



OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL



Subject			Policy Number
Promotional Process			407
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Reference Standards		Rescinds or Amends Policy Number	
TPCA: 4.06, 4.07 CALEA: 33.8.4, 34.1.1 – 34.1.6 IACLEA: 3.1.3		B-13	

I. PURPOSE

To establish a written directive that describes the components of the promotional process, including applicable qualifications, announcements, testing procedures, interview process, eligibility list, and appeals.

To establish a policy governing “acting” assignments, where an officer is assigned to a position of greater responsibility for a temporary period of time.

II. POLICY

The promotional process is designed to meet the agency needs for qualified candidates for the ranks of sergeant, lieutenant and captain. All elements of the promotional process are job related and non-discriminatory. This policy also establishes the minimum requirements for Police Corporal. However this promotional process policy is not applicable to the corporal selection process. The rank/assignment/designation/selection of Police Corporals is the prerogative of the Institution Police Chief exclusively.

III. WRITTEN PROMOTIONAL EXAMINATIONS

- A. The written promotional examinations will be administered each calendar year on a date and time specified by the Director of Police.
- B. The Office of the Director of Police (ODOP) shall provide notice of the testing process to Institution Chiefs of Police and all sworn personnel annually at least thirty (30) days prior to the written examination.
- C. Written promotional examination material will be securely stored and the on-site examination security administration responsibility is delegated to the Chief of Police by the Director of Police. The Director has the exclusive authority and responsibility for administering the promotion process for sworn personnel.

- D. ODOP will score all of the written examinations to establish eligibility to continue in the promotional process; the scoring shall commence as soon as the exam administration is complete.
- E. Eligibility to take the examinations shall be established by the criteria set forth in the approved job descriptions for sergeant, lieutenant, and captain that are found at the website, <http://www.utsystem.edu/pol/policies.htm> and as described in this written directive.
- F. Qualified officers wishing to take the written promotional examination must notify their respective Chief of Police in writing, who shall, in turn, verify the candidate meets all required qualifications and then so notify ODOP.
- G. The minimum length of law enforcement service to be eligible to participate in the promotional process are:
 - 1. Sergeant—Three years' UTSP satisfactory service or two years' satisfactory UTSP service and one year's honorable service in another full service law enforcement agency as a full time commissioned peace officer.
 - 2. Lieutenant—Currently serving as a Sergeant and five years' UTSP satisfactory service or three years' satisfactory UTSP service and two years' honorable service in another full service law enforcement agency as a full time commissioned peace officer.
 - 3. Captain—Currently serving as a Lieutenant and seven years' UTSP satisfactory service or five years' satisfactory UTSP service and two years' honorable service in another full service law enforcement agency as a full time commissioned peace officer.
- H. Service times must be achieved by the date of the administration of the written examination.
- I. The minimum length of law enforcement service required for Corporal is: two years' UTSP satisfactory service after the successful completion of probation or one year's satisfactory UTSP service after successful completion of probation and one year's honorable service in another full service law enforcement agency as a full time commissioned peace officer.

IV. ASSESSMENT CENTERS

- A. A promotional assessment center or similar process will also be used to further measure promotional potential of those candidates who successfully pass the written promotional examination; the assessment center or similar process will be designed and undertaken at the direction of, and under the oversight, of the Chief of Police. The Institution Chief of Police is exclusively responsible for the assessment center or similar process.

- B. The results of the assessment center or similar process shall reflect a numerical score based on a 100-point scale.
- C. Upon completion by the assessment center or similar process, the score sheets and video media that documented candidates' performance will be submitted by mail or electronically to the Director of Police for scoring and retention. The score sheets and video media will be maintained by the Director of Police for three (3) years from the date of the promotional assessment and shall be filed separately from employee personnel files.

V. FINAL COMPOSITE SCORE

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

Category	Maximum Score
Written Examination	300
Assessment Center Score	500
Services Points	50
College Education Points	150
Total	1000

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.

