


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u>	<u>SOP Number</u>
UC Police Division Promotional Process	3.1.300
Approval Signature	
	
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	4
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Law Enforcement Personnel Promotional Process

I. Purpose: The purpose of this policy is to guide the University of Cincinnati Police Division (UCPD) personnel in administering the Division's promotional process.

II. Policy: It is the policy of UCPD to administer a promotional process that identifies leaders who possess, or have the potential to develop, the skills, knowledge, abilities, and values aligned with the University of Cincinnati's mission. The process shall also ensure equal opportunities for all candidates.

III. Procedure:

A. Responsibility for the Promotional Process

1. The Police Chief, or their designee, is responsible for overseeing any law enforcement promotional processes.
2. Police Officers, Security Officers, and Emergency Communication Dispatchers will progress within their respective ranks (LEO 1, 2 & 3, SO 1, 2 & 3, ECD 1, 2, & 3) in accordance with applicable collective bargaining agreements.

B. Notification

1. Whenever UCPD determines a permanent vacancy exists, notices will be distributed according to the relevant collective bargaining agreement or UC HR policies.

C. Eligibility

1. Eligibility for participation in the promotional process will be determined by the applicable collective bargaining agreement or UC HR policies.
2. For vacancies at the rank of Police Captain or higher, promotional selections may be made from within UCPD. With approval from the Director of Public Safety, external candidates may also be considered.
3. Minimum eligibility qualifications for each position will be maintained as part of the respective job description.

D. Elements of the Promotional Process

1. The specific elements of each promotional process will be determined by the relevant collective bargaining agreement or UC HR policies.
2. All aspects of the selection process, including minimum qualifications, will be job-related and non-discriminatory.
3. Captain Rank or Above Promotional Process:
 - a. The promotional process for Captain or higher will be determined by UCPD in consultation with UC HR. It will include an assessment, a panel interview, and a command staff interview. Candidates will be evaluated based on the

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essential job functions outlined in the position description.

- b. For external candidates, the process may also include a polygraph examination, psychological evaluation, and background investigation. This decision will be made by the Police Chief, in consultation with UC HR, based on the candidate's experience and the information provided in their Personal History Questionnaire.
- c. Following all phases of the process, the Police Chief will select the most qualified candidate from the top candidates.

E. Opportunity to Obtain Feedback

1. Candidates who are not selected during the promotional process may seek feedback by contacting the individual responsible for administering the process. Candidates may also review their promotional process rating sheets to receive additional feedback.

F. Training

1. Upon promotion, Sergeants will receive an orientation in accordance with the Training Plan, which supports the leadership competencies outlined in policy 6.1.100 (Training and Professional Development). Before assuming supervisory responsibilities, all newly promoted supervisors will complete orientation training.
2. Supervisors are encouraged to pursue advanced training courses to enhance their supervisory and management skills, preparing them for future career advancement.

G. Probation

1. Any probationary period for a promotion will be implemented in accordance with the relevant collective bargaining agreement or UC HR policies. If the employee is an external hire and does not successfully complete the probationary period, they may be recommended for separation from university employment.

H. Temporary Law Enforcement Supervisor Position

1. UCPD may temporarily fill a vacant position until a decision is made to fill the vacancy permanently. Individuals in temporary positions will not receive additional credit points in the promotional process.

I. Process Review

1. Annually, the promotional process will be reviewed by the Inspections Lieutenant to ensure it remains aligned with best practices and applicable Collective Bargaining Agreements. The review will include a sampling of

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promotions across each rank classification promoted during the previous 12 months to ensure compliance with this policy. This review will be documented on a Form 5 and submitted through the chain of command to the Police Chief, highlighting any deficiencies and recommendations for improvement. Any proposed changes to the process will be approved by the Police Chief before implementation. The results of the review will be forwarded to the Director of Public Safety.

References

- UCPD Policy 5.1.100: Recruitment and Selection of Sworn Personnel
- Applicable UC Collective Bargaining Agreements