

<b>Title:</b> CPD Sworn Member Promotions	<b>Procedure No:</b> IAP 07-02	<b>Total No. of Pages:</b> 10
<b>Subject:</b> 07: Consent Decree Implementation	<b>Effective Date:</b> 12/31/22	<b>Version Number:</b> 3
<b>Approved By/Date:</b>	<b>Affected Agencies:</b> (1) Department of Law; (2) Department of Human Resources; (3) Chicago Police Department; (4) Office of Public Safety Administration	

## I. PREAMBLE

1. **WHEREAS**, the City of Chicago (“City”) has entered into a policing Consent Decree in State of Illinois v. City of Chicago, N.D. Ill. 17-cv-06260; and
2. **WHEREAS**, to further compliance with the Consent Decree, including Paragraphs 253, 254, 256, and 261-264, and to promote the principles outlined in Paragraphs 249-251, see Appendix A, the City will take various measures to ensure that the Chicago Police Department's (“CPD”) practices for promoting sworn CPD members are lawful, fair, and consistent with the best practices, antidiscrimination laws, and the terms of the Consent Decree; [Par. 253, Appendix A]; and
3. **WHEREAS**, these measures require the cooperative efforts of multiple City agencies; and
4. **NOW, THEREFORE**, the City, acting through the below authorized signatories, adopts this Policy.

## II. PURPOSE

1. This Policy allocates certain responsibilities to the City agencies with roles in CPD’s sworn member promotions efforts: (1) **CPD**, (2) **the Office of Public Safety Administration (“PSA”)**, (3) **the Department of Human Resources (“DHR”)**, and (4) **the Department of Law (“Law Department”)**. [Par. 254]
2. Each City agency identified herein will issue internal guidance (*e.g.*, policies, procedures, and/or training) as needed to implement their responsibilities under this Policy. These materials will provide clear guidance on the policies

and procedures necessary for implementing the agency's responsibilities in the promotions process identified herein, including allocating responsibilities to personnel as necessary for proper implementation. [Par. 254]

### III. REVIEW OF PROMOTIONAL EXAMINATIONS

1. **DHR** will review promotional examinations to ensure they are fair, validated, and properly administered. [Par. 256]
2. Each exam, and its administration process, will be reviewed no less frequently than every three years.
3. **DHR** may engage a qualified consultant to conduct or assist with conducting the above-referenced exam reviews. Choice of a consultant will be conducted by a Consultant Selection Committee, consisting of representatives from **DHR, PSA, and CPD**, pursuant to the process described in § VI(A)(B) of the policy *DHR Review of Hiring and Promotional Exams*. **DHR** will oversee the Consultant's work if the Consultant is engaged to assist with a Category 1 Position, as described in *DHR Review of Hiring and Promotional Exams*. **PSA** will oversee the Consultant's work if the Consultant is engaged to assist with a Category 3 Position, as described in *PSA Review of Hiring and Promotional Exams*.

### IV. INDEPENDENT ASSESSMENT—SERGEANT AND LIEUTENANT

#### A. PURPOSE

1. To ensure that the City and CPD deliver services in a manner that fully complies with the Constitution and laws of the United States and the State of Illinois, respects the rights of the people of Chicago, builds trust between officers and the communities they serve, and promotes community and officer safety; to ensure that Chicago police officers are provided with the training, resources, and support they need to perform their jobs professionally and safely; and to ensure that the Law Department can conduct the law business of the City and protect the rights and interest of the City, the City will take the necessary steps to engage a qualified expert, as described below. [Par. 2, Chicago Municipal Code §2-60020(a)(c)]

#### B. RESPONSIBILITIES

1. *Expert Engagement*. To assess CPD's promotions process for the ranks of Sergeant and Lieutenant, the **Law Department** will take the necessary steps to hire an expert ("Expert") to conduct an independent assessment ("Sergeant and Lieutenant Assessment"), as described in Section **B** below, to ensure that its policies and practices comply with the law, are transparent, and are consistent with the Consent Decree. [Par. 261]

