

*This document is a summary and does not constitute rule or an interpretation of rule. For complete information, please refer to the document: Police Department - Promotion Rules.*



## CIVIL SERVICE VS. POLICE RULES – COMPARISON SHEET - PROMOTIONS

<i>Concept or Section:</i>	Question	Civil Service Promotional Rules (old)	Police Promotional Rules (new)	Consideration
<i>Applicability</i>	To whom do the rules apply?	All promotions for positions in the Police Department.	Rules apply to non-appointed, full-time positions.	The new rules incorporate competitive/merit principles, and provide preference for internal candidates, while expanding diversity and inclusion in the Salt Lake City Police Department (SLCPD).
<i>Governing Principles</i>	Which requirements govern how promotions are conducted?	Civil Service Commission (CSC) Rule, Memorandum of Understanding (MOU)	For sworn positions: Applicable law, MOU and these rules. For civilian positions: Applicable law, MOU and City policy.	Commitments to the MOU are unchanged.
<i>Initiating a Promotion Process</i>	How are promotions initiated?	Before a promotion could commence, the CSC had to approve all details of each and every promotion process in advance before it commenced - even if the same promotion process had been previously conducted (i.e. Captain.)	A promotion can commence when the Chief, or designee, determines there is a need to hire employees to fill approved, vacant positions.	Enhanced: Promotion processes can be completed in a timely manner - filling essential leadership positions faster.
<i>Eligible Candidates</i>	Who is eligible to apply for Sergeant?	All promotions within the Civil Service shall be made on the basis of: 1. Ascertained merit 2. Seniority in service and 3. Standing obtained by competitive examination.	A candidate seeking promotion to the rank of Sergeant must be a current employee of the Police Department and meet eligibility requirements.	Promotions to the rank of Sergeant must come from within the SLCPD.

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<i>Eligible Candidates</i>	Who is eligible to apply for other promotions within SLCPD?	All promotions within the Civil Service shall be made on the basis of: 1. Ascertained merit 2. Seniority in service and 3. Standing obtained by competitive examination.	To encourage inclusivity and diversity, and to meet the needs of the Police Department, a process for all other sworn positions may include internal and external candidates. To meet the same objectives, a promotion process for civilian positions may also include internal and external candidates, consistent with City policy.	External candidates enhance the competitive nature of merit-based processes.
<i>Eligible Candidates</i>	What are the eligibility requirements for promotion?	All promotions within the Civil Service shall be made on the basis of: 1. Ascertained merit 2. Seniority in service and 3. Standing obtained by competitive examination.	To be eligible to participate in a promotion process, a candidate must meet the minimum job qualifications (including years of service) for the vacant position and be in good standing with the Police Department. For sworn positions, a candidate must also possess a current, valid Peace Officer Standards and Training (POST) certification and law enforcement officer (LEO) certification, and be in good standing with the Peace Officer Standards and Training Division of the Utah Department of Public Safety.	Enhanced: Clearer language about eligibility requirements; no change to minimum job qualifications or certifications.
<i>Acting Out of Class or Temporary Appointments</i>	How are these situations addressed?	Employees temporarily acting out of class shall not be considered promotions; however, employees acting out of class shall be compensated as per applicable MOU or Compensation Plan.	When a member of the Police Department acts out of class or serves in an acting capacity or temporary appointment, the requirements and time frames provided by applicable law, applicable memorandums(s) of understanding, and applicable Salt Lake City Corporation policies shall apply.	No change.
<i>Notice of Promotion Process</i>	How much notice is given to potential candidates for promotion?	At least 20 business days.	Notice of a promotion process will be posted via Salt Lake City Corporation's electronic job application system no later than twenty (20) business days prior to the date on which the process will commence and a candidate applying for promotion must utilize the City's electronic job application system.	No change; language is clearer about requirements.

