

Title: Promotions Process and Timeline	Procedure No: IAP 07-03	Total No. of Pages: 10
Subject: Process and Timing of Promotions for Specified Positions	Effective Date: March 18, 2024	Version Number: 1
Approved By/Date: See below.	Affected Agencies: (1) Department of Law; (2) Department of Human Resources; (3) Chicago Police Department; (4) Office of Public Safety Administration	

I. PREAMBLE

1. **WHEREAS**, the City of Chicago (“City”) has entered into a policing Consent Decree in State of Illinois v. City of Chicago, N.D. Ill. 17-cv-06260;
2. **WHEREAS**, to further compliance with the Consent Decree, including Paragraphs 261, 262, 263, and 264, and to promote the principles outlined in Paragraphs 249-251, see Appendix A, the City will follow the below policy (the “Policy”) in its promotions process and timeline for the positions specified herein.
3. **WHEREAS**, these measures require the cooperative efforts of multiple City agencies; and
4. **NOW, THEREFORE**, the City, acting through the below authorized signatories, adopts this Policy.

II. PURPOSE

1. This Policy allocates certain responsibilities to the City agencies with roles in CPD’s sworn member promotions efforts: (1) the **Chicago Police Department**, (2) the **Office of Public Safety Administration**, (3) the **Department of Human Resources**, and (4) the **Department of Law**.
2. Each City agency identified herein will issue internal guidance (*e.g.*, policies, procedures, and/or training) as needed to implement their responsibilities under this Policy. These materials will provide clear guidance on the policies and procedures necessary for implementing the agency's responsibilities in the promotions process identified herein, including allocating responsibilities to personnel as necessary for proper implementation.

III. ABBREVIATIONS

1. **City.** The City of Chicago.
2. **CPD.** The Chicago Police Department.
3. **DHR.** The Department of Human Resources.
4. **DOL.** The Department of Law.
5. **Eligibility List.** The Eligibility List shall have the same meaning as given in the City of Chicago Police Department Hiring Plan for Sworn Titles.
6. **Hiring Plan.** City of Chicago Police Department Hiring Plan for Sworn Titles.
7. **PSA.** The Office of Public Safety Administration.
8. **Superintendent.** The Superintendent of the Chicago Police Department.

IV. PROMOTIONS GENERALLY

1. All promotions shall be made in compliance with any applicable departmental policies for promotional positions, e.g., the Captain Selection Process, the Commander Selection Process, and any other applicable Department Directive.

V. PROMOTIONS FOR POLICE OFFICER ASSIGNED AS DETECTIVE, SERGEANT, AND LIEUTENANT

1. Promotions for **Police Officer Assigned as Detective, Sergeant, and Lieutenant** shall be made as follows:
 - i. Positions for Police Officer Assigned as Detective, Sergeant, and Lieutenant shall be filled by selecting candidates in rank order from the **Eligibility List**, except to the extent that the **Merit Selection** process is utilized, as discussed below.
 - ii. Police Officer Assigned as Detective, Sergeant, and Lieutenant may be subject to the **Merit Selection** process, as set forth in the Hiring Plan.
 1. For **Sergeant** and **Lieutenant**, up to 30% of each round of promotions may be based on the Merit Process. For **Police Officer Assigned as Detective**, up to 20% of each round of promotions may be based on the Merit Process.

VI. PROMOTIONS FOR CAPTAIN

1. Promotions for **Captain** shall be made as follows:
 - i. Captain is not a tested position and applicants shall not be required to take a promotional exam for such position.
 - ii. Applicants may apply for promotion to Captain based on a self-nominating process. To be eligible to apply, applicants must hold the rank of Lieutenant.
 - iii. Following an applicant's self-nomination, the application shall be reviewed, screened, and a **Merit Board** will create a ranked list. The First Deputy shall select members of the Merit Board. The Merit Board will then rank applicants and applicants shall be placed into tiers based on score.
 - iv. **PSA** shall coordinate with **CPD** in this process by collecting the self-nomination packets, providing necessary information to the Merit Board, compiling the relevant data, assembling the **Captain Ranked List**, and providing the Superintendent with the Captain Ranked List.
2. At his or her sole discretion, the Superintendent will select applicants for promotions from the **Captain Ranked List**. The Superintendent need not select applicants in numerical order off of the Captain Ranked List.