2. *Staffing.* **DHR, PSA, and CPD** will each assign a point person for the **Law Department** to engage with, as needed, to complete the Sergeant and Lieutenant Assessment. **DHR, PSA, and CPD** will designate appropriate staff to participate in the selection of the Expert. [Par. 254]
3. *Access to Information.* **DHR, PSA, and CPD** will make reasonable efforts to ensure that the Expert has access to requested information. Generally, information should be provided no later than seven days of receipt of the Expert's request. [Par. 254]
4. *Resourcing.* **CPD** will designate appropriate funding, as needed, to fund the Expert's assessment and will allow the **Law Department** access to the funding line.
5. *Effective Date and Reoccurrence.* The **Law Department** will initiate the Expert hiring process, as described in Section C below, by no later than November 1, 2022, and at least every three years thereafter. [Par. 261]

### **C. INDEPENDENT EXPERT ASSESSMENT REQUIREMENTS**

1. *Purpose of Assessment.* The Sergeant and Lieutenant Assessment will evaluate whether CPD's promotion policies and practices for the ranks of Sergeant and Lieutenant comply with the law, are transparent, and are consistent with the Consent Decree. The Expert will review the Hiring Plan and any relevant collective bargaining agreements necessary to conduct its assessment. [Par. 261]
2. *Scope of Assessment.* Specifically, the Sergeant and Lieutenant Assessment will, at a minimum, identify: [Par. 261]
  - a) The processes by which CPD selects candidates for promotion to Sergeant and Lieutenant who possess a core set of competencies, characteristics, and capabilities and, when applicable, who are effective supervisors in compliance with CPD policy and the Consent Decree;
  - b) Methods for consideration of each candidate's disciplinary history in the selection process;
  - c) Department strategies for promoting qualified applicants who reflect a broad cross section of the Chicago community;
  - d) The frequency with which CPD should hold promotional exams;
  - e) Opportunities to increase transparency and officer awareness about the promotions process and promotions decisions, including, but not limited to, identifying criteria for promotions; and
  - f) Recommendations for any modifications to the current promotions processes.

3. *Timeframe for Assessment.* The Expert will provide the Sergeant and Lieutenant Assessment to the **Law Department** within 8 months from the day that the Expert is retained.

#### **D. INDEPENDENT EXPERT SELECTION AND INTERVIEWS**

1. *Expert Candidate List.* Upon notice from the **Law Department**, **DHR** will identify and compile a list of potential Expert candidates for the Law Department's consideration. **DHR** may use existing vendor lists, external databases, and other searches to identify potential candidates.
2. *Timeframe of Candidate List.* **DHR** will provide the list to the Law Department within 14 days from the date of request.
3. *Selection of Interviewees.* The **Law Department** will select and notify the appropriate candidates to be interviewed within 14 days from the receipt of the candidate list. The **Law Department** will make reasonable efforts to select at least two candidates for consideration.
4. *Expert Selection Committee.* The **Law Department**, **DHR**, **CPD**, and **PSA** will each appoint at least one qualified employee to serve on the selection committee for the Expert ("Expert Selection Committee").
5. *Expert Candidate Interviews.* The Expert Selection Committee **will** conduct interviews of the candidates selected by the Law Department as outlined above. Each interviewer will independently and separately score each Expert candidate's answers on a scale of 1-10, with 10 being the highest score.
6. *Expert Selection.* After the Expert candidate interviews have concluded, the Expert Selection Committee will meet and confer to discuss each Expert candidate and the Expert Selection Committee's rankings. The **Law Department** **will** select the most qualified candidate and will take the necessary steps to hire the Expert. The Law Department may consider various criteria including, but not limited to, overall ranking score, candidate experience, diversity, size, and comprehensiveness of project proposal.

#### **E. SERGEANT AND LIEUTENANT IMPLEMENTATION PLAN**

1. *Promotions Consultant Engagement.* The **Law Department** will take necessary steps to engage a qualified consultant ("Promotions Consultant") on the City's behalf to develop an implementation plan based on the Sergeant and Lieutenant Assessment ("Sergeant and Lieutenant Implementation Plan"), which will serve, in part, to advise the City on developing any future such Consent-Decree compliant plans. The Promotions Consultant will develop the Sergeant and Lieutenant Implementation Plan within 60 days of the completion of the Sergeant and Lieutenant Assessment. [Par. 262]

