

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 10/06/05
<b>Chief of Police:</b> 	Promotion, 34.1	
<b>Cross Reference:</b> ILCS 5/10-2.1-1 Rules & Regulations of the Board of Fire & Police Commissioners	<b>Policy Sections:</b> 34.1.1 Department's Role 34.1.2 Police Commission's Role 34.1.3 Promotional Elements 34.1.4 Promotional Process is Job Related and Nondiscriminatory 34.1.5 Promotional Written Announcements 34.1.6 Eligibility Lists 34.1.7 Probationary Period	

## **PURPOSE**

The purpose of this policy is to establish guidelines for promotion within the Elgin Police Department.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to ensure promotional opportunities those individuals who have the desire and ability to assume additional responsibility in the law enforcement profession. The procedures utilized by the Elgin Police Department will meet statutory requirements and standards of fairness. Promotional processes shall be conducted in accordance with the rules and regulations of the Elgin Fire and Police Commission and promotions will be made on the basis of merit and competitive examination.

## **PROCEDURES**

### **34.1.1 DEPARTMENT'S ROLE**

- A. The Elgin Police Department and City of Elgin Human Resources Department shall assist the Elgin Fire and Police Commission in the execution of their duties concerning the promotion of sworn personnel, when requested to do so. The Department shall be primarily responsible for the following aspects of the Commission's promotional process:
1. Establishing job descriptions and necessary qualifications for supervisory positions.
  2. Department Merit and efficiency ratings.
  3. Monitoring and evaluating the performance of newly appointed supervisors.
  4. Providing logistical support as requested, arranging employee schedules to allow participation in the testing process, and serving as a liaison to the Commission.
  5. In conjunction with the Human Resources Department, maintaining a liaison with outside agencies or firms responsible for administering the testing process. This process shall include providing testing criteria and job descriptions to ensure that the testing process is relevant to the duties of the tested position.
- B. The Chief of Police is responsible for administering the Department's role in the promotional process.

### **34.1.2 POLICE COMMISSION'S ROLE**

The Elgin Fire and Police Commission is charged with the authority and responsibility for administering the police supervisory promotional process. The role of the Board of Fire and Police Commissioners is set forth in ILCS 5/10-2.1-1 and the Rules and Regulations of the Board of Fire and Police Commissioners.

### **34.1.3 PROMOTIONAL ELEMENTS**

- A. The Board of Fire and Police Commissioners shall be governed by specific state statutes concerning promotional examinations and eligibility lists. In the absence of specific statutes regulating the conducting of promotional examinations, the Commission shall establish rules and regulations describing promotional elements which will apply to all candidates participating in the promotional process.
- B. The Chief of Police shall evaluate the promotional process based on feedback from candidates involved in the process.
  - 1. The Department encourages all affected employees to review the promotional process and its elements and submit suggestions for improvement.
  - 2. Such suggestions should be in writing and submitted to the Chief of Police.
- C. The Chief of Police shall evaluate the promotion potential of each candidate and assign appropriate points as described in the Board of Fire and Police Commissioners Rules and Regulations. The Chief of Police shall consider the following, at minimum, when determining the promotional potential of the candidate:
  - 1. Reviews by department supervisors and command staff.
  - 2. Employees knowledge, skills, attitude, leadership, and abilities expressed during a formal interview.
  - 3. Performance evaluations.
  - 4. Disciplinary record.
  - 5. Education.
  - 6. Awards and Commendations.
- D. There is no appeal process for any steps in the promotional process. However, components of the written exam may be checked for accuracy if discrepancies are found. Re-application is not allowed during an ongoing promotional process. However, anyone meeting the requirements may re-apply during future promotional processes.
- E. Additional Procedures for the promotional process are found in the Board of Fire and Police Commissioners Rules and Regulations.
- F. The Elgin Police Department does not allow lateral entry.
- G. All promotional materials maintained at Human Resources.

### **34.1.4 PROMOTIONAL PROCESS IS JOB RELATED AND NONDISCRIMINATORY**

The promotional process utilized by the Board of Fire and Police Commissioners for the City of Elgin shall provide an equal opportunity for sworn personnel to be considered for promotion based upon components and procedures tailored to meet the needs of the Department. The components and procedures shall be job related and nondiscriminatory.

### **34.1.5 PROMOTIONAL WRITTEN ANNOUNCEMENTS**

The Board of Fire and Police Commissioners shall schedule and announce all promotional examinations. Upon deciding to conduct a promotional examination, the Board shall publish a written notice and

distribute to all eligible officers. The written announcement shall include the following:

- A. The schedule of events, and what events will be involved.
- B. The date of the first event and what it will be.
- C. A list of reading materials (bibliography) if the written test is being developed from books, manuals, statutes, etc.

#### **34.1.6 ELIGIBILITY LISTS**

- A. In accordance with the rules and regulations of the Elgin Board of Fire and Police Commissioners, promotional eligibility lists shall be published upon the completion of all promotional examinations.
- B. Initial eligibility lists shall be posted indicating the total numeric scores achieved by each candidate in the process.
- C. A final eligibility list shall be posted after those candidates having military credit have been afforded the required opportunity by law to claim military credit.
- D. Promotional eligibility lists are valid for a period of three years after the date of posting. Promotions during the three year duration of the eligibility list shall be made from the posted eligibility list.
- E. Promotions shall be made from the top candidate on the promotional eligibility list.

#### **34.1.7 PROBATIONARY PERIOD**

All Supervisors shall be placed on a one year probationary period upon initial promotion.