VII. PROMOTIONS FOR COMMANDER

1. Promotions for **Commander** shall be made as follows:
 - i. Commander is not a tested position and applicants shall not be required to take a promotional exam for such position.
 - ii. Commander is not subject to an Eligibility List. Commander is an exempt position. Commanders may be selected from Lieutenants, Captains, or Sergeants.
 - iii. **PSA** shall coordinate with **CPD** in this process by taking the following steps:
 1. PSA shall notify CPD and any other necessary department that it is initiating the Commander process.
 2. PSA shall make all necessary communications to eligible persons that it is initiating the Commander process and shall also communicate the steps for applying.

3. PSA shall assemble the application packets, review the application packets, assemble and take charge of receipt of completed applications.
 4. PSA shall organize and summarize the application packets for the Superintendent, review the selection process with the Superintendent, provide the Superintendent with the completed application packets, and coordinate any requested interviews.
- iv. The Superintendent shall choose Commanders as the need arises. Following selection as Commander, applicants shall attend Commander training.

VIII. PROMOTIONS FOR “APPOINTED AS” POSITIONS

1. Promotions for Canine Handler, Evidence Technician, Explosive Detection Canine Handler, Explosives Technician I, Field Training Officer, Helicopter Pilot, Marine Unit Officer, Mounted Unit Officer, Police Technician, SWAT, and Traffic Specialist shall be made as detailed in this Section VIII.
2. These positions are “Appointed As” positions and subject to the collective bargaining agreements with the Fraternal Order of Police. Promotions for such positions shall be made as follows:
 - i. Each individual position is subject to a separate selection process, based on the skills and qualifications unique to each position.
 - ii. Each position requires an application and a unique form of selection method, whether interview, practical test, or other method.
 - iii. DHR and PSA shall coordinate with CPD, as outlined in the policy DHR Review of Hiring and Promotional Exams and the policy PSA Review of Hiring and Promotional Exams, to select and coordinate with vendors, perform job analyses, and the like.
 - iv. Following the above process, applicants for the position named in this Section VIII may be placed on an Eligibility List.
 - v. Applicants will be promoted to such positions as budget contracts and needs allow. Positions as listed in this Section VIII shall be filled by pulling candidates in rank order from the Eligibility List, except to the extent that Management Rights are utilized, as discussed below.
 - vi. Promotions for positions as listed in this Section VIII may be subject to Management Rights, in which case 20% of applicants

selected for promotion may be based on **Management Rights** and 80% will come from the **Eligibility List**.

IX. ELIGIBILITY LIST

1. *Generally*

- i. Per the Hiring Plan, an **Eligibility List** is “a list of all Candidates who are eligible for hire.”
- ii. Holding and maintaining Eligibility Lists for any given promotional position shall primarily be the responsibility of **DHR** and **PSA**, in conjunction with the other.
- iii. Eligibility Lists shall periodically be updated primarily by **PSA**, as candidates are promoted from the Eligibility List, resign, retire, etc. **PSA** shall make updated Eligibility Lists available, as needed.
- iv. The Eligibility List shall be utilized as discussed throughout this policy.

2. *Creation*

- i. In determining whether a new Eligibility List is required, the following shall be considered:
 1. The timing of prior Eligibility Lists and the advisability of having a new Eligibility List on a particular timeline or cadence;
 2. Department needs;
 3. Budgetary needs, the availability of funding to create a new Eligibility List, and prior approval for funding for testing for a particular Eligibility List;
 4. The City of Chicago Police Department Hiring Plan for Sworn Titles;
 5. The City of Chicago Employment Plan.
- ii. In determining whether a new Eligibility List is required, there shall be no specified minimum or maximum number of positions for any given promotional position, except as required by any collective bargaining agreements or other binding contracts.
- iii. **DHR** and **PSA** shall work in conjunction to determine whether a new Eligibility List is required and shall make such recommendations to the **Superintendent**. The **Superintendent**, in

turn, may also request that **DHR** and **PSA** begin the process of creating a new Eligibility List.

