

Columbus Police Division Directive	EFFECTIVE Sep. 30, 2007	NUMBER 8.10
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<b>The Role of the Division of Police in the Promotion Process</b>		



## I. Introduction

Promotions of personnel within the Division of Police are made within the guidelines of City Ordinance, Civil Service Procedures, and applicable labor agreements. While the actual promotional process is administered by the Civil Service Commission, the Division of Police provides technical support and assistance in the development of the testing instrument. A deputy chief serves as the Division's liaison in matters relative to the promotion process.

## II. Guidelines

- A. The Division of Police provides technical support and assistance to Civil Service test developers in the following areas:
  - Personnel to serve as subject matter experts (SME) to provide information regarding critical tasks and functions of the rank and the knowledge, skills, and abilities needed to perform them.
  - Incumbent personnel to complete job surveys to be utilized in the job task analysis.
  - Ride alongs by Civil Service personnel in order to develop the job task analysis.
  - Provide copies of Division manuals and other material to be utilized by participants in the promotional process.
  - Publish information relevant to the promotional process in the Daily Bulletin.
- B. Upon being notified of a vacancy in any of the ranks, the Business and Personnel Bureau Commander requests from Civil Service a certified list of eligible candidates. Upon receipt of this list, the Promotional Assessment/Career Evaluation (PACE) review is conducted in accordance with the guidelines in the Directive, "Promotional Assessment/Career Evaluation (PACE)."
- C. Upon completion of the PACE review, the Division forwards a recommendation to the Director of Public Safety.