2. *Resourcing.* CPD will designate appropriate funding, as needed, to fund the Promotions Consultant's development of the Sergeant and Lieutenant Implementation Plan and will allow the **Law Department** access to the funding line.
3. *Scope of Implementation Plan.* The Sergeant and Lieutenant Implementation Plan will respond to any recommendations identified in the Sergeant and Lieutenant Assessment, including any recommended modifications to the promotions process and a timeline for implementation. [Par. 262]
4. *Monitor and Office of Attorney General Review.* Upon completion of the Sergeant and Lieutenant Implementation Plan, the **Law Department** will share the results of the Sergeant and Lieutenant Assessment, and the Sergeant and Lieutenant Implementation Plan, with the Monitor and Office of Attorney General for review and approval of the Sergeant and Lieutenant Implementation Plan. [Par. 262, 638]
5. *CPD Implementation.* Within 60 days of receiving the Monitor's approval, **CPD, DHR, and PSA**, as appropriate, will begin to implement the Sergeant and Lieutenant Implementation Plan. [Par. 262]

#### V. CAPTAIN AND COMMANDER PROMOTIONS

1. **DHR**, will identify the duties, eligibility criteria, knowledge, skills, and abilities (“KSAs”) considered to select qualified candidates who are effective supervisors, in compliance with CPD policy and the Consent Decree, for the ranks of Captain and Commander. [Par. 263].
2. **CPD** and **PSA** will make reasonable efforts to ensure that **DHR** has access to information requested to develop and/or revise the KSAs. Generally, information should be provided no later than fourteen days of receipt of **DHR**'s request.
3. **DHR** will externally publish on a public-facing website the above criteria on an ongoing basis, as needed. [Par. 263]
4. **CPD** will internally publish the above criteria on an ongoing basis, as needed. [Par. 263]. **CPD** will develop strategies to increase transparency and awareness about the promotions process for the ranks of Captain and Commander, including, but not limited to, criteria for promotions and promotion decisions. [Par. 264]

#### VI. ONGOING CITY ASSESSMENT

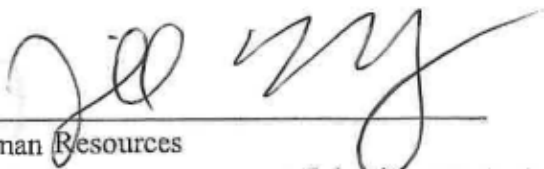
1. *Purpose.* To assess CPD's promotional practices on an ongoing basis, **DHR** will assemble and lead a committee (“Police Promotions Committee”) consisting of at least one qualified member from each of the following agencies: **DHR, the Law Department, PSA, and CPD.** [Par. 253] The Committee will assess whether CPD's promotional practices related to sworn CPD personnel are lawful, fair, and consistent with best practices, anti-discrimination, and the terms of the Consent Decree. [Par. 253]

2. *Staffing.* **DHR**, the **Law Department**, **PSA**, and **CPD** will designate appropriate staff to participate in the Police Promotions Committee.
3. *Access to Information.* The **Law Department**, **PSA**, and **CPD** will make reasonable efforts to ensure that **DHR** and the Police Promotions Committee have access to information requested to conduct their work. Generally, information should be provided no later than fourteen days of receipt of **DHR** or the Police Promotions Committee's request.
4. *Meeting Timeframe.* The Police Promotions Committee will convene on an as needed basis, at least once per calendar year, beginning no later than June 30, 2022.
5. *Assessment.* The Police Promotions Committee will create written assessments summarizing its evaluations on an as-needed basis, at least once per calendar year. As part of the written assessment(s), the Committee will keep and retain a record of all materials and information assessed (*e.g.*, documents, exams, data).

## **VII. REVIEW**

1. The **Law Department** will periodically review this Policy, no less frequently than once per calendar year, to determine whether revision is appropriate, including, *e.g.*, evaluating whether the services of a Promotions Consultant remain necessary to accomplishing this Policy's requirements, and to ensure that this Policy's requirements are being accomplished. The Law Department will make revisions as needed and disseminate the revisions to the affected City agencies.
2. Any affected City agency may request revisions to this Policy as needed to ensure that the goals of the Policy and related Consent Decree requirements are being accomplished.