- iv. Upon the determination that a new Eligibility List is required, **DHR**, **PSA**, and **CPD** shall work in conjunction to prepare a new Eligibility List, with consultation to **DOL** as necessary.
- v. The process of preparing a new Eligibility List may take approximately eighteen months. The process for preparing an Eligibility List shall approximately be as follows:
 1. **PSA** and **DHR** shall seek budgetary approval for a promotional exam for the given position.
 2. **PSA** and **DHR** shall announce all necessary notices for the promotional exam, if an exam is required for the position.
 3. **PSA**, **DHR**, and **CPD**, will act in coordination to hold a promotional exam, if an exam is required for the position, with consultation to **DOL** as necessary.
 4. The particular responsibilities of **PSA** and **DHR** as related to exam development and administration will depend on the promotional position at issue. Further details and responsibilities can be found in the policies *PSA Review of Hiring and Promotional Exams* and *DHR Review of Hiring and Promotional Exams*.
 5. **DHR** and **PSA** will work in conjunction to finalize an Eligibility List, the final version of list which will be certified by the **DHR Commissioner**.
 6. **DHR** and **PSA** shall primarily be responsible for working in conjunction with the other to take any other steps necessary to create a new Eligibility List.
- vi. This process shall be repeated, as needed, for any given promotional position.

3. ***Retirement***

- i. Best practices hold that, in general, an existing Eligibility List for any given promotional position should not be retired until a new Eligibility List is in place, is in the process of being prepared, or has been exhausted.

- ii. An Eligibility List may be retired by the **Superintendent** in conjunction with the **DHR Commissioner** and in accordance with the Hiring Plan.

X. MERIT SELECTION PROCESS

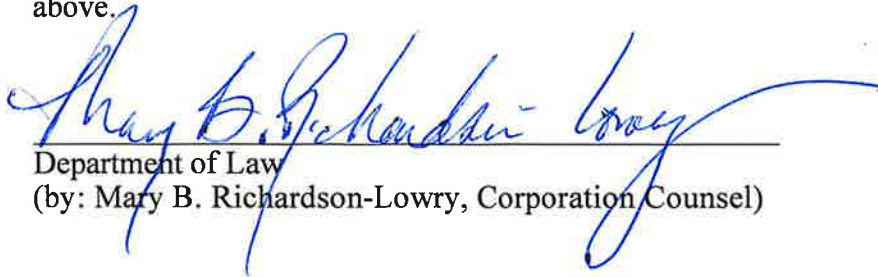
1. The **Merit Process** is based on a combination of a nomination process and interview. An applicant is only eligible for the Merit Process if the applicant is first on an Eligibility List.
2. For the **Merit Process**, an applicant must be nominated and have a Nomination Packet submitted, as further described in the Hiring Plan. Certain applicants will then be invited to interview, which shall be coordinated and arranged by **PSA**.
3. **DHR** shall compile a synopsis for each eligible nominee for use by the **Merit Board**.
4. Following submission of the nomination packet, interview, and meeting of the Merit Board, **PSA**, **DHR**, and **CPD** shall work in conjunction, as outlined in the Hiring Plan, to compile a Merit List. But primarily, **PSA** shall take responsibility for coordinating and overseeing this process.
5. At his or her sole discretion, the Superintendent will select applicants for promotions from the Merit List as positions are eligible for this process, subject to exceptions in the Hiring Plan.

XI. REVIEW

1. **DHR** and **PSA** will periodically review this Policy, no less frequently than once per calendar year, to determine whether revision is appropriate. The Law Department will make revisions as needed and disseminate the revisions to the affected City agencies.
2. Any affected City agency may request revisions to this Policy as needed to ensure that the goals of the Policy and related Consent Decree requirements are being accomplished.