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<i>Notice of Promotion Process</i>	Are other members of PD notified when a promotion will be conducted?	A Chief's memo was sent out however, the plan for PD is to have a detailed announcement.	For sworn positions, the Police Chief or designee will also provide notice of each promotion process to sworn members of the Police Department via e-mail. Additionally, the Human Resources Department will coordinate with the Police Chief or designee in an effort to provide verbal notice of each promotion process to sworn members of the Police Department.	Enhanced - Improved communication about promotion opportunities.
<i>Notice of Promotion Process</i>	What information is provided to applicants about the hiring process?	The notice of the promotional examinations shall contain the date, time and place of the examination along with the closing date for applications. The eligibility requirements shall be specified in the notice of examination. The notice shall also indicate the examination methods to be used and where appropriate, the weight to be given on each examination component toward the final score.	The promotion process notice will include information about the examination modules to be utilized and the point ranges assigned to each examination module. The notice will also state if additional/ supplemental points will be awarded based on job-related criteria such as, but not limited to, seniority, credentials, training, educational attainment, and experience. If additional/supplemental points will be awarded, the notice will include the criteria for receiving such points and the applicable point range(s) for such points. The Police Chief or designee will consult with the Human Resources Department prior to determining whether to award additional/supplemental points in a promotion process.	Enhanced - More information provided about the promotion process.
<i>Notice of Promotion Process</i>	How will preference be given to internal candidates?	Not applicable.	There are many reasons why the Police Department believes giving preference to an eligible candidate currently employed by the Department is desirable. The manner in which the preference will be awarded will depend on the requirements of the specific position. The manner of awarding preference will be included in the promotion process notice.	A method of awarding preference to internal applicants will be part of the promotion process.

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<i>Examination Modules</i>	What types of exams will be given during the process?	Exam may consist of the following: Written tests; oral interview; performance test; oral boards; assessment centers; other examinations; promotional ratings.	For sworn positions, a promotion process will include examination modules. These modules may include: Interview, Presentation Exercise, Management Exercise, Tactical Exercise, Written Communication Exercise and a Discussion Exercise.	No change to examination/module - types of exams are the same. The language is clearer, more specific about the modules which might be included.
<i>Scoring of Modules</i>	How is the candidate scored?	A candidate's final score will be obtained by adding the weighted numerically scored portions of the examination. The final score will determine the rank order in which candidates appear on the eligibility register, with the candidate having the highest weighted scores listed on the top of the register and all others listed in descending order.	A promotion process will include a scoring system with point ranges assigned to each examination module utilized in the process. A candidate's final score will be obtained by adding the weighted, numerical score from each examination module and then adding any additional/supplemental points, if awarded, as outlined in the promotion notice.	No change.
<i>Scoring Panel</i>	Who are the members who will evaluate and score the candidates?	Not applicable.	For sworn positions, the scoring panel for a promotion process will consist of up to eight individuals and may, but is not required to, include one or more of the following: The Police Chief, an Assistant Police Chief, a Deputy Police Chief, a Captain, a Lieutenant, a Sergeant, a sworn member of another law enforcement agency, or a civilian. The Police Chief or designee, after consultation with the Human Resources Department, will select each member of a scoring panel.	Enhanced, defines participants.

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<i>Scoring Panel</i>	How are Scoring Panel members trained?	Not applicable.	After selection of the scoring panel, a member of the Human Resources Department will provide training pertaining to the scoring system to the panel members. A member of the Human Resources Department will also advise the panel members of their obligation to recognize and avoid personal bias in the scoring process, as well as provide information to the panel members regarding how to reduce and eliminate such bias.	Big enhancement: HR will train the panel about recognizing, avoiding, reducing and eliminating potential bias.
<i>Rank-Ordered List</i>	How are the candidates ranked?	The final score will determine the rank order in which applicants appear on the eligibility register, with the applicant having the highest weighted score listed at the top of the register and all others listed in descending order. After review, the Commission shall certify the register as the current eligibility register from which future promotions will be made for the position tested.	For sworn positions, the Human Resources Department will compile and prepare a rank-ordered list (based on final numerical score) of all candidates who fully completed the examination modules.	No change to how ranking occurs, except clarity. Language clarifies an applicant must complete all modules.
<i>Notification of Promotion Process Outcome</i>	How are candidates notified?	Upon certification by the Commission, all ranked applicants will be notified of their ranked position on the eligibility register and the expiration date of the register.	The Human Resources Department will provide written notice to each candidate who appears on the rank-ordered list of her/his individual ranking on the list. In accordance with applicable law and applicable memorandum(s) of understanding, a candidate will be permitted to review records pertaining to her/his application for promotion.	No change to notification. Provides in rule an applicant may see records.

