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POLICY/PROCEDURE NUMBER: 11-P.A.-018

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SUBJECT: PROMOTION PROCEDURES

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: 3.1.3 (sworn only)

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

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## I. PURPOSE

To describe the procedures used for each element of the promotion process for sworn personnel.

## II. POLICY

It is the policy of the California State University Department of Police Services to conduct promotion processes in accordance with the provisions of Article 12 (Appointment/Promotion) of the Agreement Between The Board of Trustees of the California State University and the Statewide University Police Association (SUPA) when a vacancy for a Corporal or Sergeant position occurs.

Management personnel (Lieutenant's rank and above) are not subject to the provisions of the SUPA agreement and promotional processes for these ranks will be conducted in accordance with California State University management personnel policies and practices.

## III. PROMOTION PROCEDURES

Responsibility for administration of the promotion process for Corporals and Sergeants is a shared responsibility between the Office of Human Resources and the Chief of Police. However, the Chief of Police is primarily responsible for overseeing the operation and direction of the Department of Police Services internal processes. Normally, the Chief of Police will appoint a sworn management officer (Deputy Chief, Captain, or Lieutenant

rank) to directly administer each process. The final decision on selection of a candidate for promotion rests with the Chief of Police.

For promotions that are considered management ranks (Lieutenant and above), promotions require the approval of the Vice President for Administration and Finance. Responsibility for administration of these processes is a shared responsibility between the Office of Human Resources and the Chief of Police. Administration of the process will be overseen by the Chief of Police and may involve a member of the command staff assisting with various aspects of the process (e.g. screening committee chair for an oral board).

#### A. Screening of Applicants for Promotional Potential

1. All candidates for advertised openings must complete a university employment application and provide the department with a current resume. This includes both in-house and lateral entry candidates. All positions will be advertised for a minimum of fourteen days.
2. The Office of Human Resources will initially screen employment applications to ensure the candidates meet the minimum qualifications for the position.
3. Candidates passing the Human Resources screening process will have their applications forwarded to the Office of the Chief of Police. Applications will be further screened for the individuals with the most desirable qualifications (experience, education, and training). These individuals will move forward in the process.

#### B. Testing Components for Promotional Process

1. All applicants will normally participate in a written examination (the nature of which will be posted along with suggested study materials after the advertisement period has closed) followed by an abbreviated assessment center exercise (i.e. oral presentation, problem solving exercise, etc.).
2. All promotional materials will be securely maintained in the Administration Office per order of the Chief of Police during the entire testing and evaluation process. At the conclusion of the process, the process file and all testing material will also be maintained in the Administration Office as directed by the Chief of Police and in accordance with appropriate records retention schedules.
3. Candidates who successfully pass the written exam and abbreviated assessment exercise will move on to a panel interview, normally comprised of three to five evaluators who will assess the candidate's suitability for promotion. Candidates will be evaluated on job-related criteria such as written communication skills, oral communication skills, decision making/problem solving, initiative, creativity, job knowledge, policy/procedure and/or criminal law knowledge and leadership ability. At the conclusion of the panel process, the panel will rank all candidates and will submit to the Chief of Police the names of the top three candidates. An assessment tool such as a "fishbowl" type panel presentation/interview and/or practical exercise may also be included in the promotional process.
4. Interview by Chief of Police: The Chief of Police will normally interview the top three candidates for each open position. All candidates will be asked the same set of questions or will undergo the same assessment exercise and responses will be documented by the Chief of Police on a standardized form. The Chief may

choose to create a command staff panel for the final interview instead of interviewing by herself/himself. That decision will be made known to the finalists prior to the interview. The final determination as to which candidate(s) will be promoted shall rest with the Chief of Police.

C. Procedures for Review and Appeal of Scores Related to Performance

1. In order to promote a transparent process and ensure the integrity of the procedures, the department will review and accept appeals of scores related to performance.
2. As a first step, all candidates have the right to review the results of the promotion process with the Chief of Police or her/his designee (normally the designated facilitator of the process).
3. Candidates are allowed to review and appeal scores and evaluations related to their performance only.
4. To the extent that a candidate is not satisfied with the internal appeal results, an external review request may be reduced to writing and forwarded by the candidate to the appropriate administrator in the office of Human Resources.

D. Reapplication for Promotion

Any candidates not selected for promotion may reapply when there is another promotional opportunity. Candidates must meet the minimum qualifications of the process at the time of application.