



# University of Wisconsin–Madison Police

**Policy: 34.1**

**SUBJECT: PROMOTION–PROFESSIONAL & LEGAL REQUIREMENTS**

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## **POLICY:**

The University of Wisconsin–Madison Police Department shall ensure that all promotion-related activities are conducted in accordance with applicable federal laws, state statutes, and University regulations.

## **DEFINITIONS:**

“Assessment center” refers to a standardized evaluation of behavior based upon multiple sources of input and using trained assessors and multiple techniques. Judgments about behavior are made from specifically developed assessment exercises designed to measure the participant’s performance in specific job-related tasks and situations.

“Eligibility list” refers to an inventory of prequalified candidates (in rank order) who have been assessed in a staffing action and are qualified to fill future vacancies.

“Command level interview” refers to a portion of the interview process in which a member or members of the Department’s command staff are present interviewing the promotional applicant.

## **PROCEDURE:**

### **34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS**

The following shall govern the Department’s role associated with the promotion of sworn personnel:

- A. The Department encourages its employees to seek advancement in position and rank, consistent with qualification and experience. The Department shall document the basis for each promotion decision.
- B. The authority and responsibility for employee promotions shall be shared by the Department and University of Wisconsin–Madison Classified Human Resources. Activities associated with officer promotion shall be conducted in accordance with applicable federal laws, state statutes, and University policies.
- C. The Personnel Lieutenant coordinates and administers the promotional process for positions up to and including supervisory positions. The Support Services Captain or a Department Assistant Chief coordinate and administer the promotional process for higher level positions as needed. The Chief of Police retains the right to assist in all phases of the promotional process as well as development of the measurement instruments that are used in determining the skills, knowledge, and abilities of employees for the position. The Chief of Police or designee has primary responsibility of selecting assessors, when used, to oversee oral interviews and has final approval for candidates recommended.

### **34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY**

The following shall govern the authority and responsibility of the department during the promotional process for sworn personnel:

- A. The Personnel Lieutenant or designee is responsible for coordinating personnel processes for positions of equivalent or lesser rank, including the promotional process. Duties associated with this responsibility include but are not limited to identifying specific department needs, overseeing promotional activities, serving as a liaison with outside agency personnel, communicating with applicants, and maintaining secure records.

- B. The Chief of Police or designee is responsible for coordinating the selection process for lieutenant, captain, and assistant chief positions.
- C. The Chief of Police is ultimately responsible for promotional process-approval and promotion decisions. At the conclusion of a promotional process, the Chief and the assistant chief may select an individual for promotion based upon his or her leadership ability, performance record, knowledge, and skills. However, nothing in this section shall be so interpreted as to indicate that a position must be filled at the conclusion of the promotional process.

### **34.1.3 PROMOTION PROCEDURES**

The following describes the procedures used for elements of the promotional process for sworn personnel:

- A. The promotional process for sworn personnel may include but is not limited to the following:
  - 1. The method of application;
  - 2. Post certification resume screening based on pre-determined criteria.
  - 3. A written examination administered by Department personnel. The content of this examination shall be designed to measure knowledge regarding constitutional law, assigned readings, and other job-pertinent measures;
  - 4. An assessment center used to identify the candidate's knowledge of applicable laws, rules, policies, procedures, etc;
  - 5. An oral interview to be conducted by a diverse panel that may be comprised of Department employees and/or representatives from the community or an outside agency;
  - 6. A command-level interview, which shall be conducted prior to an appointment to probationary status;
  - 7. A presentation on a job related topic; and/or
  - 8. A review of employment history by the Chief of Police and assistant chief or designee(s). This review may include an analysis of performance evaluations, letters of commendation, memos, letters of counseling and reprimand, education training records, and other pertinent information. The review will consider the area of supervisory ability, job performance, productivity, work history, attendance, disciplinary action, and other relevant information.
- B. The evaluation and selection of personnel for promotion includes the identification of employees who appear to have the potential for assuming greater responsibility. During the promotional process, supervisors and management team members will perform a written evaluation of each candidate based upon his or her promotional potential. Evaluations are based upon an assessment of the individual's skills, knowledge, and ability in relation to the position for which he or she is applying. The evaluations will be compiled and forwarded to the Chief of Police for inclusion in the process.
- C. The Chief of Police will make promotional results available to applicants by personal appointment, advising each candidate as to their standing, and counseling each as to appropriate career development needs and means to improve potential for promotion.
- D. The right of sworn personnel to challenge any aspect of the promotional process is an integral part of the process itself. Candidates may review and appeal their respective results for each promotional element. Such requests shall be made in a timely manner. Candidates may informally review their respective results for any promotional element with the Chief of Police and/or the assistant chief of police. Candidates may also formally appeal their respective results for any promotional element through established University procedures. At a minimum, the following may be part of an appeal process:
  - 1. A review of the written examination relevance;
  - 2. A review of the written results of score elements of the selection process; and
  - 3. A review of promotion-potential reports used in the selection decision.
- E. Unsuccessful candidates may reapply, be retested and/or be reevaluated for any subsequent promotional opportunities. Candidates interested in reapplication shall follow the established procedures for the promotional process.
- F. The Chief of Police shall determine eligibility for vacancies for which lateral entry is permitted. To be considered eligible, such candidates shall possess at least the minimum experience and education requirements outlined in the applicable job description.
- G. Promotional testing materials are stored in a secure area when not being used. Only those persons authorized by the Chief of Police shall have access to the materials.
- H. An assistant chief will be appointed and will serve at the discretion of the Chief of Police.

