



# Peoria Police Department Policy and Procedure Manual

Policy 3.06

Promotion



## I. POLICY

Promotion denotes vertical advancement in the organizational structure from one rank or position to another, usually accompanied by an increase in responsibility and salary. It is the policy of the Peoria Police Department to use an accurate and valid process in selecting employees for promotion.

## II. PROCEDURE

A. Promotional Process Responsibility: The promotional process is a shared responsibility between the Peoria Police Department and the Human Resources Department (HRD) (34.1.1).

1. It is the responsibility of the Peoria Police Department, in conjunction with HRD, to: (34.1.1)
  - a. Establish a testing schedule.
  - b. Select the employee/s for promotion.
  - c. Ensure that the promotional materials are secured from unauthorized access when not in use. (34.1.3.h)
2. Peoria Police Department responsibilities. It is the responsibility of the Peoria Police Department to: (34.1.1)
  - a. Administer and score promotional exams and assessment centers, if used. If an assessment center is used, it will: (34.1.3.b & c)
    - (1) Measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis.
    - (2) Use multiple assessors who are thoroughly trained prior to participating in a center.
    - (3) Use techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined.
    - (4) Use multiple assessment techniques, one of which is a simulation.
    - (5) Use simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job related.
    - (6) Base judgments resulting in an outcome on pooled information from assessors and techniques.
    - (7) Require assessors to observe and identify performance and subsequently evaluate that performance after the exercise is complete.
    - (8) Announce the dimensions to be evaluated in a written directive.
    - (9) Use a form or forms to record and document the observations of assessors at each stage of the process.
    - (10) Provide participants, upon request, with written rationale and information concerning the dimensions, ratings and recommendations of the center.

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- b. Ensure compliance with applicable legal requirements regarding the promotional process.
3. The Peoria Police Department and/or HRD will notify all employees that a promotional vacancy exists.
4. The authority and responsibility for coordinating and administering the agency's role in the promotional process shall lie with the Office of the Chief of Police. (34.1.2)

B. Promotional Announcement and Eligibility Lists (34.1.5)

1. Announcement posting. Promotional announcements shall be posted on the department bulletin board(s) at least 30 days before the process is to begin. These announcements shall include:
  - a. A description of the positions or job classifications for which vacancies exist.
  - b. A schedule of dates, times, and locations of all elements of the process.
  - c. A description of eligibility requirements. (34.1.6.c)
  - d. A list of reading materials to assist in preparing for the test.
  - e. A description of the process to be used in selecting personnel for the vacancies.
  - f. The cut-off date for signing up for the promotional exams.
2. Interest memorandum. Eligible employees wishing to sign up for the promotional exams shall indicate their interest by submitting a Memorandum of Interest to the Office of the Chief of Police, along with their current resume.
3. When necessary, the Chief of Police may go outside the agency for qualified applicants. Recruitments for all management (sworn and non-sworn) level positions shall be open according to City of Peoria Personnel Policies.
4. Confirmation notice. Upon verification of eligibility, employees shall be sent a notice of confirmation.
5. Final results. Employees successfully completing all phases of the process shall be notified in writing of such, along with their numerical ranking among those who completed the process. This notification shall constitute a posting of the final results of the process.
6. Eligibility list. Upon completion of the entire promotional process, the names of those employees eligible for promotion shall be placed on an eligibility list (34.1.6.b)
  - a. This list shall normally remain in effect for one (1) year, or as otherwise directed by the Chief of Police. Extensions may be authorized by the Chief of Police for up to a total of two (2) years. Eligibility lists shall be maintained by the Staff Services Bureau Manager. (34.1.6.d)
  - b. Promotional vacancies shall be filled from this list.

C. Promotional Process Guidelines

1. The promotional potential of a candidate shall be based on length of service with the department, education, related training, ability, and past performance. (34.1.3.a)
  - a. Length of service, education, and certification requirements are those stipulated in the approved job description for a particular position. (34.1.6.c) The educational requirements for sworn and non-sworn positions are as follows:
    - (1) Police Sergeant/First Line Supervisor - an Associate's Degree, or equivalent hours, from an accredited college or university with major course work in law enforcement or a related field.

