMOTION PROCESS- SWORN

- A. Evaluating the promotional potential of candidates.
The promotional potential of candidates will be evaluated based on performance evaluations, training, experience, skills and abilities.
- B. Administering written tests.
Written tests may be utilized for the Shift Supervisor (Sergeant) promotion process, but will not be utilized above that level. Any written test will be administered and scored by an outside vendor. Results will be reported to Human Resources.
- C. Assessment centers.
An assessment center may be utilized for the Shift Supervisor (Sergeant) promotion process, but will not be utilized above that level. Any assessment center will be administered and scored by an outside vendor, utilizing assessors from outside of the

agency. Assessment exercises are scored according to pre-determined criteria based on key dimensions identified through the job task analysis. Results will be reported to Human Resources.

- D. Conducting oral interviews.
Oral interviews are used for all levels of promotion. The interview(s) will typically be a panel interview, with the composition of the panel to be at the discretion of the Chief of Police or their designee. Interviews will be conducted with a uniform list of questions and will be evaluated in a uniform manner.
- E. Review and appeal of results.
The right of sworn personnel to challenge any aspect of the promotion process is an integral part of the process itself. At a minimum, the following may be part of the appeal:
 - 1. The opportunity to challenge any question on the written examination, if any.
 - 2. The review of written results of scored elements of the selection process (oral interviews, etc.).

Appeals of results of elements of the promotion process will follow the contract grievance procedure for union employees. Appeals for non-union employees will follow the University Employee Complaint Resolution Procedure, Policy 704.
- F. Reapplication.
Any sworn employee who is eligible for promotion may apply or reapply, regardless of the outcome of any prior promotion processes.
- G. Vacancies where lateral entry is permitted.
Promotional eligibility for vacancies where lateral entry is permitted, will be at the discretion of the Chief of Police or their designee. Typically these will be at the position of Captain or above.
- H. Security of promotional materials.
Promotional testing materials are stored in a secure area when not being used. Only those persons authorized, have access to the materials. Written testing materials are retained and secured by the outside vendor, and these materials do not come in to the possession of UCPD.

1012.5 PROMOTION PROCESS- NON-SWORN

- A. Evaluating the promotional potential of candidates.
The promotional potential of candidates will be evaluated based on performance evaluations, training, experience, skills and abilities.
- B. Conducting oral interviews.

Oral interviews are used for all levels of promotion. The interview(s) will typically be a panel interview, with the composition of the panel to be at the discretion of the Chief of Police or their designee. Interviews will be conducted with a uniform list of questions and will be evaluated in a uniform manner.