  
\_\_\_\_\_  
Department of Law  
(by: Jennifer K. Bagby, Deputy Corporation Counsel, Public Safety Reform Division)



---

Department of Human Resources

(by: Jill May, Director of Assessment and Selection Methods, Department of Human Resources)



---

Chicago Police Department

(by: Deputy Chief Antoinette Ursitti, Training and Support Group, Office of Constitutional Policing and Reform, Chicago Police Department)



---

Office of Public Safety Administration

(by: Robert Landowski, Managing Deputy Director of Human Resources)

**REFERENCES/RELATED/FORMS:**

**CHANGE HISTORY:**

<b>Revision No.</b>	<b>Date</b>	<b>Change Summary</b>	<b>Approved By</b>
2	MAY 2022	1. IV(E)(4) add requirement for submission to IMT/OAG pursuant to Par. 638 2. III(2) change from "every four years" to "every three years"	(authorized signatories above)
3	DECEMBER 2022	1. Revision of III(3), clarifying which entities help select consultant and the entities charged with overseeing consultant's work.	



# APPENDIX A

*State of Illinois v. City of Chicago*, N.D. 111. 17-cv-06260  
Dkt. 703-1 (Consent Decree)

**Par. 249:** Having a department that recruits, hires, and promotes officers who are qualified to meet the increasingly complex needs of law enforcement and that reflects a broad cross section of the Chicago community in which it serves is critical to accomplishing the following goals: running a professional police force; building community trust and confidence; increasing legitimacy and acceptance of CPD's supervision and accountability systems; and reducing perceptions of bias.

**Par. 250:** The provisions of this Agreement are designed to ensure that CPD attracts, hires, retains, and promotes individuals who are equipped to perform their jobs safely, effectively, and in accordance with the law, CPD policy, and the terms of this Agreement. Further, this Agreement is designed to ensure that CPD promotes individuals who are capable of: providing effective supervision; guiding officers under their command on lawful, safe, and effective policing; and holding officers accountable for misconduct.

**Par. 251:** The City and CPD's recruitment, hiring, and promotions policies and practices will show a commitment to attracting, hiring, and promoting qualified candidates at all ranks that reflect a broad cross section of the Chicago community the Department serves.

**Par. 253:** The City and CPD will ensure that its recruitment, hiring, and promotion policies and practices are lawful, fair, and consistent with best practices, anti-discrimination laws, and the terms of this Agreement.

**Par. 254:** CPD will provide clear guidance on its policies and procedures for recruiting, hiring, and promoting police officers and will clearly allocate responsibilities for recruitment, hiring, and promotion efforts.

**Par. 256:** The City and CPD will continue to review any hiring and promotional exams to ensure they are fair, validated, and properly administered.

**Par. 261:** Within 18 months of the Effective Date, and at least every three years thereafter, CPD will obtain an independent expert assessment of its promotions processes for the ranks of Sergeant and Lieutenant to ensure that its policies and practices comply with the law, are transparent, and are consistent with this Agreement. The independent expert will review the existing Hiring Plan, and any relevant collective bargaining agreements in order to conduct the assessment of the Sergeant and Lieutenant promotions processes. The Sergeant and Lieutenant promotions assessment, at a minimum, will identify:

- a. the processes by which CPD selects candidates for promotion to Sergeant and Lieutenant who possess a core set of competencies, characteristics, and capabilities and, when applicable, who are effective supervisors in compliance with CPD policy and this Agreement;
- b. methods for consideration of each candidate's disciplinary history in the selection process;
- c. Department strategies for promoting qualified applicants who reflect a broad cross section of the Chicago community;
- d. the frequency with which CPD should hold promotional exams;
- e. opportunities to increase transparency and officer awareness about the promotions process and promotions decisions, including, but not limited to, identifying criteria for promotions; and
- f. recommendations for any modifications to the current promotions processes, which would enable CPD to address the requirements of this section.

**Par. 262:** Within 60 days of the completion of the independent expert's promotions assessment, CPD will develop an implementation plan to respond to any recommendations identified in the assessment, including any recommended modifications to the promotions processes and a timeline for implementation. Upon completion, CPD will share the results of the assessment and its implementation plan with the Monitor for review and approval. Within 60 days of receiving the Monitor's approval, CPD will begin to implement the plan.

**Par. 263:** Within 365 days of the Effective Date, CPD will identify and publish, both internally and externally, for the ranks of Captain and Commander, the duties, eligibility criteria, knowledge, skills, and abilities considered to select qualified candidates who are effective supervisors in compliance with CPD policy and this Agreement.

**Par. 264:** Within 365 days of the Effective Date, CPD will develop strategies to increase transparency and awareness about the promotions process for the ranks of Captain and Commander, including, but not limited to, criteria for promotions and promotion decisions.