
Special Assignments and Promotions

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Alsip Police Department.

1008.1.1 GENERAL REQUIREMENTS

The following considerations will be used in evaluating employees for promotion or transfer to a 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

1008.2 POLICY

The Alsip Police Department is committed to promote personnel in a manner that is consistent with State law, Village ordinance, Fire and Police Commission rules and regulations and Equal Opportunity and Affirmative Action guidelines.

1008.3 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- (a) Special Enforcement Team member.
- (b) Detective
- (c) Accident Investigator.
- (d) Field Training Officer.
- (e) Community Relations/Crime Prevention
- (f) Canine Handler.
- (g) Range/Training Officer

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1008.3.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) Be off probation.
- (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.

1008.4 SELECTION PROCESS

The following criteria apply to transfers.

- (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 Lieutenant for whom the candidate will work. The Lieutenant will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Lieutenant after the interview, the Lieutenant will submit his/her recommendation(s) to the Chief of Police.
- (d) Appointment by the Chief of Police

The provisions of this policy may be waived for temporary assignments, emergency situations or for training.

1008.5 PROMOTIONAL SPECIFICATIONS

The Fire and Police Commission is charged with the authority and responsibility for administering the Police Sergeant promotional process. Promotion to the rank of sergeant is governed by the Commission based upon a competitive examination.

The Police Chief is charged with the authority and responsibility for administering the Lieutenant and Deputy Chief promotional process. Promotion to the rank of Lieutenant and Deputy Chief is based upon screening and recommendation process administered by the Chief of Police, with promotion made by Mayoral and Village Board approval.

1008.5.1 PROMOTIONAL PROCESS

The Administration Lieutenant should coordinate with Department of Human Resources to develop a written promotional process for both sworn and non-sworn positions, which may include:

- (a) Describing the elements to be used in the promotion process.
- (b) Providing eligible employees with a written announcement of the promotion process.
- (c) Review of results for each element of the promotion process.

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- (d) A minimum requirement for years of service or time in rank/grade requirement for promotion.
- (e) Ensuring all elements used in the promotional process are job related.

1008.5.2 ELIGIBILITY LISTS

If eligibility lists are used, the Administration Lieutenant should develop criteria and procedures for developing each list, which should specify:

- (a) A system for ranking eligible employees on the lists.
- (b) The duration of the lists.
- (c) A system for selecting names from the lists.