Department of Public Safety
Police Division
Policies and Procedures

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Approval Signature

James L Whalen

Reviewed/Revised by

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May 6, 2015
Law Enforcement Personnel Promotional Process

I. Purpose:

The purpose of this policy is to provide guidance to University of Cincinnati Police Division (UCPD) personnel assigned to administer the Division’s law enforcement promotional process. For the purposes of this policy, law enforcement personnel includes sworn Police Officers, Security Officers, Emergency Communication Dispatchers and Supervisors (Sergeants, Lieutenants, Emergency Communication Dispatcher Lead).

II. Policy:

It is the policy of UCPD to administer a law enforcement promotional process that identifies leaders that possess or have the ability to develop the skills, knowledge, abilities and values that align with University of Cincinnati’s mission. The UCPD law enforcement supervisor promotional process supports a workplace that is inclusive of all individuals, including, but not limited to underrepresented groups, such as women, African American, Asian, Latino, and LBGTQ persons.

III. Procedure:

A. Responsibility for promotional process
   1. The Police Chief or his or her designee is responsible for administering any law enforcement promotional process.
   2. Police Officers, Security Officers, and Emergency Communication Dispatchers will be promoted within their ranks (LEO 1, 2 & 3, SO1, 2 & 3, ECD 1, 2, & 3) in accordance with applicable collective bargaining agreements.

B. Notification
   1. Whenever UCPD determines that a permanent vacancy exists in the law enforcement officer supervisory ranks, notices of such vacancy shall be distributed by e-mail or posted on bulletin boards specifically identified for employee communications, for a minimum of thirty (30) calendar days. All such notices shall specify whether the position is open to both internal and external candidates. Experiential requirements for lateral transfers for supervisory positions are detailed below. The notice shall also contain a description of the position to be filled, including job duties, working hours, special qualifications required, name and rank of immediate supervisor, location of reporting and working, and date of posting closing.
   2. During the posting period, any eligible person wishing to apply for the vacant position shall do so by submitting an online written application to the UC Human Resources Department (UCHR) or designee. The Division is not obligated to consider any applications submitted after the posting period or any applicants who do not meet the minimum qualifications for the job.
C. Eligibility

1. For positions of Police Sergeant and Police Lieutenant, in order to be eligible for a promotional examination, an applicant must have or will have completed the required length of service (as stated on the examination posting) in the immediately preceding rank prior to the date of the examination.

2. For vacancies for the position of Police Sergeant and Police Lieutenant, promotions will be made from internal candidates and selected from the current eligibility list as specified by collective bargaining agreement and Division policy (reference D.2.g. below). If, however, there are not a sufficient number of internal candidates who meet the minimum qualifications for the position as specified in the job description and job posting, UCPD may consider external applicants for these vacancies.

3. For vacancies for the rank of Police Captain or above, it is expected that ordinarily promotional selections would be made from within the UCPD. However, when special circumstances or needs arise, and with approval from the Director of Public Safety external candidates may be considered.

4. Minimum eligibility qualifications for each position will be maintained as part of each position’s job description.

D. Elements of promotional process

1. When a vacancy exists and there is no current/active eligibility list, an examination process will be initiated.

2. All aspects of the selection process including minimum qualifications will be job related and non-discriminatory.

3. Sergeant and Lieutenant examination process
   a. It shall be the sole right and responsibility of the Employer to administer and evaluate all promotional examinations, assessments and testing procedures, and to cause to be developed all promotional examinations, assessments and testing procedures.
   b. Examinations shall be developed by an independent testing service or by the Human Resources department. Prior to the administration of any examination, the Employer shall post on department bulletin boards, with a copy to the FOP, the structure of the examination with the weight to be granted for each factor of part of the examinations.
   c. Phase one will include a written exam and any college credit or military credit. The written exam will have a total of 100 points possible. College credit will consist of two (2) points for an associate degree and five (5) points for a bachelor degree. Military credit will consist of four (4) points. Candidates must score at least seventy percent (70%) on the written exam.
prior to any college or military credit being added to move forward in the process. All applicants who pass the exam shall proceed to the second phase of the process.

d. Phase two will include a behavior assessment center designated by the agency. All applicants who pass the behavior assessment center shall proceed to the third phase of the process.

e. Phase three will be a panel interview consisting of a diverse group of stakeholders appointed by the Chief. It will also include a representative designated by the respective Bargaining Unit. All applicants who pass the panel interview shall proceed to the fourth and final phase of the process.

f. The final phase of the process will be the command staff interview.

g. The final score will be weighted as follows: the written exam, military credit and college credit is worth twenty-five percent (25%), behavior assessment center is worth twenty-five percent (25%), panel interview is worth twenty (20%) and the command interview is worth thirty percent (30%).

h. If the examination includes credit for seniority and/or efficiency, the process will be structured as required by the current Collective Bargaining Agreement contract.

i. Eligibility lists established by examinations, assessments and testing procedures shall remain in effect for one (1) year from the date of certification of the results by the testing service, or until the list is exhausted, whichever comes first. The parties may, by mutual agreement, extend the eligibility list for one (1) year. Copies of eligibility lists shall be provided to the FOP. Any bargaining unit member may inspect his/her written examination within thirty (30) calendar days from the date of certification.

j. At the completion of all phases of the promotional process, the Police Chief will make his/her selection from the top five (5) employees on the eligibility list for each position.

k. The Police Chief will document his/her promotional selection on a Form-5 and forward the selection to the Director of Public Safety.

4. Captain rank or above promotional process

a. The promotional process for Captain or above will be determined by UCPD in consultation with UCHR, and will include an assessment, a panel interview, and a command staff interview. The applicants will be assessed based on the essential job functions of the position description.

b. For external candidates, the process may also include: a polygraph examination, psychological examination and background investigation. This determination will be made by the Police Chief in consultation with UCHR based on experience and information available in the candidate’s Personal...
History Questionnaire.
c. At the completion of all phases of the process, the Police Chief will make his/her selection from the top candidates for the position.
d. The Police Chief will document his/her promotional selection on a Form-5 and forward the selection to the Director of Public Safety.

E. Opportunity to obtain feedback
1. Candidates who are not selected in the promotional process for a position may seek feedback by contacting the person responsible for administering the promotional process. The candidate may review any of his or her promotional process rating sheets to obtain additional feedback.

F. Training
1. Upon promotion, Sergeants will receive new orientation in accordance with the Training Plan that supports the leadership competencies outlined in policy 6.1.100 Training and Professional Development. Prior to a supervisory assignment, all newly promoted supervisors will successfully complete orientation training.
2. Supervisors are encouraged to seek advanced training courses to further their supervisory and management skills and prepare for future career advancement.

G. Probation
1. An employee promoted to a Lieutenant position or below shall be required to successfully complete a probationary period of one (1) calendar year, from the date of appointment. An employee serving a promotional probationary period whose performance is judged unsatisfactory shall be returned to his/her former classification. If the employee was an external hire, he/she shall be recommended for separation from university employment.

H. Temporary law enforcement supervisor position
1. UCPD may temporarily fill a vacant position pending the determination to fill the vacancy on a permanent basis. Temporary position holders shall receive no 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 is still aligned with best practices and any applicable Collective Bargaining Agreements. The review will include a sampling of promotions of each promoted rank classification that occurred during the previous 12 months to ensure compliance with policy. This review shall be
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documented on a F5 and submitted through the chain of command to the Police Chief and will note any deficiencies and recommendations. Any recommendations to amend the process will be approved by the Police Chief prior to 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