[Signature Page Follows]

The below parties have approved this Policy as of the date and year first written above.



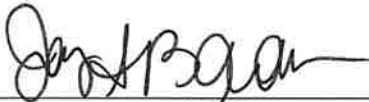
Department of Law
(by: Mary B. Richardson-Lowry, Corporation Counsel)



Department of Human Resources
(by: Jill May, Director of Assessment and Selection Methods, Department of Human Resources)



Chicago Police Department
(by: Chief Angel Novalez, Office of Constitutional Policing and Reform, Chicago Police Department)



Office of Public Safety Administration
(by: Joy Brown, Deputy Director of Human Resources)

APPENDIX A

State of Illinois v. City of Chicago, N.D. 111. 17-cv-06260
Dkt. 703-1 (Consent Decree)

Par. 249: Having a department that recruits, hires, and promotes officers who are qualified to meet the increasingly complex needs of law enforcement and that reflects a broad cross section of the Chicago community in which it serves is critical to accomplishing the following goals: running a professional police force; building community trust and confidence; increasing legitimacy and acceptance of CPD's supervision and accountability systems; and reducing perceptions of bias.

Par. 250: The provisions of this Agreement are designed to ensure that CPD attracts, hires, retains, and promotes individuals who are equipped to perform their jobs safely, effectively, and in accordance with the law, CPD policy, and the terms of this Agreement. Further, this Agreement is designed to ensure that CPD promotes individuals who are capable of: providing effective supervision; guiding officers under their command on lawful, safe, and effective policing; and holding officers accountable for misconduct.

Par. 251: The City and CPD's recruitment, hiring, and promotions policies and practices will show a commitment to attracting, hiring, and promoting qualified candidates at all ranks that reflect a broad cross section of the Chicago community the Department serves.

Par. 261: Within 18 months of the Effective Date, and at least every three years thereafter, CPD will obtain an independent expert assessment of its promotions processes for the ranks of Sergeant and Lieutenant to ensure that its policies and practices comply with the law, are transparent, and are consistent with this Agreement. The independent expert will review the existing Hiring Plan, and any relevant collective bargaining agreements in order to conduct the assessment of the Sergeant and Lieutenant promotions processes. The Sergeant and Lieutenant promotions assessment, at a minimum, will identify:

- a. the processes by which CPD selects candidates for promotion to Sergeant and Lieutenant who possess a core set of competencies, characteristics, and capabilities and, when applicable, who are effective supervisors in compliance with CPD policy and this Agreement;
- b. methods for consideration of each candidate's disciplinary history in the selection process;
- c. Department strategies for promoting qualified applicants who reflect a broad cross section of the Chicago community;
- d. the frequency with which CPD should hold promotional exams;
- e. opportunities to increase transparency and officer awareness about the promotions process and promotions decisions, including, but not limited to, identifying criteria for promotions; and

f. recommendations for any modifications to the current promotions processes, which would enable CPD to address the requirements of this section.

Par. 262: Within 60 days of the completion of the independent expert's promotions assessment, CPD will develop an implementation plan to respond to any recommendations identified in the assessment, including any recommended modifications to the promotions processes and a timeline for implementation. Upon completion, CPD will share the results of the assessment and its implementation plan with the Monitor for review and approval. Within 60 days of receiving the Monitor's approval, CPD will begin to implement the plan.

Par. 263: Within 365 days of the Effective Date, CPD will identify and publish, both internally and externally, for the ranks of Captain and Commander, the duties, eligibility criteria, knowledge, skills, and abilities considered to select qualified candidates who are effective supervisors in compliance with CPD policy and this Agreement.

Par. 264: Within 365 days of the Effective Date, CPD will develop strategies to increase transparency and awareness about the promotions process for the ranks of Captain and Commander, including, but not limited to, criteria for promotions and promotion decisions.