



# Salt Lake City Police Department

## PROMOTION RULES

June 3, 2025



### Overview:

Pursuant to Chapter 2.98 of the Salt Lake City Code, these promotion rules ( "Rules") govern the competitive, merit-based promotion processes for full-time, non-appointed positions in the Salt Lake City Police Department described herein. The purpose of these Rules is to establish clear guidelines for promotion processes, including the creation of lists of qualified candidates eligible for promotion to vacant positions.

In accordance with applicable law, Salt Lake City Corporation and the Salt Lake City Police Department provide equal opportunity in promotion processes and do not discriminate based on a candidate's race, color, national origin, sex, religion, disability, sexual orientation, gender identity, or any other protected characteristic/status.

### Eligible Candidates:

To be eligible to participate in a promotion process, candidates must meet the minimum job qualifications for the vacant position.

If the applicant is currently subject to an active Internal Affairs, criminal, POST, or Equal Employment Opportunity (EEO) investigation at the time of testing, the Department may allow the candidate to proceed with the process. However, the Department reserves the right to disqualify or deem a candidate ineligible from consideration of promotion based on the outcome of such investigations.

Candidates who are facing criminal charges, have received a sustained finding from Internal Affairs or EEO, or have been sanctioned by POST may be disqualified or deemed ineligible for promotion.

### Exception for Carried-Over Promotional Lists:

If a promotional eligibility list is carried over into the subsequent calendar year, individuals who were previously deemed ineligible due to past disciplinary actions may be reconsidered for eligibility, provided they continue to meet all other job qualifications. The Department retains discretion to evaluate the nature and timing of the disciplinary action before reinstating eligibility.

### Acting out of Class, Acting Capacity or Temporary Appointments:

When a member of the Police Department acts out of class or serves in an acting capacity or temporary appointment, the requirements and time frames provided by applicable law, applicable memorandums(s) of understanding, and applicable Salt Lake City Corporation policies shall apply.

Acting out of class does not count towards time in position for the purposes of meeting minimum qualifications.

### Notice of Promotion Process:

Notice of a promotion process will be posted via Salt Lake City Corporation's electronic job application system for no fewer than fourteen (14) calendar days. Candidates applying for promotion must utilize the City's electronic job application system.

The Police Chief or designee will also provide notice of each promotion process to members of the Police Department via e-mail.

The promotion process notice will include information about the examination modules to be utilized and the point ranges assigned to each examination module.

### Promotion Process:

Promotion processes will include examination modules. These modules may include – but are not limited to – all, some, or one of the following:

- **Interview** – Assesses a candidate’s communication skills, ability to interact with others, and demeanor.
- **Presentation Exercise** – Assesses a candidate’s ability to evaluate an issue or concern facing the Police Department and formulate potential solutions designed to address or resolve the issue/concern.
- **Management Exercise** – Assesses a candidate’s management skills/abilities in the context of internal interactions (i.e. with other members of the Police Department and/or other Salt Lake City Corporation employees) and external interactions (i.e. with members of the community or media and other external stakeholders).
- **Tactical Exercise** – Assesses a candidate’s knowledge and understanding of incident command via a simulation of a practical operational situation.
- **Written Communication Exercise** – Assesses a candidate’s writing skills (including sentence structure and use of punctuation) and ability to present written information in a clear and concise manner.
- **Discussion Exercise** – Assesses a candidate’s ability to participate in a group discussion about a pre-determined topic and respond to questions posed by other members of the group.
- **Written Test** – Assesses a candidate’s knowledge and understanding of policy and procedures.

### Scoring of Modules:

The promotion process notice will include information about the examination modules to be utilized and the point ranges assigned to each examination module.

A candidate’s final score will be obtained by adding the weighted, numerical score from each examination module.

### Scoring Panel:

The scoring panel(s) for a promotion process will consist of up to eight individuals and may be comprised of sworn law enforcement officers and/or civilians. The Police Chief or designee, after consultation with the Human Resources Department, will select each member of a scoring panel.

