



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: PROMOTIONAL PROCESS FOR THE UNIVERSITY OF TEXAS SYSTEM POLICE		
POLICY NUMBER: B-13	EFFECTIVE DATE: 10/16/2009	RESCINDS / AMENDS: B-13 10/01/2007
RELATED LAWS:		RELATED STANDARD(S) / RULE(S): Policy A-1 Chapter 33 CALEA Standard 34

I. PURPOSE

To establish the Promotional Process of the University of Texas System Police.

II. POLICY

To comply with the required promotional testing for the positions of sergeant, lieutenant and captain as set forth in Policy B-1, Job Descriptions for Police Personnel of The University of Texas System.

III. WRITTEN PROMOTIONAL EXAMINATIONS

A. The written promotional examinations will be administered each June by a representative of the Office of the Director of Police.

B. The examinations will be administered at:

1. U.T. Austin;
2. U.T. Dallas;
3. U.T. El Paso;
4. U.T. Houston;
5. U.T. Pan American;
6. U.T. Health Science Center at San Antonio; and
7. U.T. Tyler.

- C. The Office of the Director of Police will score all of the written examinations to establish promotional eligibility for the calendar year.
- D. Eligibility to take the examinations shall be established by the criteria set forth in the job descriptions for sergeant, lieutenant, and captain in Policy B-1, Job Descriptions for Police Personnel of The University of Texas System.
- E. Qualified officers wishing to take the written promotional examination must notify the Office of the Director of Police in writing at least thirty days before the test date.
- F. After scoring is completed, each component Chief of Police will receive the scores of all officers who completed the examination. Only those officers who made a score of seventy (70) percent or higher are eligible for promotion. The names will appear in alphabetical order. This eligibility list will expire one year from the date of publication.
- G. After scoring is completed, the Director of Police will furnish each candidate his or her score either by e-mail or U.S. mail.

IV. VACANCIES

- A. When a vacancy occurs in a position of sergeant, lieutenant, or captain at an institution police department, the Chief of Police at the institution where the vacancy exists shall conduct an oral interview board or obtain review by a promotional assessment center when there are two or more qualified and interested candidates for the position. If the Chief of Police determines that the sole qualified and interested candidate for the position should not be promoted, the Chief may follow the procedure set forth in Subsection B of this Section.
- B. When a vacancy occurs in a position of sergeant, lieutenant, or captain, and the Chief of Police at the institution police department where the vacancy exists does not have a qualified and interested candidate for the position, the Chief may request the Director of Police announce the vacancy at all University of Texas System Police Departments.
 - 1. Candidates from other institution police departments will be required to express their interest in the position to their Chief of Police, the Chief of Police where the vacancy exists, and the Director of Police, in writing, within ten (10) days of notice of the vacancy by the Office of the Director of Police.
 - 2. Officers of equal rank to a vacancy who are interested in transferring to the institution police department where the vacancy exists should express their interest, in writing, to their Chief of Police, the Chief of Police where the vacancy exists, and the Director of Police within ten (10) days of notice of vacancy by the Director of Police.

V. ORAL INTERVIEW BOARD/ASSESSMENT CENTERS

A. Oral Interview Board

1. When an oral interview board (board) is scheduled by the Chief of Police, notification of the candidates and the Director of Police shall be the responsibility of the Chief of Police where the vacancy exists.
2. The Chief of Police will be responsible for selecting the membership of the board using the following criteria:
 - a. The board shall be comprised of five (5) members and include, whenever possible, a member serving at the same rank as the vacancy.
 - b. At least one member of the board shall be from a minority group.
 - c. No member of the board shall be outranked by any candidate appearing before the board.
 - d. The Chief of Police shall serve as chairperson of the board or appoint a member to serve as chairperson. The chairperson will have the responsibility for the integrity of the board and will supervise in accordance with policy and guidelines furnished.
3. Rating of each candidate will be done confidentially and independently by each board member utilizing score sheet DP Form #44A.
 - a. After scoring, all changes on score sheets by individual board members must be initialed by the board member and chairperson.
 - b. After all candidates have been interviewed, board members will complete and sign their score sheets and submit them to the chairperson. The chairperson will fax or e-mail all score sheets to the Director of Police for scoring.
 - (1) The Olympic scoring system will be utilized, eliminating the highest and lowest scores from consideration.
 - (2) The score sheets will be maintained by the Director of Police for three (3) years from the date the Board completed the score sheets and shall be filed separately from employee personnel files.

B. Assessment Center

1. A promotional assessment center may be used in lieu of an oral interview board.
2. The results of the assessment center shall reflect a numerical score based on a 100-point system.
3. Upon completion by the assessment center, the score sheets will be submitted by mail or fax to the Director of Police for scoring. The score sheets will be maintained by the Director of Police for three (3) years from the date of the assessment by the assessment center and shall be filed separately from employee personnel files.

VI. FINAL COMPOSITE SCORE

- A. After tabulating the oral interview board/assessment center scores, the Director of Police will compile a final composite score for each candidate by using the following criteria:

1. Category	Maximum Score
Written Examination	200
Oral Interview Board/Assessment Center Score	600
Service Points	50
College Education Points	150
Total	1000

2. The Director of Police will provide the Chief of Police the final composite scores for all of the candidates who complete the promotion review by the assessment center or oral interview board.

- B. After the final composite scores have been provided, the Chief of Police may then promote any one of the top three candidates.

1. Normally, this will be the candidate with the highest composite score. In the event the candidate with the highest composite score is not promoted, the Chief of Police shall be able to articulate a valid reason why that candidate was not promoted.
2. When a selection is made, the Chief of Police shall notify the Office of the Director of Police, utilizing Form DP-35.
3. Following the date of promotion, the officer must successfully complete a minimum six-month promotion review period. No promotion is deemed complete until after the promotion review period is successfully completed.

4. If, at the conclusion of the selection process, the Chief of Police is of the opinion there was no suitable candidate to fill the vacant position, the Chief of Police may seek qualified candidates from other University of Texas System institution police departments.
- C. The composite score will be based on the following:
1. Written examinations will be scored using the 100-point system whereby a perfect score would be 100 percent. The number of correct answers will be multiplied by two (2) to obtain the cumulative written score. The maximum possible score is 200.
 2. The oral interview board/assessment center score is derived by the candidate's performance on practical exercises and/or responses to standardized questions asked by members of the board/assessment center.
 - a. The members of the board/assessment center will judge the candidate's professional appearance, reasoning/judgment, ability to communicate, and leadership potential.
 - b. The scoring of each category is based upon the 100-point system. The final scores will be multiplied by six (6) to obtain the cumulative score. The maximum possible score is 600.
 3. Service points will be credited to candidates only for commissioned service within the University of Texas System Police.
 - a. Points will be awarded based upon 2.5 points for each twelve (12) month period of commissioned service up to a maximum of fifty (50) points for 20 years of service.
 - b. Employees who are reinstated or re-employed by a component police department will not be credited with prior service until one (1) year of continuous service has been completed following their reinstatement or re-employment. This policy does not apply to employees who are reinstated upon return from military leave. Employees on military leave will receive credit for service points as if no break in service occurred.
 4. Points for education will be accumulated based on 1.25 points for each full semester hour up to a maximum of one hundred fifty (150) points for a four-year degree from an accredited college or university. It will be the candidate's responsibility to furnish the necessary transcripts to document their full college semester hours prior to the administration of the written examination.

5. In the case of an identical aggregate score, candidates with the highest oral interview board/assessment center score will prevail. If the oral interview board/assessment center scores are identical, seniority shall be the deciding factor.

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