- (2) Police Lieutenant/Bureau Manager - a Bachelor's Degree from an accredited college or university with major course work in law enforcement or a related field.
  - (3) Police Commander - a Bachelor's Degree from an accredited college or university with major course work in law enforcement or a related field. A Master's Degree is preferred along with the successful completion of a recognized/approved command school, i.e., FBI National Academy, Northwestern School of Police Staff and Command, or the Southern Police Institute.
  - (4) Deputy Police Chief - a Bachelor's Degree from an accredited college or university with major course work in law enforcement or a related field. A Master's Degree is preferred along with the successful completion of a recognized/approved command school, i.e., FBI National Academy, Northwestern School of Police Staff and Command, or the Southern Police Institute.
  - (5) Police Chief - a Bachelor's Degree from an accredited college or university with major course work in law enforcement. A Master's Degree is preferred along with the successful completion of a recognized/approved command school, i.e., FBI National Academy, Northwestern School of Police Staff and Command, or the Southern Police Institute.
- b. Promotion eligibility. To be eligible for promotion, an employee must have received an overall rating of "3" on their last performance evaluation and must not be on probation or suspension at the time the promotional process is scheduled to begin. An employee who receives an overall rating of a "2" or less during the selection process or within twelve months prior to being promoted, will be disqualified from further consideration for promotion.
2. Employees shall be placed on an eligibility list and selected for promotion based on the following criteria, which are job related and non-discriminatory: (34.1.4)
    - a. Performance evaluation review (includes all performance appraisals, Individual Performance Reports (IPR's) if applicable, and a review of administrative investigation history).
    - b. Job experience.
    - c. Test scores.
    - d. Sick Leave use.
    - e. Assessment center results, if used.
    - f. Oral review board results, if used.
    - g. Resume evaluation.
    - h. Demonstrated ability to promote the department's community oriented policing philosophy.
    - i. Demonstrated leadership ability.
    - j. Psychological profile.
    - k. Demonstrated ability to promote the City of Peoria values.
    - l. An interview with the Chief of Police or designee(s)
  3. Psychological profile. The employee selected for a possible promotion will obtain a psychological profile, administered by a licensed psychologist selected by the Chief of Police, which shall be designed to measure psychological traits indicative of potential success of the individual in the position for which they are being tested. Generally, this will be completed prior to an interview with the Chief of Police.

- a. Psychological profile results shall be kept confidential and filed by the Chief of Police.
  - b. The psychological profile may be waived by the Chief of Police if one was satisfactorily completed within the last twelve (12) months.
4. Testing. All written tests and assessment centers, if used, shall be administered and scored by the Peoria Police Department, in cooperation with HRD. Written tests may be purchased from a reputable private entity, which can verify validity, utility and minimum adverse impact. (34.1.4)
- a. Employees with the top written test scores (dependent on the number of position openings) will advance to the assessment center or oral review board phase.
  - b. Results from an assessment center, if used, shall be assigned a numerical score.
  - c. The oral review board, if used, will assign a numerical score to the results of the oral interview.
  - d. The written test and the assessment center/oral review board score will be combined for an overall score. The use of the written score or in-basket exercise (when used in place of the written test), as well as how various portions of the process will be weighted, will be annotated in the posting for the position. (34.1.6.a & b)
5. Oral reviews. The oral review board members (if used) shall be appointed by the Chief of Police or designee.
- a. The oral review board shall be designed to measure personal attributes necessary for the employee to adequately function in the promotional position.
  - b. Once impaneled, the review board should remain the same for each candidate, except under unusual circumstances.
6. Interview. The final step in the promotional process is an interview with the Chief of Police or designee(s). Based on this interview, a selection will be made to fill the promotional vacancy with an employee whose skills, knowledge, and abilities are best suited for that particular position. (34.1.3.d)
- a. The Chief of Police may select any employee from the list who best serves the needs of the Peoria Police Department. (34.1.6.e)
  - b. The employee selected for the promotion shall be notified by the Chief of Police in writing the effective date of the promotion, who the employee is to report to, and any other pertinent details related to the promotion.
7. Probationary period. Employees selected for promotion shall serve a twelve (12) month probationary period. At the end of this probationary period, their performance in the new position shall be evaluated by their immediate supervisor and a recommendation made through the chain of command to the Chief of Police as to whether the employee should: (34.1.7)
- a. Be granted full status in the new position.
  - b. Serve an extended probationary period during which time remedial services will be offered. (Also see Policy #3.01, Recruitment and Selection)
  - c. Be demoted to their former rank.
- D. Review and Appeal of Promotional Exams
1. Employee Right of Review (34.1.3.e)
    - a. The employee has the right to review their scores received during the promotional process to ensure fairness and impartiality.

- b. Employees wishing to review any of the promotional material should contact HRD to schedule an appointment.

2. Employee Right of Appeal (34.1.3.e)

- a. Any employee may appeal the results of their promotional examinations and processes. The appeal shall be made within five (5) working days of the announcement of the final results.
- b. The appeal shall be made in writing to the Chief of Police through the chain of command. If satisfaction is not obtained at that level, the employee may invoke the City's grievance procedures.

E. Reapplication, Re-testing, and Re-evaluation (34.1.3.f)

- 1. If, subsequent to an appeal, it is determined that there should be a retest, or that a portion of the test should be re-evaluated, the Chief of Police shall cause this to be accomplished as soon as practical.
- 2. An employee is eligible to reapply for a position under the following conditions:
  - a. Once the Human Resources Department has posted the position's job announcement.
  - b. If an eligibility list has expired (provided one was established) and a position is available, or re-opened through the Human Resources Department.
  - c. If the employee did not successfully complete a portion of the test, they may reapply for the position when one (1) of the above two (2) conditions exists.

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