#### **34.1.4 JOB-RELATED AND NON-DISCRIMINATORY PRACTICES**

The following prescribes that candidates be evaluated by a promotion process using elements which are job-related and nondiscriminatory:

- A. The promotional process provides 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. The testing components shall be job-related and nondiscriminatory.
- B. Written tests used in promotional examinations are constructed based on police texts, which are deemed job-related for the position. Oral interviews are conducted to elicit information and responses that are specifically job-related. Assessment centers are conducted based on job-related tasks for the promotional position. The University Classified Human Resources may conduct a validation of the testing elements during a process review.

#### **34.1.5 PROMOTION TEST ANNOUNCEMENT**

The following shall govern procedures associated for announcing positions for promotions:

- A. The Department shall provide employees with a written electronic announcement of the promotional process. Announcements shall be posted prominently and in a timely fashion. Announcements may be augmented by periodic verbal reminders at staff meetings, conferences, and shift briefing sessions.
- B. Written electronic announcements should include a description of the position or job classification for which the job vacancy exists, including the salary range and duties, responsibilities, skills, knowledge, and abilities required. In addition, written announcements should also include a description of the promotional process, which should include the expected duration of the entire process; the format, length, and duration of the written examination, if any; a summary of the role of the oral interview; and a description of the assessment center, if any. Acceptable top-rated candidates will be moved on in the promotional process.

#### **34.1.6 ELIGIBILITY LISTS**

The following establishes criteria and procedures for the development and use of eligibility lists for sworn positions:

- A. The Department maintains a continuous recruitment process through the University Classified Human Resources for police officer positions.
- B. According to Wisconsin Statute 320.01(2), eligibility on an employment register continues for 6 months from the date the register was established or, on an integrated register, 6 months from the date on which the individual is placed in the register. The Department may allow a register to expire after 3 months, but only after considering the impact of such action. According to Wisconsin Administrative Code 11.03(2), an administrator may reactivate a register up to 3 years from the date it was established. Names on the reactivated register may be integrated with those on a subsequently established register. Applications for police dispatchers, police officers, and security officers remain active on the list of eligible names for up to six months from the register date.
- C. Once all eligible personnel have successfully completed all phases of testing, the Chief of Police or designee may establish a list of eligible candidates. Criteria and procedures for the development and use of eligibility lists include the following:
  - 1. The numeric weight assigned to each eligibility requirement; qualified applicants compete in the selection process and are rated during each phase based upon performance score.
  - 2. An eligibility list for the position is prepared by the Personnel Lieutenant or designee after the process has been concluded. Candidates on the eligibility list are ranked in order of performance;
  - 3. The Chief of Police or designee may select the candidate to be promoted from the eligibility list for the duration of the list; and
  - 4. Promotions are announced by the Chief of Police or designee. The selected candidate shall receive a letter stating an effective date for the promotion and starting wage.

#### **34.1.7 INITIAL REVIEW PERIOD REQUIRED**

The following shall govern procedures associated with probationary periods for newly promoted sworn personnel:

- A. According to Wisconsin State Statute 230.28(1)(am), all probationary periods for employees in supervisory or management position are for a duration of 1 year unless waived after 6 months upon request by the appointing Department.
- B. According to Wisconsin State Statute 230.28(1)(b), an administrator may authorize a longer probationary period not to exceed 2 years for any administrative, technical, or professional position. This applies to career executive positions (captain).
- C. Promotional appointments to permanent positions, with the exception of those positions designated as supervisor or management, in the classified service, shall be for a probationary period of 6 months per Wisconsin Statute 230.28(1)(a). This probationary period may be extended for a maximum of 3 additional months.