

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



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, ***assists with the creation of the promotion files, reviews the completed files, and provides the Public Safety Director with a written recommendation.*** The Public Accountability Subdivision Deputy Chief serves as the Division's liaison in matters relative to the promotion process. These guidelines, policies, and procedures apply for promotions to the rank of sergeant, lieutenant, or commander.

II. Guidelines

- A. The Division of Police provides technical support and assistance to Civil Service test developers in the following areas:
1. Personnel to serve as subject matter experts (SMEs) to provide information regarding critical tasks and functions of the rank and the knowledge, skills, and abilities needed to perform them
 2. Incumbent personnel to complete job surveys to be utilized in the job task analysis
 3. Ride-alongs by Civil Service personnel in order to develop the job task analysis
 4. Provides copies of Division manuals and other material to be utilized by participants in the promotional process
 5. Publishes information relevant to the promotional process in the Daily Bulletin ***and via email***
- B. Upon being notified of a vacancy in the rank of sergeant, lieutenant, or commander, Public Safety Human Resources personnel will inform the Chief of Police of the vacancy and request from Civil Service a certified list of eligible candidates. Upon receipt of this list, Public Safety Human Resources personnel will assemble and organize promotional files for each person under consideration for promotion containing all of the following:
1. List of discipline, including at-fault traffic crashes in accordance with the ***"Administrative Use" section of the*** Fraternal Order of Police (FOP) Collective Bargaining Agreement (CBA)

2. **Summary** of open Internal Affairs Bureau (IAB) investigations, **open Department of the Inspector General (DIG) investigations**, and open chain of command administrative investigations involving a Level 3 or above use of force or an allegation of serious misconduct in accordance with the FOP CBA, **which are** prepared by IAB personnel
3. Summary of completed sustained or outside-of-policy IAB investigations, **DIG investigations**, and chain of command administrative investigations in accordance with the FOP CBA, **which are** prepared by IAB personnel
- C. Upon completion of the preparation and organization of the promotional files, Public Safety Human Resources personnel will securely forward the files to the Public Accountability Subdivision Deputy Chief.

III. Policy Statements

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.

IV. Procedures

A. Internal Affairs Bureau Personnel

Provide requested information for promotional files in accordance with the FOP CBA.

B. Public Accountability Subdivision Deputy Chief

1. Review the promotional files received from the Human Resources Manager to ensure compliance with the FOP CBA and securely forward all of the candidates' files to the **Support Branch** Assistant Chief.
2. Meet with the **Support Branch** Assistant Chief to discuss the sworn personnel under consideration for promotion.
3. Review the Chief of Police's recommendations with the candidate, if requested by the candidate.

C. **Support Branch** Assistant Chief

Review the information and securely forward all of the candidates' files to the Chief of Police.

D. Chief of Police

Review the information, prepare a written recommendation, and securely forward all of the candidates' files to the Director of Public Safety pursuant to Civil Service Rules.