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<i>Duration, Extension and Revocation of Promotion List</i>	How long are the promotion lists applicable?	The Commission shall approve the term for which the register is adopted, and designate the expiration date. No promotional register shall be established for a period of more than two (2) years. All names on the eligibility register may be stricken, and another examination ordered, if the Commission determines it advisable to do so. Those on the list will be notified and given a chance to compete again.	For sworn positions, a rank-ordered promotion list will be valid for one (1) year from the date the list is certified by the Human Resources Department, unless the list is extended or revoked by the Police Chief or designee during the period of the list's validity, and as outlined in Rule.	No change.
<i>Selection for Promotion</i>	How are applicants selected for promotion?	The department Chief shall select for promotion one person from the top five (5) names on the eligibility register for each position to be filled, and shall notify the Commission of the selection.	For sworn positions, the Human Resources Department will provide written notice of the rank-ordered list to the Police Chief or designee. The Police Chief or designee may interview all or some of the highest-ranked twenty (20) applicants for each vacant position. The Police Chief or designee, in his/her sole discretion, will select one of the candidates interviewed to fill the vacant position.	Enhanced: The Chief (or designee) can interview and select from a wider range of rank-ordered candidates.
<i>Promotion Probationary Period</i>	What is the probationary period after promotion?	Whenever any member of the Civil Service is promoted to a position, there shall be a probationary period to evaluate the employee's ability to perform the essential job functions of the new position. The probationary period of six (6) months must be satisfactorily completed by the employee before the promotion becomes a	An individual promoted to a vacant position shall serve a mandatory six (6)-month probationary period in the new position. If, at any time during the probationary period, the Police Chief or designee determines the individual's performance in the new position is not satisfactory, the individual may be returned to their prior position.	No change, language is clearer.

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		nonprobationary position. Any employee who fails to complete his or her probationary period in a promoted position shall be returned to his or her position prior to the promotion.		
<i>Promotion Appeals Process</i>	How can a member appeal a promotion decision?	Persons who are denied promotions in violation of a provision of this Chapter IV may petition the Commission.	If a candidate contends that a violation of the "Notice of Promotion Process," "Promotion Process," and/or "Scoring" provisions of these Rules resulted in s/he not being selected for promotion, the candidate may submit a written appeal to the Police Chief within ten (10) business days of the date the candidate is notified that s/he was not selected. Unless the candidate and the Police Chief or designee agree to a different time period, the Police Chief or designee shall transmit a written decision on the appeal to the candidate within ten (10) business days of the Police Chief's or designee's receipt of the appeal.	Outlines the basis for an appeal.
<i>Right to Return</i>	What right of return exists from an appointed position?	When a Deputy Chief or Assistant Chief is removed for non-disciplinary reasons, his or her term, if any, expires, or because the Police Chief or Fire Chief appoints a successor, he or she shall return to the Civil Service rank he/she held at the time of the appointment to Deputy Chief or Assistant Chief status based on accrued seniority.	With the exception of the Police Chief, an individual accepting an appointed position in the Police Department, and who is subsequently released from that position for non-disciplinary reasons, has the right to return to the last non-appointed rank in the Police Department s/he held prior to accepting the appointment. If no vacancy exists in the applicable non-appointed rank at the time the right of return is exercised, the least-senior employee in that non-appointed rank shall accordingly be reduced in rank. To the extent further rank reductions are required, they shall be conducted in the same manner. An individual who was not a member of the Police	Enhanced, clearer language. Clarifies no right of return for an individual who was not a member of the PD at the time of her/his appointment.

*Layoffs and Seniority*

		Department at the time of her/his appointment to an appointed position has no right of return.	
How is a candidate's seniority determined?	For the purposes of promotions to sworn positions within the Police Department, seniority shall be defined as the length of service as a sworn officer in the current rank in the department. Employees who are laid off or reduced in rank because of a reduction in force, reorganization, or for any other reason not the fault of the employee, may, if qualified, bump the least senior, full-time employee from a job position that the laid off employee previously and actually held within his/her department.	The calculation of seniority for Police Department members, as well as the layoff process pertaining to Police Department members, will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.	No change