The Director of Police will provide each candidate with their individual score on the written examination. The Director of Police delegates the responsibility for assessment center debriefs to the Chief of Police who convened the promotional assessment center.

- B. The composite score will be based on the following:
 - 1. Written examinations will be scored using the 100-point system whereby a perfect score (100 percent) would be 100 points. Passing score is 70 percent. The points achieved on the written examination will be multiplied by three (3) for a maximum possible score of 300 points.
 - 2. The assessment center score is derived by the candidate's performance on job related practical exercises and responses to standardized questions asked by assessors on a board.
 - a. The members of the board/assessment center will rate the candidate's command presence, exercise performance (if applicable), reasoning/judgment, ability to communicate, and leadership potential among other criteria.

- c. Effective at the same time as the 2013 promotions process the education criteria for Corporal: thirty semester hours of college credit from an accredited college or university.
- C. In the case of an identical aggregate score, candidates with the highest assessment center score will prevail. If the assessment center scores are identical, seniority shall be the deciding factor.
- D. The required level of educational achievement, as recorded in TCLEDDS, shall be established and recorded no later than the date of the administration of the written examination.
- E. The composite scores will constitute the promotion eligibility list. That list's duration is one year from the date of the written examination and will expire on the date of the next written examination element of the promotional process.

VI. MAKE-UP WRITTEN EXAMINATIONS

- A. ODOP shall establish an alternate date for the administration of a make-up written examination; the date shall be no more than five (5) business days from the original exam date unless waived by the Director of Police.
- B. The location(s) shall be determined by ODOP.
- C. Requests to take the make-up exam shall be made from the candidate to the Institution Chief of Police to ODOP.
- D. Acceptable reasons for such requests include, but are not limited to:
 - 1. Sudden illness
 - 2. Hospitalization
 - 3. Family Emergency
 - 4. Transportation disruption or stoppage
 - 5. Mobilization by the reserve components of the U. S. Military Services (ongoing or forecasted).
- E. Institution Chiefs of Police will verify the adequacy of the request before forwarding to ODOP for a final decision.

VII. APPEALS

Candidates, other than those appointed to at will positions, may appeal any element of the promotional process with cause. The Director of Police is the final appeal authority in promotional process grievances or appeals.

VIII. VACANCIES

- A. When a vacancy occurs in the position of Police Sergeant, Police Lieutenant or Police Captain at an institution Police Department, the institution Chief of Police shall have the prerogative of first selecting for promotion a qualified candidate from within the institution Police Department based on the final composite scores of the qualified candidates from within the Police Department.
- B. In the event there are no qualified candidates within the institution Police Department then the Chief of Police shall notify the Office of the Director of Police and request that the vacancy be announced across the UT System Police in an effort to seek qualified candidates from other institution Police Departments.
- C. In the event that the option in (B) above is exercised, the Office of Director of Police shall ensure that the posting of the opening(s) is communicated to all institution Chiefs of Police; all interested and otherwise qualified candidates may then apply for consideration for the vacant position.
- D. In the event there are no qualified and interested candidates within the UT System Police for an open vacancy at an institution Police Department that would otherwise be filled through the promotional process described in this policy, then the institution Chief of Police, with the approval of the Director of Police, may post the vacancy outside the UT System Police and solicit the interest of otherwise qualified external candidates.
- E. In any and all promotional decisions for the positions of Police Sergeant, Police Lieutenant and Police Captain, the institution Chief of Police may exercise the Rule of 3 and select a candidate from within the top three finalists for the position based on composite scores/rankings.
- F. In the event the position of Assistant Chief of Police or Deputy Chief of Police is to be filled at an institution Police Department, the selection process will be coordinated by the institution Chief of Police with the Office of Director of Police, with the final decision resting with the institution Chief of Police.

