
Promotional and Transfer Policy

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Colorado State University Police Department.

1002.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and lateral assignment:

- (a) Presents a professional and neat appearance
- (b) Maintains a physical condition that aids in his/her performance
- (c) Demonstrates:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives
 - 9. Skills and abilities related to the position

1002.2 CERTIFIED NON-SUPERVISORY SELECTION PROCESS

The following positions are considered lateral assignments and are not considered promotions:

- (a) Support and Events Division team member
- (b) Investigator
- (c) SWAT Operator
- (d) Field Training Officer
- (e) EOD
- (f) K-9 (Handler/Agitator)
- (g) IPMBA Bike Team
- (h) POST skills instructors
- (i) Peer Support Team
- (j) Unmanned Aerial Systems Pilot/ Observer
- (k) Task Force assignments

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1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for lateral assignment:

- (a) Requisite years of experience dependent on assignment.
- (b) Non-probationary employee status
- (c) Has shown an express interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas, such as enforcement activities, investigative techniques, report writing and public relations
- (e) Current in all training required by Colorado Peace Officer Standards and Training (POST), federal or state law

1002.3 SELECTION PROCESS

The following criteria apply to lateral assignment:

- (a) An administrative evaluation as determined by the Chief of Police that shall include a review of supervisor recommendations. Each supervisor who has overseen or has otherwise been accountable for the candidate's performance will submit recommendations.
- (b) The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work. The Division Commander will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendation to the Chief of Police.
- (d) Appointment by the Chief of Police.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with CSU Human Resources. CSU Human Resources will work closely with the Hiring Manager to establish a promotional process in accordance with State Classified personnel rules. For Administrative Professional promotions, the Office of Equal Opportunity will oversee the selection process.

State Classified Employees may be promoted in the following ways:

1. Open competitive and promotional comparative analysis which put the employee on an eligibility list for referral to vacant, higher level positions.
2. Reclassification based on changes in job duties and responsibilities, provided the incumbent employee meets the minimum qualifications for the new level of the position.
3. Satisfactory completion of training in a class identified as an Intern class.

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Administrative Professional employees will follow an established process by the Office of Equal Opportunity. Details can be found on OEO's website.

<https://oeo.colostate.edu/quick-summary-of-search-procedures/>

1002.5 SUPERVISOR CERTIFICATE

Within one year of the effective date of assignment, all full-time first-line supervisors shall complete a supervisor training course. Additionally, the University requires supervisors to attend the Supervisor Development Program within three years. Details can be found on CSU's Training & Organizational Development website.

<https://training.colostate.edu/supervisor/>