

Promotions and Transfers

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and specialty assignment within the Urbana Police Department.

1001.1.1 GENERAL REQUIREMENTS

The following considerations will be used in evaluating employees for promotion or specialty assignment:

- (a) Present a professional, neat appearance that commands respect.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner.
- (d) Other qualifications deemed relevant.

1001.2 SWORN NON-SUPERVISORY SPECIALTY ASSIGNMENTS

The following positions are considered specialty assignments and are not considered promotions:

- (a) Criminal Investigation Detective
- (b) Street Crimes Detective
- (c) Accident Investigator
- (d) Field Training Officer
- (e) School Resource Officer
- (f) Canine Handler
- (g) Master Firearms Instructor
- (h) Control Tactics Instructor
- (i) METRO

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- (j) Crime Scene Investigator
- (k) Other assignments that require specialized training

1001.2.1 DESIRABLE QUALIFICATIONS

The following are minimum qualifications for specialty assignment:

- (a) Must not be a probationary employee, although some assignments may require more experience.
- (b) Has shown an expressed interest in the position applied for.
- (c) Education, training and/or demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (d) Completion of training required for the position or related to the position.

1001.3 SELECTION PROCESS

The following criteria apply to specialty assignments.

- (a) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (b) The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work. The Division Commander may schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Division Commander, the Division Commander will submit his/her recommendation(s) to the Chief of Police.
- (d) Appointment by the Chief of Police

The Chief of Police reserves the right to suspend the operation of any specialized work assignment as necessary. Requests for removal from specialized assignment will generally be honored, however the decision rests with the Chief of Police. The provisions of this policy may be waived for temporary assignments, emergency situations or for training.

1001.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the Human Resources Department.