IX. PROMOTIONAL PROBATIONARY PERIOD

All persons who are promoted to the ranks of Sergeant, Lieutenant and Captain shall complete a six month promotional probationary period.

X. TEMPORARY ASSIGNMENTS

- A. An officer may be formally assigned to a position/rank/role of greater responsibility than that which he or she holds providing:
 - 1. Such assignments are limited in duration to a maximum 180 days unless an extension is granted by the Director of Police.
 - 2. Such assignments are governed by the Institutions' human resources policies.

3. Such assignments are intended to be interim or stop-gap measures initiated in response to unforeseeable supervision, management or leadership vacancies.
4. Such assignments are not intended to circumvent an otherwise legitimate promotion decision.
5. During any such assignments, the incumbents shall wear his/her permanent rank designation and not that of the temporary/acting position.
6. Likewise, the signature blocks or other written references for the incumbents shall reflect the acting status of the involved person (e.g. Acting Sergeant, Acting Lieutenant, Assistant Chief ad interim)



Michael J. Heidingsfield
Director of Police

**ADDENDUM TO POLICY 407
PROMOTIONAL PROCESS**

Minimum lengths of law enforcement service to be eligible for consideration:

1. Corporal – Eighteen (18) months' UTSP service after the successful completion of probation or one year's satisfactory UTSP service after successful completion of probation and one year's service in another full service law enforcement agency as a full time commissioned peace officer. Selection for Police Corporal is at the discretion of the Institution Chief of Police and is not governed by this policy.
2. Sergeant – Three years' UTSP satisfactory service or two years UTSP service and one year's service in another full service law enforcement agency as a full time commissioned peace officer; possess intermediate TCOLE certification.
3. Lieutenant – currently serving as a UTSP Sergeant and either five years' UTSP service or three years' satisfactory UTSP service and two years' service in another full service law enforcement agency as a full time commissioned peace officer; possess intermediate TCOLE certification.
4. Captain – currently serving as a UTSP Lieutenant and either seven years' UTSP service or five years' satisfactory UTSP service and two years' service in another full service law enforcement agency as a full time commissioned peace officer; possess advanced TCOLE certification.

The education criteria to participate in the annual promotional process:

1. For Sergeant – Sixty (60) semester hours of college credit or an Associate's degree from an accredited college or university.
3. For Lieutenant – Ninety (90) semester hours of college credit from an accredited college or university.
4. For Captain – Bachelor's degree from an accredited college or university.

Changes/Amendments since last publication:

Revision of Paragraph III.A. to replace “June” with “calendar year” to allow greater flexibility in testing dates. February 12, 2015

Revision of Paragraph III.H replaces “first step in promotional process” with “written examination” for greater clarity. February 12, 2015

Revision of Paragraph IV. A, B, C to add “or similar process” throughout to clarify policy intent and memorialize the ongoing practice. February 12, 2015

Revision of Paragraph V. B.4. to clarify the requirements for documentation of college credit hours/education points and that TCLEDDS shall be the sole source relied upon for the promotional process. February 12, 2015

Revision of Paragraph V. D. to clarify the requirement for college credit hours to be recorded in TCLEDDS before the date of the written examination. February 12, 2015

Revision of Paragraph VIII to simplify and clarify the policy language and better align our policy with our current practices and intentions. July 15, 2014

Changes to clarify the details of the test announcement and administration process (Section III); to clarify the exclusive prerogative of Chiefs regarding the assessment center process (Section IV. A.); and to address make-up tests (Section VI). June 13, 2013.

Addition of Section VIII. Temporary Assignments, which establishes policy governing “acting” assignments where an officer is assigned to a position of greater responsibility for a temporary period of time. June 6, 2013.

Revision of Paragraph II, III. E, VII and the Addendum to this policy to clarify that the process of selection of Police Corporals is at the discretion of the Institution Chief of Police and not governed by this policy, other than for education and time and service requirements. February 25, 2013.