



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 58	<b>Subject:</b> Promotion and Appointment of Sworn Employees	<b>Effective Date:</b> 03/02/2000
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

**I. Purpose**

The purpose of this directive is to establish procedures and provide information concerning promotions for sworn police officers within the University of Pennsylvania Police Department (UPPD).

**II. Policy**

The UPPD is an "Equal Opportunity Employer" that seeks qualified individuals for promotion and appointment opportunities without regard to age, gender, race, religion, creed, color, or national origin, who are dedicated to developing a career as a professional police officer. The promotion process will be a deliberate attempt at developing our department's future structure. Both appointments and promotions will attempt to provide outstanding leadership resulting in the greatest benefits to the members of the University community.

**III. Scope**

This directive shall affect all sworn police officers.

**IV. Procedures**

**A. Authority and Responsibility**

1. The Superintendent of Police, in conjunction with the Division of Human Resources is responsible for developing and directing employment and personnel development programs for the department, including the appointment and promotional process. The appointment and promotional process responsibilities include, but are not limited to:
  - a. developing and implementing a promotional process from which lists of qualified candidates are established;

- b. selecting individuals who will assist in the development, formulation, coordination, administration and review of all elements of the process; and
  - c. promoting those successful candidates from the promotional process who are best qualified to fill existing or established vacancies.
  - d. The appointment of individuals to the ranks of Captain and Deputy Chief of Police will be the responsibility of the Vice President for Public Safety/Superintendent of Police.
2. The Superintendent of Police shall also be responsible for the security of all promotional materials. He/she shall ensure the confidentiality of promotional materials is preserved.
  3. The Superintendent of Police will ensure that all elements used to evaluate candidates for sworn personnel for promotion are job-related and non-discriminatory. All elements of the promotional process shall measure the skills, knowledge, abilities, and traits needed to perform the job.
    - a. The Superintendent of Police will evaluate and select a written examination for promotion of sworn officers based on the job-related requirements of each position to be filled.
    - b. The oral examination will be utilized to measure traits that are shown by the department's task analysis to be significant or necessary to perform the job.

**B. Eligibility Requirements and Criteria**

1. The eligibility requirements for promotion are based upon the minimum requirements established for corporals, sergeants and lieutenants. College education requirements are not mandatory for eligibility for promotion, as years of experience may be substituted for educational requirements; however, a higher level of education is desirable. Employees requesting salary information for entry level police officer, corporal, sergeant, and lieutenant positions shall do so in writing to the Superintendent of Police through the chain of command.
2. For the positions of Captain, and Deputy Chief of Police, the requirements and criteria will be established by the Vice President for Public Safety/Superintendent of Police. All appointments to these positions will be made without regard to age, gender, race, religion, creed, color or national origin. The Vice President for Public Safety/Superintendent of Police will appoint qualified individuals to these positions who will provide the community with the leadership expected of individuals holding each rank.
  - a. Corporal:
    - 1) Minimum of three years as a fully sworn police officer and one year of service with the UPPD;

- 2) Satisfactory performance rating in all areas on the most recent performance appraisal on file;
  - 3) Current medical, physical, and psychological standards as established by the UPPD;
  - 4) Excellent decision-making skills, and
  - 5) Ability to instruct newly hired officers.
- b. Sergeant:
- 1) A minimum of three years as a fully sworn police officer and one year of service with the UPPD;
  - 2) Satisfactory performance rating in all areas on the most recent performance appraisal on file;
  - 3) Current medical, physical, and psychological standards as established by the UPPD;
  - 4) Excellent decision-making skills; and
  - 5) Excellent written and verbal communications skills.
- c. Detective Supervisor:
- 1) A minimum of ten years as a fully sworn police officer with at least five of those as a detective and one year of service with the UPPD;
  - 2) Extensive experience conducting joint investigations with local, state, and federal law enforcement agencies;
  - 3) Extensive experience in conducting interviews and criminal interrogations and surveillance operations;
  - 4) Excellent verbal and written communication skills;
  - 5) Ability to prepare comprehensive investigation reports and complete case files;
  - 6) Extensive experience in testifying in criminal courts; and
  - 7) Experience processing crime scenes and using photographic equipment.
- d. Lieutenant:
- 1) A minimum of continuous service for two years as a fully sworn police officer at the rank of sergeant employed by the UPPD;

- 2) Associate's degree or two years college equivalent;
  - 3) Satisfactory performance rating in all areas on the most recent performance appraisal on file;
  - 4) Current medical, physical, and psychological standards as established by the UPPD;
  - 5) Excellent problem solving and analytical skills; and
  - 6) Excellent written and verbal communication skills.
- e. Captain:
- 1) The position of Captain will be appointed by the Vice President for Public Safety/Superintendent of Police, in conjunction with the Division of Human Resources.
- f. Deputy Chief:
- 1) The position of Deputy Chief will be appointed by the Vice President for Public Safety/Superintendent of Police, in conjunction with the Division of Human Resources.
- g. Superintendent of Police:
- 1) The position of Superintendent of Police is the rank held by the Vice President of Public Safety and will be appointed by the Office of the Executive Vice President, in conjunction with the Division of Human Resources.

