

Glendale Heights Police Department

GENERAL ORDER # 1700

SUBJECT: Promotions

ACTIVE DATE: 12-09-2019

RESCINDS: GO #1700, issued 08-08-2018

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Glendale Heights Village Code; Illinois Compiled Statutes; Rules and Regulations of the Village of Glendale Heights Board of Police Commissioners; Village of Glendale Heights Personnel Policy; Collective Bargaining Agreement between the Village of Glendale Heights and the FOP Labor Council (Sergeants Local #52)

.01 Purpose

The purpose of this order is to describe the promotion system for sworn personnel, which is regulated by state statutes, Village ordinances, collective bargaining agreements, and the Rules and Regulations of the Board of Police Commissioners. This order also describes the promotion system for non-sworn personnel.

.02 CALEA Standards

34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6

.03 Policy

It is the policy of the Glendale Heights Police Department to select, promote, and appoint those individuals who have demonstrated a desire and capacity to assume greater responsibility in the police profession. The promotional and selection procedures utilized by this Department shall comply with statutory requirements, collective bargaining agreements, Village policy, and professional standards of fairness.

ORDER

.10 Department Promotion Processes-Sworn Positions

A. Promotions of sworn members are governed by two distinct systems:

1. One system governs the promotional process to the rank of sergeant. The rank of sergeant is an appointment made by the Village of Glendale Heights Board of Police Commissioners (Commission) pursuant to state law and Village ordinance.
2. The other system governs the promotional process for the exempt ranks of Chief of Police and Deputy Chief of Police, and Commander. The Chief of Police appoints the Deputy Chiefs of Police and Commanders. The Village President, with the approval of the Village Board, appoints the Chief of Police.

B. Promotional examinations for sergeant conducted by the Commission are governed by the Village Code of Glendale Heights, Title 2, Section 2-2-1 *et seq.*, and Illinois Compiled Statutes 65 ILCS 5/10 2.1-1, *et seq.*, (Board of Fire and Police Commissioners). Additional information on the sergeant promotional process is contained in the Commission's Rules and Regulations manual, which is available from the Commission. A copy is maintained in the police library and in a resource manual in the Report Writing room.

C. Promotional examinations for Commander are governed by the Village Code of Glendale Heights, Title 6, Section 6-1-7.

D. Promotion to the position of Deputy Chief of Police is made by the Chief of Police and is governed by the Village Code of Glendale Heights, Title 6, Section 6-1-6.

E. Appointment to the position of Chief of Police is made by the Village President by and with the consent of the Village Board of Trustees, and is governed by the Village Code of Glendale Heights, Title 6, Section 6-1-5.

F. The selection and appointment of civilian supervisors shall be conducted pursuant to the position job description, qualifications of the candidate, and appointment by the Chief of Police. Selection shall not be limited to those already employed by the Village of Glendale Heights.

.15 Department Promotion Processes – Non-Sworn Positions

A. The promotional process for non-sworn members will be conducted by the appropriate Deputy Chief of Police at the direction of the Chief of Police.

B. The appropriate Deputy Chief of Police will select potential candidates based on the application, objective testing, and the interview. The appropriate Deputy Chief of Police will recommend the top candidate be offered the position. The Chief of Police will recommend the top candidate to Village Administration, who has final approval for the promotion.

.20 Department Authority And Responsibility

A. The authority and responsibility for administering the Department's roles in the various promotion processes are vested in the Chief of Police.

B. The Chief of Police meets regularly with members of the Commission and the Village Board, and has a platform for input in the development of the measurement instruments that are used in determining the skills, knowledge and abilities of employees for the positions subject to the promotional process of sworn members.

C. Certain aspects of the Commission's sergeant promotion process remain the primary responsibility of the Department:

1. Establishing the job descriptions and necessary qualifications for the position of sergeant.
2. Forwarding selection recommendations to the Commission regarding the promotion of sergeants from the certified list.
3. Monitoring and evaluating performance of sergeants.
4. The Chief of Police also has input of up to 10 points of the final sergeants promotional score, based on evaluations and his/her opinion of the candidate's demonstrated qualification potential, as stated in the Rules and Regulations of the Commission, Chapter IV, Section 2.

D. The Chief of Police has the primary responsibility for the Commander promotion process.

E. The Chief of Police selects a Deputy Chief of Police without a promotion process.

.25 Promotion Procedures—Sergeants

A. The Commission's Rules and Regulations manual, Chapter IV, describes all components of the promotional process for sergeants. The manual contains procedures for:

1. Evaluating the promotional potential of candidates
2. Administering written tests
3. When utilized, assessment center procedures
4. Conducting oral interviews
5. Storage and security of promotional testing materials
6. Weighting of examinations and final scoring

.30 Promotion Procedures—Commanders

Glendale Heights Village Ordinance Title 6, Section 6-1-7 describes the qualifications and the testing process for the position of Commander. Any promotional testing materials related to Commanders shall be stored in a secured area in the office of the Chief of Police.

.35 Promotion Procedures—Deputy Chief of Police

Glendale Heights Village Ordinance Title 6, Section 6-1-6 describes the position, powers and duties of the Deputy Chief of Police. The Deputy Chief of Police (Operations Division or Support Division) is appointed by and serves at the discretion of the Chief of Police. Any promotional materials related to either Deputy Chief of Police position shall be stored in a secured area in the office of the Chief of Police.

40 Promotions Are Job-Related and Nondiscriminatory

A. Promotions in the Department provide an equal opportunity for sworn personnel to be considered for promotion based upon testing components and procedures tailored to meet the needs of the Department. All components, procedures, and elements used in the testing processes used by the Glendale Heights Police Department are job-related and non-discriminatory.

