

DEKALB POLICE DEPARTMENT

Subject: **Promotional Process**

Policy #: **201.2**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task: # 8

Reference Material: NA

ILEAP Standards Covered: PER.06.01, 06.02

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PURPOSE: It is the purpose of this policy to provide sworn employees with information regarding the promotions and the general guidelines for the promotional procedure.

POLICY: It is the policy of the department to provide employees with information regarding the guidelines for promotional procedures. Some positions are appointed by the Chief or a designated team of supervisors. Other promotions are appointed by the Police and Fire Board after eligibility has been determined through a testing process.

DEFINITIONS: None.

PROCEDURE:

- A. For each appointment to a special assignment or promotion to a supervisory position, the following procedures will be followed:
 1. The job posting will include the person(s) or position(s) responsible for administering the selection or promotion process. [ILEAP PER.06.01(a)]
 2. The job posting will include the elements to be used in the selection or promotion process. [ILEAP PER.06.01(b)]
 3. Written announcement will be made to eligible employees of the selection or promotion process. [ILEAP PER.06.01(c)]
 4. The job posting will include the procedures for reviewing the results of each element of the selection or promotion process. [ILEAP PER.06.01(d)]
 5. The job posting will include requirements or prerequisites for the selection or promotion, including any minimum years of service or time in rank requirement. [ILEAP PER.06.01(e)]
 6. All elements of the selection or promotion process will be job-related. [ILEAP PER.06.01(f)]
 7. If a selection or promotion process establishes an eligibility list:
 - a. A uniform system of ranking employees will be made. [ILEAP PER.06.02(a)]
 - b. The eligibility list will include the duration of the list's validity. [ILEAP PER.06.02(b)]
 - c. A uniform system for selecting employees from the lists will be made. [ILEAP PER.06.02(c)]
 - d. Appointments governed by the Police and Fire Commission will follow their procedures in accordance to any applicable state statutes or City ordinances.
- B. **Special assignments** : A number of special or designated assignments are appointed by the Chief, upon meeting certain criteria and/or through the recommendation of a Division Commander or a team of designated supervisors. The appropriate Division Commander in conjunction with Human Resources will issue memorandum that outlines current openings and criteria for specific special assignments. Recommendation for appointment to these positions typically involves an application, interview, and personnel record review process. Officers with questions regarding openings and criteria should direct them to the Division Commander or other designated supervisor. These assignments are not promotions that affect rank or salary; they are term job assignments that are subject to change or rotation:
 1. Task Force Officer (TFO)

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2. School Resource Officer (SRO)
3. Detective
4. Targeted Response Unit (TRU)
5. Special Operations Team (SOT)
6. Field Training Officer (FTO)
7. Bicycle Officer
8. Canine Officer
9. Community Relations/Training Officer (CR-T)
10. Resident Officer in a City-owned home or public or private apartment complex
11. Take Home Squad
12. Motorcycle Officer
13. Instructor for various courses
14. Range Officer
15. Other special assignments

- C. **Sergeant Position**: This promotion is regulated by the Police and Fire Board. A designated testing process is completed for Patrol Officers and Detectives meeting the current criteria. An eligibility list is then published after the testing process. The Sergeant position is recognized through the current contract between the union and City. Human Resources maintains documentation outlining current testing criteria.
- D. **Commander Position**: This promotion is appointed to the position at the discretion of the Police Chief and City Manager following an application and interview process. A designated testing process is completed for Sergeants meeting the current criteria. An eligibility list may be published after the testing process. The Commander position is not recognized by the officer's union, but rather is an exempt position negotiated directly through the City Manager's Office. Information concerning the application and selection process are available from Human Resources.
- E. **Deputy Chief**: The Deputy Chief position is appointed to the position at the discretion of the Police Chief and City Manager following an application and interview process. Information concerning the application and selection process are available from Human Resources.
- F. **Chief of Police**: The Chief of Police is appointed and removed from office at the discretion of the City Manager following an application, interview and background process. Appointment shall be subject to the approval of the City Council. Information concerning the application and selection process are available from Human Resources.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.