



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 20.06

TITLE: Promotional Process

SERIES NUMBER: 20

SERIES TITLE / SUBJECT: Personnel Structure

TOPICS/ REFERENCE: Eligibility, Promotion, Testing

APPENDICIES: None

ORIGINAL EFFECTIVE / ISSUE DATE: February 14, 2011

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 34.1.3

Policy:

It is the policy of the Rockford Police Department and the Board of Fire and Police Commissioners to select, promote, and appoint those individuals who have demonstrated a desire and capacity to assume great responsibility in the police profession. The promotional procedures utilized shall comply with state statutes, city ordinances, collective bargaining agreements, rules and regulations of the Department and the Board of Fire and Police Commissioners.

Purpose:

The purpose of this Order is to establish procedures and define Department policies that will ensure the fair and efficient administration and management of the Department's promotional process in conjunction with the Board of Fire and Police Commissioners.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. RESPONSIBILITIES
- II. DEPARTMENT'S ROLE IN THE PROMOTIONAL PROCESS
- III. GENERAL GUIDELINES

- IV. PROMOTIONAL PROCESS
- V. PROBATIONARY PERIOD
- VI. EFFECTIVE DATE
- VII. REVIEWS, REVISIONS AND CANCELLATIONS

I. Responsibilities:

- A. The Board of Fire and Police Commissioners shall have the authority and responsibility for administering the promotional process.
- B. The Board of Fire and Police Commissioners shall be responsible for annually reviewing and updating, if necessary, the Department's promotional process.
- C. The Board of Fire and Police Commissioners has the responsibility to ensure that all elements of promotional exams are job-related and nondiscriminatory.
- D. The Board of Fire and Police Commissioners shall administer the promotional process in accordance with State Statutes and their Rules and Regulations.
- E. The Board of Fire and Police Commissioners shall be responsible for the security and retention of all promotional materials used in the administering of the promotional process.

II. Department's Role in the Promotional Process:

- A. The Chief of Police or designee functions in a very restricted capacity in the promotional process.
- B. Activities are restricted to supplying the Commission, upon request, with input regarding each applicant and to function as liaison to the Commission, supplying whatever assistance is requested.
 - 1. The Chief of Police or designee may report to the Commission the skills, knowledge and abilities needed to perform the functions of specific positions.

III. General Guidelines:

- A. Promotion to the ranks of Sergeant and Lieutenant:
 - 1. Sergeants and Lieutenants are promoted based upon a competitive examination process conducted by the Board of Fire and Police Commission.
 - 2. Promotions shall be made according to the rules of the Board of Fire and Police Commissioners except as provided in the collective bargaining agreement: Section 15.13 - Promotions to Sergeant: The Department shall notify the President of the Union of any proposed changes of which it is aware in the rules of the Board of Fire and Police Commissioners not less than thirty (30) days prior to the adoption of said change by the Commission.
 - 3. The Department shall also be required to notify the President of the Union of any upcoming promotional examinations and a list of recommended study materials not less than sixty (60) days prior to the examination.
 - 4. Upon the request of the President of the Union, the City of Rockford shall consult with the President of the Union, or his designee, on the scope,

nature and subjects of the promotional examinations for Sergeant and Lieutenant

- B. Promotion to the rank of Assistant Deputy Chief and Deputy Chief:
 - 1. The exempt rank of Assistant Deputy Chief and Deputy Chief shall be appointed by the Chief of Police with the advice and consent of the Board of Fire and Police Commission.
 - C. The procedures used for promotion shall be maintained by the Board of Fire and Police Commissions. The procedures shall include provisions for the following:
 - 1. Evaluating the promotional potential of personnel
 - 2. Administering written examinations
 - 3. Conducting oral interviews
 - 4. Creating a promotional eligibility list
 - D. All procedures used in the promotional process shall be job related and non-discriminatory.
 - E. When the promotional process is scheduled to begin, a written announcement shall be posted not less than sixty days prior to the examination that shall include:
 - 1. A description of the positions.
 - 2. A schedule of the dates, times and locations of all elements of the process.
 - 3. A description of the eligibility requirements.
 - 4. A description of the process to be used in selecting personnel for the vacancies.
 - 5. An updated bibliography of reading materials used as sources of questions on the written examination.
 - F. The Board of Fire and Police Commissioners shall establish criteria and procedures for the development of eligibility lists which shall include provisions for the following:
 - 1. The numerical weight, if used, assigned to each eligibility requirement.
 - 2. The system of ranking eligible personnel on the lists.
 - 3. Seniority eligibility requirements.
 - G. The Board of Fire and Police Commissioners shall establish criteria and procedures for the use of eligibility lists which shall include provisions for the following:
 - 1. The duration of the lists
 - 2. A system for selecting names from the lists
 - H. An eighteen (18) month probationary period shall be required for all personnel promoted to vacancies
- IV. Promotional Process:
- A. Application Forms
 - 1. The Board of Fire and Police Commissioners shall prescribe the form of application for promotional examinations.
 - 2. All applications for promotion shall be addressed or returned to an authorized representative of the Police Department who shall forward them to the Board of Fire and Police Commissioners.

