



CITY OF URBANA
Human Resources Division

MEMORANDUM

To: The Urbana Civil Service Commission
From: Human Resources staff
Re: Passing Score for Police Lieutenant Promotional List
Date: December 29, 2021

A. INTRODUCTION

Human Resources and Police Command staffs request the Civil Service Commission consider a passing score of 70.00 to establish the promotional register for Police Lieutenants; the result will place two candidates on the register.

B. BACKGROUND

The Civil Service Commission approved the addition of the Police Lieutenant classification in September 2021. The Urbana Police Department initiated a new promotional process this winter, and the test was composed of a written examination and an oral board examination.

C. DISCUSSION

Per Rule 6.6 of the Urbana Civil Service Rules, the Lieutenant's promotional examination process consisted of a written exam, which was worth 50 percent of the total score; an oral interview, which was worth 30 percent of the total score; and a merit rating assessed by Police Command staff, which counted for 20 percent of the total score. Seniority points were then added to the composite score for a final score. At the requested passing point, two candidates would be eligible for placement on the promotional register.

D. REQUESTED ACTION

Staff requests for the passing score for the Lieutenants' promotional register to be set at 70.00, certified for three years or until the register is exhausted.