

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 130-A

REFERENCE STANDARDS: 34.1.1 34.1.2 34.1.3 34.1.4
 34.1.5 34.1.6 34.1.7

SUBJECT: Promotional Process

POLICY: It is the policy of the Hanover Park Police Department to establish a process for promotion. The Hanover Park Police Department shall work with the Village's Human Resources Department to ensure that a fair, professional standard is utilized for the purpose of promoting employees. The final decisions concerning promotional testing and promotional selections rest with the Village Manager based upon recommendations from the Chief of Police. It is the objective of the Village of Hanover Park and its police and Human Resources departments to provide equal promotional opportunities to all members of the police department based on a candidate's merit, including skills, knowledge and abilities. (34.1.1)

I. SWORN PERSONNEL

A. Qualification Requirements For Promotion (34.1.6c).

In order to maintain a progressive and professional Department, like standards must be utilized. The following minimum educational and length of service requirements shall apply for the purposes of establishing eligibility:

1. Sergeant
 - a. Associate's degree (A.A.) in Criminal Justice or equivalent from two-year college;
 - b. Five years experience at the rank of Police Officer; or
 - c. Equivalent combination of education and experience.
2. Lieutenant
 - a. Associate's degree (A.A.) in Criminal Justice, or equivalent from two-year college;
 - b. Three years related supervisory experience and/or training; or
 - c. Equivalent combination of education and experience.
3. Deputy Chief of Support Services
 - a. Associate's degree (A.A.) or equivalent from two-year college with major courses in law enforcement, criminal justice or related field;

- b. Five (5) years progressively related administrative and supervisory experience in the field of law enforcement, public or business administration or related field; or
 - c. Equivalent combination of education and experience.
- 4. Deputy Chief of Operations
 - a. Bachelor's degree (B.A.) from four-year college or university with courses in law enforcement, criminal justice or related field;
 - b. Ten (10) years police experience including five (5) years at the level of sergeant or higher; or
 - c. Equivalent combination of education and experience.

Promotional Process

For the purposes of this Directive, years of service as a police officer begin at the date of hire for entry into the Police Academy for the Village of Hanover Park. Years of service at any department other than the Hanover Park Police Department do not apply. (34.1.3g)

B. Promotional Testing (34.1.5)

- 1. When a vacancy exists, the Chief of Police shall take steps to begin the promotional process as soon as practical and feasible. The Chief of Police, or his designee, shall perform appropriate liaison activities with the Director of Human Resources from notification to the prospective applicants for promotion to the administration of probationary periods. (34.1.2)
- 2. Announcement of the promotional process to fill vacancies shall be made in ample time prior to the commencement of the process. Information to be contained in the announcement will include:
 - a. A description of the vacant position.
 - duties and responsibilities;
 - skills, knowledge and abilities needed;
 - b. Tentative dates, times and locations of all phases of the process.
 - c. Description of eligibility requirements.
 - education; and
 - length of service or time in grade.
 - d. Description of the process that will be conducted.
 - e. A current bibliography of all study material needed, if applicable.

C. Test Procedure (34.1.4)

- 1. Positions below the rank of Lieutenant will be based on testing; however, exceptional circumstances may allow the Chief to make the selection pursuant to Village of Hanover Park Personnel Rules and Regulations. When a testing process is utilized it will be based upon the Personnel Rules and Regulations and may consist of any combination of the below:

- a. A practical, validated and job related written test designed to measure the candidate's job knowledge of the position for which they have applied. (34.1.3b)
 - b. An assessment process designed to measure the candidate's dimensions, attributes, characteristics, qualities, skills, knowledge and abilities relating to the position described in the job task analysis to identify each candidate's promotional potential. (34.1.3c)
 - c. A review committee may be established by the Chief of Police to assess each candidate's past performance, which may be based on personnel files, evaluations, and/or a resume. This committee shall be composed of employees above the rank of the position being tested.
 - d. May have an interview with an outside interview panel comprised of law enforcement professionals for the purpose of assessing the suitability of the candidate to serve in the rank being tested. (34.1.3d)
 2. Assessment Process Testing (34.1.3c)
 - a. Multiple exercises, including validated exercise simulations (for example: role play exercises, written in-basket exercises, oral review board exercises) that are designed to provide relevant, reliable and objective information shall be used to provide for the qualities listed in paragraph C.3.b.
 3. The questions used in the testing process shall be job related and non-discriminatory. (34.1.4)
 4. A composite of exam scores, assessment center scores and any other related scores shall be tabulated by the Human Resources Department, with the scores formulated and arranged numerically. The test composite scores shall be forwarded from the Director of Human Resources to the Chief of Police in the order they scored, arranged from the highest to the lowest, with the corresponding candidate's name listed beside the score. All fractional scores shall be rounded off to one decimal place. (34.1.6a)
 5. The Director of Human Resources shall be responsible for the maintenance and security of all records pertinent to examination records and the validation of the testing process. (34.1.3h)
- D. Promotion (34.1.6)
1. The Human Resources Director shall prepare an eligibility list and supply the Chief of Police with a list of those employees eligible for promotion.
 2. All ties in the final score shall be placed on the list in order of seniority as determined by the Director of Human Resources. (34.1.6b)

3. In making appointments to a promotional position, the Chief of Police shall select a person for each position and forward that recommendation to the Village Manager exclusive of: (34.1.6e)
 - a. A person who declines appointment or request that they not be considered for appointment.
4. The Chief of Police shall announce all promotions in writing. (34.1.5)
5. The Chief of Police and the Director of Human Resources may establish an eligibility list when all position vacancies have been filled. Those candidates who received a passing score on all phases of the process may be placed on an eligibility list. This list of eligible candidates shall normally be maintained for the period established and approved by the Village Manager. (34.1.6d)
6. Upon promotion, the candidate will be closely observed to ensure the candidate is developing and performing in a satisfactory manner. Superiors shall counsel the candidate when unsatisfactory performance is observed. An evaluation form shall be completed upon conclusion of probationary period.
7. The first six months of service in the position to which the employee has been promoted shall constitute a probationary period. The Chief of Police, with the approval of the Director of Human Resources, may extend the probationary period for no more than an additional six months. (34.1.7)

E. Review and Appeal of Promotion Process (34.1.3e)

1. Employees may request a review of their test results by submitting a written request to the Director of Human Services.
2. Employees may challenge the aspects of the promotional process through the existing grievance procedure outlined in the Village of Hanover Park Personnel Rules and Regulations or existing labor agreement.

II. VILLAGE PERSONNEL RULES AND REGULATIONS

At all times, the Village's Personnel Rules and Regulations shall govern and supersede any policy, rule or other requirement established in this Directive.