### C. Promotional Process

1. Promotional exam announcement packets are made available through the Office of the Superintendent of Police. The Superintendent of Police will distribute a Memorandum (UPPD-28) announcing the exam, promotional exam announcement packets and a sign out sheet to all Shift/Unit Commanders. The Superintendent of Police will also post the memorandum announcing the promotional process on the UPPD's bulletin board located in the Shift Briefing/Training Room.
  - a. Shift/Unit Commanders will verbally announce departmental promotional examinations at shift briefings and staff meetings and distribute the packets to eligible members of their Shift/Unit. It shall further be the responsibility of the Shift/Unit Commanders to notify all personnel under their command who are injured on duty or on extended leave of any type of the promotional opportunity.

- b. The Superintendent of Police, or designee, will send promotional exam announcement packets, via certified mail, to all eligible employees who are on long-term sick leave, Injury on Duty (IOD) status or some other type of long-term leave.
- c. Applicants are required to sign for acceptance of the packet that will include the following information:
  - 1) A description of the position for which the process is being conducted;
  - 2) A statement of the minimum qualifications for eligibility for promotion;
  - 3) An announcement containing a schedule of the dates, times and locations for all elements of the process, including how to acquire the application and the deadline date for submitting applications; and
  - 4) A description of the process to be used to fill the vacancy.
2. The Superintendent of Police will, upon receipt of applications, review each candidate's personnel files to verify that the individual meets the minimum qualifications for the position. Candidates may be required to submit proof of qualifications in writing.
3. Qualified applicants who have met all the requirements as described in the announcement of promotional vacancies will be notified in writing of the date, time and location to appear to complete the written, oral/interview portion and other phases of the promotional process as necessary.
4. Should there be more than one qualified candidate for a promotional vacancy; those candidates will be placed on an eligibility list. In matters of promotional testing, each employee will receive credit for their seniority in the written portion of the testing procedure. They will be credited with one-tenth (0.1) of a point for each year of service in the University of Pennsylvania Police Department, up to a maximum credit of two (2) points for twenty (20) years of service. The Superintendent of Police may promote one or more candidates from this list to fill any vacancies.
5. Upon completion of all phases of the promotional process, the Superintendent of Police shall select from the eligibility list those candidates to be promoted.
6. The eligibility list shall be in effect for a period of time to be determined by the Superintendent of Police.
7. Candidates not selected for promotion will be notified in writing by the Office of the Superintendent of Police once the promotional vacancy has been filled.

#### D. Promotional Process Review

1. Non-selected candidates for a promotional vacancy may request a review by the Superintendent of Police of any area of the process in which there may be some question relating to an adverse decision concerning eligibility. Requests for review must be made in writing within one (1) calendar week of notification of non-selection.
2. A review by the Superintendent of Police will be made and the results of such review provided to the employee. The review will address areas in which the employee needs improvement for future consideration.
3. If the results of the review have not been resolved to the satisfaction of the employee, he/she may file a grievance in accordance with **Directive 43, "GRIEVANCE PROCEDURES."**

#### E. Appointments

1. Appointments to the rank of Captain and Deputy Chief will be made by the Vice President for Public Safety/Superintendent of Police, in conjunction with the Division of Human Resources.
2. Appointments to the rank of Superintendent of Police will be made by the Office of the Executive Vice President, in conjunction with the Division of Human Resources.  
  
(The position of Superintendent of Police is the rank held by the Vice President of Public Safety)
3. All appointments to the above-mentioned positions will be made to meet the organizational needs of the UPPD and the Division of Public Safety.

#### F. Promotional Probationary Periods

1. Each sworn officer promoted within the department will complete a one-year promotional probationary period, commencing on the effective date of the promotion.
2. Failure to satisfactorily complete the one-year promotional probationary period may result in demotion to the employee's previous rank or termination.

#### G. Physical Examinations

1. For all employees promoted to new positions, or for employees who have been transferred to a special unit, a physical examination and drug screen will be conducted by Occupational Health. The tests will be provided at no cost to the employee. The physical examination and drug screen will only serve to confirm the employee's continued fitness to perform the tasks of their assignments and to inform them of their general physical condition.

#### H. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

I. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

J. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.