B. The testing process shall incorporate the following designs, activities and objectives in its assessment of a candidate:

1. Dimensions, attributes, characteristics, qualities, skills, abilities or knowledge specified in written job analyses are measured.
2. Assessors selected by the Chief of Police or the Commission are trained in the methods and practices of serving as an assessor before participating in promotional assessment.
3. Techniques that are designed to provide information to evaluate the established dimensions are used.
4. Simulation exercises or questions that have been pre-tested to ensure they provide reliable, objective and relevant information while remaining job-related, are used.
5. Judgment is based on the outcome of pooled information from assessors.
6. Dimensions to be evaluated are established in writing, before the process begins.
7. Specific forms used by all assessors to record and document the observations are completed at each stage.
8. Participants are provided, upon request, with written rationale and information concerning the dimensions, ratings and recommendations made.

.45 Promotion Test Announcement

A. A written announcement of promotional testing under Commission control or Department control shall be provided to all eligible personnel. Such announcements will precede the actual promotion process by no less than thirty (30) days and shall include, at a minimum, the following information:

1. A description of the position/job classification for which there will be an eligibility list established or for which any vacancy exists.
2. A schedule of dates, times, and locations of all elements of the process.
3. A description of the eligibility requirements for the position.
4. A description of the processes to be used in selecting personnel for the vacancies, e.g. written examination, oral examination, Assessment Center, promotion potential reports.
5. A description of the numerical weight assigned to each element of the selection process.

6. A description of reading and other study materials that may be used to prepare for the promotional testing, and the availability of these materials.

.50 Outside Testing Consultants

In the event a testing consultant is used to conduct any part of the promotional process, the testing consultant shall be responsible for complying with all requirements of this order.

.55 Promotion Eligibility List—Sergeant

A. Once all eligible personnel have successfully completed all phases of testing, the Commission certifies a list of eligible candidates for promotion to sergeant and furnishes it to the Chief of Police. Criteria and procedures for the development and use of eligibility lists include the following:

1. Numerical weights are assigned to each promotional testing component, as established by the Commission.
2. An eligibility list for the position of sergeant is prepared, certified and posted after the promotional examination process has concluded. Candidates are ranked in the order of their relative excellence as determined by the testing process, including Department merit and efficiency considerations and veteran's preference.
3. Time-in-rank eligibility requirements are established prior to initiation of promotional testing.
4. The Commission's certified promotional eligibility list remains in effect for three years from the date of certification.
5. Upon notice from the Chief of Police that a promotional vacancy exists, the Commission selects the candidate to be promoted from the top three names on the certified eligibility list.
6. Promotions are announced in a Department memorandum, stating an effective date for the promotion.

.60 Promotion Eligibility List—Commander

A. Eligibility lists for the Commander position include the following:

1. An eligibility list for the position of Commander is prepared, certified and posted after the promotional examination process has concluded. All qualified candidates are ranked in alphabetical order.
2. The Commander promotional eligibility list remains in effect for two (2) years from the date of certification.
3. Upon a promotional vacancy for Commander, the Chief of Police selects the candidate to be promoted from any of the names on the certified eligibility list.
4. Promotions are announced in a Department memorandum, stating an effective date for the promotion.

.65 Promotion Eligibility List—Deputy Chief of Police

No published eligibility list will be developed for the position of Deputy Chief of Operations or Deputy Chief of Support.

.70 Appeal Process—Sergeant Testing

A. Members have the right to challenge any aspect of the promotion process for Sergeant and may do so by filing a written request for an administrative review with the Commission.

B. The request for administrative review may be filed at any time during the promotion process; however, all requests must be submitted no later than ten (10) days following the posting of the preliminary eligibility list.

1. All requests shall be forwarded to the Commission via the Chief of Police, who shall forward the request with his/her comments.

C. Within the scope of the review and appeal process, candidates for promotion may:

1. Request to review the answer key to written examinations to the extent allowed by current State and Federal Statute and with the permission of the organization that provided the examinations.
 - a. The examination organization may provide as part of the testing process a post-test review session for all candidates.
2. Review the written results of scored elements of the selection process.

D. Administrative review procedures conducted by the Commission shall be in accordance with its current Rules and Regulations. The Commission shall have the final determination in the review procedure. The Commission shall issue its findings and/or recommendations to the candidate requesting the review.

E. Administrative review of promotion potential reports used in the selection decision shall be conducted by the Chief of Police. The Chief of Police shall have the final determination in this review procedure. The Chief of Police shall issue his/her findings to the candidate requesting the review.

.75 Appeal Process—Commander

The Commander is chosen by and serves at the discretion of the Chief of Police. There is no appeal process for this position.

.80 Appeal Process—Deputy Chief of Police

The Deputy Chief of Police (Operations or Support) is chosen by and serves at the discretion of the Chief of Police. There is no appeal process for this position.

.85 Reapplication, Retesting and/or Reevaluation

Candidates for promotion are eligible for reapplication, retesting, and/or reevaluation at all posted/announced promotion examinations.

.90 Probationary Periods

A. The probationary period for newly-promoted sergeants shall be one (1) year, in accordance with the prevailing Collective Bargaining Agreement between the Illinois Fraternal Order of Police Labor Council (Sergeants Bargaining Unit) and the Village of Glendale Heights.

B. The probationary period for newly-promoted Commanders shall be one year. There is no probationary period for the Deputy Chief of Police.

C. The Probationary period for newly-promoted non-sworn positions shall be one year.