3. All applications must be typed, computer generated or printed in ink. The application must be signed and notarized.
 4. All applications shall be filed on or before the date and time designated by the Board of Fire and Police Commissioners as a deadline for returning applications.
 - a. Persons knowingly falsifying or omitting material in the application shall be rejected by the Board of Fire and Police Commissioners. The Commission shall remove such persons sworn to positions on the Police Department upon learning that false statements have been made or material facts have been misrepresented to the Commission.
 5. All defective applications shall be returned to the applicant for correction.
 6. The Board of Fire and Police Commissioners shall use the applications as a means to evaluate the promotional potential of the applicant.
- B. Written Examinations
1. A Leadership Assessment Test shall be conducted
 2. A valid, job-related examination shall be approved by the Board of Fire and Police Commissioners. No examination shall contain questions regarding the candidate's political or religious opinions or affiliations.
 3. All applicants shall be notified, in writing, of their score.
- C. Oral Interview
1. The Board of Fire and Police Commissioners shall interview all applicants.
 2. All questions will be uniformed, valid, and job-task related. Questions shall deal with departmental policies and procedures and the duties and responsibilities for the position being sought. No examination shall contain questions regarding the candidate's political or religious opinions or affiliations.
 3. The City and Union shall each be permitted to have a neutral observer present during the interviews of all the sergeant candidates. The sole role of the observers shall be to report the deviance from any laws, rules or regulations in the conduct of the promotional process to the party assigning the observer. The observers shall not be entitled to disrupt the proceedings.
 4. The Chief of Police, or his designee, may be present at the oral interviews for sergeant candidates, and may respond to any questions posed by the Board. The Chief, or his designee, may also be present during any portion of the deliberations at the invitation of the Board. Should the Board invite the Chief, or his designee, to any portion of their deliberations, the observers shall be entitled to be present.
 5. Applicants must receive a cumulative score of 70% or greater to be placed on the final eligibility list.
- D. Seniority Points
1. Seniority is defined as the actual time served with the Police Department and shall be computed for each employee as of the anniversary date or original appointment as a sworn officer.

2. For the purpose of grading promotional examinations for the rank of Sergeant, each candidate for promotion shall be granted preference for seniority at the rate of 1/2 point shall be granted to the applicant starting with the sixth year to a maximum of 20 years (Maximum seniority points are 7.5), computed through final date for submission of applications.
 3. For the purpose of grading promotional examinations for Lieutenants each candidate for promotion shall be granted preference for seniority at the rate of 1/4 point shall be granted to the applicant starting with the sixth year to a maximum of 20 years (Maximum seniority points are 5.0), computed through final date for submission of applications.
 4. Military preference points will be applied to the final score as defined in the Illinois Compiled Statutes (65 ILCS 5/10-2.1-10).
- E. Grading of Examinations – Police Sergeants
1. The written examination shall be weighted at 46.25% (max. points 46.25)
 2. The oral examination shall be weighed at 46.25% (max. points 46.25)
 3. Seniority shall be weighed at a maximum of 7.5% (max. points 7.5)
 4. Personality/leadership assessments performed by a psychologist (or a similar professional) are advisory only.
- F. Grading of Examinations – Police Lieutenant
1. Peer Assessment Exercise or written examination shall be weighted at 40% (max. points 40)
 2. The oral examination shall be weighed at 55% (max. points 55)
 - a. Application & Background Information
 - b. Leadership Assessment
 - c. Interview
 3. Seniority shall be weighed at a maximum of 5% (max. points 5)
- G. Promotional List
1. The Board of Fire and Police Commissioners shall prepare, post, and maintain a promotional list of the candidates successfully passing all examinations.
 2. The list shall be made in descending order based on the final total of examination scores.
 3. The list shall remain in effect for three (3) years.
- H. All candidates failing to obtain a position on the final promotional list as well as those candidates remaining on the promotional list after its expiration are eligible to reapply for promotion.
1. All candidates falling into this category must start the testing process over. Previous scores are not eligible to be applied to the new testing process.
- I. Any candidate wishing to appeal their score from any part of the testing process must follow these procedures:
1. Written examination – Upon completion of the written examination the applicant is given their score. The applicant may review their answers with the correct answers. If the applicant feels their answer was the better choice the applicant may fill out an Examination Appeal sheet and give it to the test proctor.

- a. The testing company reviews all appeals. Once a decision is made based on the appeals the Department is notified. If the appeal is approved, test scores are change to reflect the appeal.
- 2. Oral examination – Appeals of the results of the oral examination must be sent in writing to the Secretary of the Board of Fire and Police Commissioners. If the appeal is granted a revision of the oral score is made.

V. Probationary Period:

- A. All personnel promoted will be on probation for a period up to eighteen (18) months
- B. At the end of the probationary period, if the conduct and capacity of the appointee has been satisfactory, the appointment shall be made non-probationary.

VI. Effective Date:

- A. The Department’s policy on the Promotional Process became effective on February 14, 2011

VII. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Accreditation Section and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

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Chet Epperson
Chief of Police