After selection of the scoring panel, a member of the Human Resources Department will provide training on the scoring system to the panel members. A member of the Human Resources Department will also advise the panel members of their obligation to recognize and avoid personal bias in the scoring process, as well as provide information to the panel members regarding how to reduce and eliminate such bias.

### Rank-Ordered List - Notification of Promotion Process Outcome

The Human Resources Department will compile and prepare a rank-ordered list (based on final numerical score) of all candidates who fully completed all examination modules. In addition, the Human Resources

Department will provide written notice to each candidate who appears on the rank-ordered list of their individual ranking on the list. The rank-ordered list generated at the conclusion of the process identifies candidate's scoring during the promotional process but is not a guarantee or indicative of the order in which a candidate may be promoted.

### Duration, Extension, and Revocation of Rank-Ordered List:

A rank-ordered promotion list will be valid for one (1) year from the date the list is certified by the Human Resources Department, unless the list is extended or revoked by the Police Chief or designee during the period of the list's validity.

At any time during the period of a list's validity, the Police Chief or designee may extend the rank-ordered promotion list for up to one (1) additional year by submitting a written request to and receiving approval from the Chief Human Resources Officer or designee. Likewise, at any time during the period of a list's validity, the Police Chief or designee may revoke the list by submitting a written request to and receiving approval from the Chief Human Resources Officer or designee. If a promotion list is extended or revoked, written notice will be given to each candidate on the list.

### Selection:

The Human Resources Department will provide written notice of the rank-ordered list to the Police Chief or designee. The Police Chief or designee may interview all or some of the highest-ranked twenty (20) applicants for each vacant position. The Police Chief or designee, in their sole discretion, will select one of the candidates interviewed to fill the vacant position. The Police Chief or designee is not bound to follow the rank-ordered list when making promotional decisions. Other factors may be considered in addition to the rank-ordered list when a vacancy occurs, which include, but are not limited to; current job performance, best fit for the vacancy to be filled, and corrective action or discipline history.

### Promotion Appeals Process:

If a candidate contends that a violation of the "Notice of Promotion Process," "Promotion Process," and/or "Scoring" provisions of these Rules resulted in not being selected for promotion, the candidate may submit a written appeal to the Police Chief within ten (10) business days of the date the candidate is notified that they were not selected. Unless the candidate and the Police Chief or designee agree to a different time period, the Police Chief or designee shall transmit a written decision on the appeal to the candidate within ten (10) business days of the Police Chief's or designee's receipt of the appeal.

### Probationary Period after Promotion:

An individual promoted to a vacant position shall serve a mandatory six (6) month probationary period in the new position. If, at any time during the probationary period, the Police Chief or designee determines the individual's performance in the new position is not satisfactory, the individual may be returned to their prior ranked position.

### Right of Return:

With the exception of the Police Chief, an individual accepting an appointed position in the Police Department, and who is subsequently released from that position for non-disciplinary reasons, has the right to return to the last non-appointed rank in the Police Department held prior to accepting the appointment. If no vacancy exists in the applicable non-appointed rank at the time the right of return is exercised, the least-senior employee in that non-appointed rank shall accordingly be reduced in rank. If further rank reductions are required, they shall be conducted in the same manner.

For purposes of calculating seniority in a non-appointed rank, service within the rank includes all time spent in higher ranks (including appointed positions). If the previously held non-appointed rank no longer exists in the Police Department, the individual shall be returned to the closest-equivalent non-appointed existing rank.

Nothing in this section prohibits or otherwise restricts the ability of the Police Chief, with the Mayor or designee's approval, to place an individual holding an appointed position in the Police Department into another appointed position in the Department. If an individual is moved from one appointed position in the Police Department to another, that does not eliminate or otherwise impede the individual's ability to exercise the right of return.

An individual who was not a member of the Police Department at the time of their appointment to an appointed position has no right of return.

### Seniority Calculation/Layoff Process:

The calculation of seniority for Police Department members, as well as the layoff process pertaining to Police Department members, will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.