

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	8.09
	REVISED	TOTAL PAGES
	Dec. 30, 2018	2
Promotional Assessment/Career Evaluation (PACE)		



I. Introduction

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

II. Policy Statements

- A. 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.
- B. Candidates may request that the **Administrative Subdivision Deputy Chief** interview witnesses on their behalf, but **the candidate** 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.

III. Procedures

- A. Human Resources Manager
 1. Prepare and organize the following for all sworn personnel under consideration for promotion:
 - a. **Assignment list and an employee photo**
 - b. Internal Affairs files to include Disciplinary Tracking System records
 - c. **List of Division awards and compliments**
 - d. Available training records
 - e. **Employee Action Review System (EARS) material**
 2. **Securely** forward a brief report to the Administrative Subdivision Deputy Chief indicating that the files were reviewed.
- B. Administrative Subdivision Deputy Chief
 1. **Review the information sent from the Human Resources Manager.**
 2. **Meet with the Chief of Police to discuss the sworn personnel under consideration for promotion.**

C. Chief of Police

Review the **information**, make a recommendation, and **securely** forward the entire package to the Director of Public Safety **pursuant to Civil Service Rules**.

D. Administrative Subdivision Deputy Chief

Review the recommendations with the candidate, **if requested by the candidate**.