

# UW Whitewater Police



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Special Instructions: CALEA 33.8.2, 34.1.1			
Approved By: Chief Kiederlen	Effective Date: 10/5/23	Revised Date: New	Revision number:

## I. Purpose

The purpose of this general order is to define the promotion process for personnel and specify identifiable positions with the authority and responsibility to administer the process.

## II. Definitions

**Promotion:** Denotes vertical movement in the organizational hierarchy from one rank classification or position to another, usually accompanied by increases in duties and responsibilities as well as pay.

## III. Policy

UW-Whitewater Police Department (UWWPD) shall ensure that all promotion-related activities are conducted in accordance with applicable federal laws, state statutes, UW System Policy and University regulations.

## IV. Procedure

### A. Department Role in the Promotion Process

1. UWWPD encourages its employees to seek advancement in position and rank, consistent with qualification and experience. The Department shall document the basis for each promotion decision.
2. The authority and responsibility for employee promotions shall be shared by UWWPD and UW-Whitewater Human Resources. Activities associated with the promotion shall be conducted in accordance with applicable federal laws, state statutes, UW System, and University policies.
3. The Chief of Police or their designee coordinates and administers the promotional process.
4. The Chief of Police or their designee retains the right to assist in all phases of the promotional process as well as the development of the measurement instruments that are used in determining the skills, knowledge, and abilities of employees for the position.

### B. Department Authority and Responsibility

1. The Chief of Police or their designee is responsible for coordinating the promotional process. Duties associated with this responsibility include but are not limited to;

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overseeing promotional activities, serving as a liaison with outside agency personnel, communicating with applicants, and maintaining secure records.

2. The Chief of Police or designee is responsible for coordinating the selection process for Management level positions.
3. The Chief of Police is ultimately responsible for the promotional process approval and promotion decisions. At the conclusion of a promotional process, the Chief may select an individual for promotion based on their leadership ability, performance record, knowledge, and skills. However, nothing in this section shall be so interpreted as to indicate that a position must be filled at the conclusion of the promotional process.

## C. Promotion Process

1. The promotional process for personnel may include but is not limited to the following:
  - a. Application material screening based on pre-determined criteria.
  - b. An oral interview to be conducted by a diverse panel that may be comprised of Department employees and/or representatives from the community and/or an outside agency;
  - c. A command-level interview, which shall be conducted prior to an appointment to probationary status;
  - d. A presentation on a job-related topic; and/or
  - e. A review of employment history by the Chief of Police and Assistant Chief or designee(s). This review may include an analysis of performance evaluations, letters of commendation, memos, letters of counseling and reprimand, education training records, and other pertinent information. The review will consider the areas of supervisory ability, job performance, productivity, work history, attendance, disciplinary action, and other relevant information.
2. The evaluation and selection of personnel for promotion includes the identification of employees who possess the strongest knowledge, skills, and abilities relevant to the position. During the promotional process, supervisors and management team members may perform a written evaluation of each candidate based on his or her promotional potential. Evaluations are based upon an assessment of the individual's skills, knowledge, and ability in relation to the position for which he or she is applying. The evaluations shall be compiled and forwarded to the Chief of Police for inclusion in the process.
3. The Chief of Police shall make promotional results available upon request to applicants by personal appointment, advising each candidate as to their standing, and counseling each as to appropriate career development needs and means to improve potential for promotion.
4. The Department shall encourage and provide support to candidates not selected for the respective promotional process by providing opportunities for the candidate to develop their leadership knowledge, skills, and abilities through mentoring,

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broadening career experience opportunities, and training when reasonable staffing and funding exists.

5. Candidates who were not selected for the respective promotional process may reapply, be retested, and/or be reevaluated for any further promotional opportunities. Candidates interested in reapplication shall follow the established procedures for the promotional process.
6. The Chief of Police shall determine eligibility for vacancies for which lateral entry is permitted. To be considered eligible, such candidates shall possess at least the minimum experience and education requirements outlined in the applicable job description.

## D. Job Training Upon Promotion

1. The Department shall provide job-related training to all newly promoted personnel. This will include job shadowing and mentoring with either current supervisors or when possible, with the person who held the position before the newly promoted personnel.
2. The newly promoted person will also be sent to in-person or online classes for specific supervisory or job training depending on their new role. This might include classes offered at UW-Whitewater for supervisors and other staff, state training, or specialized law enforcement training.
3. Newly promoted or appointed sworn supervisory personnel shall receive specialized training at Northwestern School of Police Staff and Command, the Southern Police Institute, or the FBI National Academy as soon as possible after being promoted.
4. Career development-related training may include, but is not limited to the following:
  - a. Interpersonal communication;
  - b. Planning;
  - c. Decision making;
  - d. Problem identification
  - e. Prevention, and solution;
  - f. Management level information systems;
  - g. Fiscal management; and
  - h. Organizational behavior.