POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) recognizes the importance of promotional opportunities within the agency and will assist employees to grow in their current positions as well aspire to higher levels and greater responsibility.

It is the policy of this department to conduct a fair, impartial, and objective process to determine the most highly qualified candidates for promotion. The department will ensure that all of its activities and operations with respect to promotions are in accordance with the Civil Service Commission.

PROCEDURE:
The department will coordinate its efforts with the Civil Service Commission to ensure timely information sharing between the department and the Commission. [34.1.1]

The Commission shall administer the promotion process in accordance with state statutes and local city ordinances.

ELIGIBILITY REQUIREMENTS:
Eligibility criteria are established by the Cedar Rapids Civil Service Commission, to include;
- The numerical weight, if any, assigned to each eligibility requirement; [34.1.6a]
- The system of ranking eligible employees on the lists; [34.1.6b]
- Time-in-grade and/or time-in-rank eligibility requirements, if any. [34.1.6c]

Lateral entry to sworn promotional positions is not permitted, except for the Chief of Police as provided in Chapter 400.9 Code of Iowa. [34.1.3g]

AUTHORITY AND RESPONSIBILITIES:
Civil Service Commission
The Commission shall administer the promotion process in accordance with state statutes and local city ordinances.

The authority for the Commission is granted under Chapter 400 of the Code of Iowa and city code.

The testing procedures used for promotion by the Commission shall be job related and ensure equal opportunity as guaranteed by law. [34.1.4]
Police Department [34.1.2]
The authority and responsibility for administering the department's role in the promotional process is vested with the Chief of Police, or designee. Duties include:
- Manage effectively its operation and direction,
- Maintain liaison with the HR Department and Civil Service Commission.

The CRPD shall maintain the primary responsibility for certain key activities such as:
- Oral interviews
- Training
- Promotions

City Human Resources (HR) Department [34.1.5]
Police promotional process announcements are approved by the HR Department, and shall include at a minimum:
- A description of the position(s) for which vacancies exist or eligibility lists are to be made, and eligibility requirements;
- Submission deadlines;
- Description and expected duration of the entire process;
- Date, time, location, format, length, and duration of the written examination; [34.1.3b, c]
- A summary of the role of the oral interview, if any; [34.1.3d]
- List of reading and/or study materials along with proposed cut-off scores on written and oral evaluations, if any;
- A description and explanation of the role of the assessment center, if used;
- The numerical weight assigned to each element of the process, if used;
- The application of veteran's preference.

**PROMOTIONAL PROCESS:**
Upon announcement of the promotional process, the candidate must submit a letter of intent through the Chief of Police's Office to the Civil Service Commission requesting to participate in the promotional process. The letter of request with resume (if requested) must be received by Civil Service no later than the deadline date set in the formal announcement.
Testing will be administered by the Commission, in cooperation with the HR Department and the Chief of Police.

After the completion of testing, the Commission will evaluate each candidate's test results and certify a list of eligible candidates. [34.1.3a]

The list will be presented to the City Council, City Manager, and the Chief of Police.

The certified list of candidates will be posted in the CRPD.

**Military Leave**

Refer to the Military Deployment and Reintegration directive for information on how to obtain promotional information while on Military Leave.

**Selection by the Chief of Police:**

The Chief of Police may, at their discretion, conduct an interview of promotional candidates.

The Chief of Police will evaluate the promotional potential of each candidate, considering the results of each of the test components, and any other relevant documents (i.e. candidate’s personnel file, prior performance, etc.). The Chief of Police will then, at their discretion, make an appointment from the certified list to fill any promotional vacancies that may exist, subject to applicable state statutes and city ordinances. [34.1.6e]

Those candidates not appointed in the promotional process may request a meeting with the Chief of Police to discuss various aspects of the testing process, and/or ways to prepare themselves in order to increase their promotional potential for future tests.

**Review and Appeals Process:** [34.1.3e]

Officers have the right to review and appeal any aspect of the promotion process, to include:

- Review of the written examination; and
- Review of the results of scored elements of the selection process.

Appeals shall be made following the rules and guidelines set forth in the Code of Iowa, the City of Cedar Rapids Employee Guide to Personnel Policies and Procedures.
CERTIFICATION PERIOD:
The eligibility list, once certified by the Commission, will be in effect for two (2) years. [34.1.6d]

MAKEUP EXAMINATION/INTERVIEWS:
Per Civil Service Rules Chapter V, should an officer not be able to take the written examination on the dates scheduled, a makeup exam may be given only if there is a serious personal injury or illness resulting in physician restriction to home or hospital care and attendance at a funeral if the death falls under City of Cedar Rapids guidelines for funeral leave.

A written request to take a makeup exam stating the circumstances why the exam could not be taken on the date scheduled, will be submitted to the Chief of Police.

The Chief of Police will forward such request to the Commission. The granting of the makeup exam/interview will be evaluated by the Commission and approval or disapproval will be at the Commission’s discretion.

All sworn officers meeting the basic eligibility requirements will be eligible to re-apply and participate in future promotional tests; regardless of the results of past promotional processes. [34.1.3f]

The promotional process will be evaluated annually by the Chief of Police, or designee, with any proposed changes being communicated to the Commission and the HR Department. Areas of special interest would be:

- Effectiveness relative to selecting the best qualified candidates in a fair and equitable manner;
- Elements of the process that may become obsolete or have unintended effects;
- Circumstances concerning validity and adverse impact.

The CRPD will maintain secure storage of all promotional materials under the Commission control until expiration of the eligibility list, upon which they will be disposed of. [34.1.3h]