

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Promotional Assessment/Career Evaluation (PACE)		



I. Introduction

Promotional Assessment/Career Evaluation (PACE) is a standardized promotional review system used by the Director of Public Safety to evaluate sworn personnel under consideration for promotion.

II. Policy Statements

- A. The PACE Board shall interview candidates for promotion whose performance or records indicate an area of concern, **or at the direction of the Chief of Police, shall interview all candidates for a certain rank.**
- B. Candidates may request that the PACE Board interview witnesses on their behalf, but shall not be permitted to be present during **any such** interview. Only witnesses who have had direct work experience with the candidate within the last two years shall be considered for an interview.
- C. All candidates considered for promotion **may** be interviewed by the Chief of Police **or** any persons designated by the Chief or the Director of Public Safety.

III. Procedures

A. **Human Resources Manager**

1. **Prepare and organize** the following for all sworn personnel under consideration for promotion:
 - a. Personnel files
 - b. Internal Affairs files **to include Disciplinary Tracking System records**
 - c. **Employee Benefit Unit files**
 - d. **Payroll records**
 - e. **Available training records**
2. Forward a brief report to the Administrative Subdivision Deputy Chief indicating that the files were reviewed and noting any areas of concern.

B. Administrative Subdivision Deputy Chief

1. If no **areas of concern** are indicated, forward the report to the Chief of Police.
2. If **areas of concern** are indicated:
 - a. Forward the report to the PACE Board
 - b. **Prepare a** PACE Board summary and forward the entire package to the Chief of Police

C. PACE Board

1. Conduct interviews of the candidate and any witnesses as deemed appropriate.
2. ***Each PACE Board member will advise the Administrative Deputy Chief of his/her recommendation.***

D. Candidate's ***Deputy Chief***

Review the Board's recommendation with the candidate.

E. Chief of Police

Review the report, make a recommendation, and forward the entire package to the Director of Public Safety.