

2015 LIEUTENANT MERIT NOMINATION

Interim Superintendent John J. Escalante has directed that all eligible Nominators identified on the attached list identify members for merit selection to the position of Lieutenant of Police. Members will be nominated based on demonstrated superiority in assessment dimensions for lieutenant described in the "Training and Instruction Guide for the Lieutenant Merit Selection Process - Nominator's Manual" (December 2015) and indicated on the nominating form. Assessment dimensions are the skills, abilities and personal characteristics identified by Department subject matter experts and senior Department members as critical in performing the job of Lieutenant. The Nominator's Manual is posted on the Human Resources Division webpage.

NOMINATORS

Nominators are required to consider members within their command before nominating members assigned/detailed to units outside their command; they will be required to support their nominations based on knowledge of the job performance of the candidates they recommend. Nominators, who nominate outside of their command, are required to provide a written justification for the nomination at the time their nominating package is submitted. Members of a Nominator's command may request that the Nominator consider them for merit promotion.

Nominators may not submit nominations of candidates whose relationship to you (related by blood or by marriage or involved in a business relationship outside the Department) would result in a violation of the City's Ethics Ordinance.

NOMINEES

Eligible candidates to be considered for nomination for merit selection will consist of sergeants who have passed the Written Qualifying Test, sat for the Written Assessment and who meet all requirements specified in the official announcement.

In order to be eligible for promotion based upon merit, the nominee must meet the minimum qualifications set forth in the Announcement for Examination #9173-CPD-2015 prior to the date the member is ordered to report for pre-service training, including:

- Passed the Written Qualifying Test **AND** sat for the Written Assessment for Examination #9173-CPD-2015.
 - The Lieutenant Merit Eligibility List can be found through the Department Intranet / CLEAR homepage by clicking on the "Merit Nominations/Executive Development Program" link. Select "Nomination for Merit Promotion," then click the "Documents" tab in the upper right corner. Select "Lieutenant Merit Eligibility List (9173-CPD-2015)."
- **Served three (3) full years** as an active Career Service Chicago Police Sergeant prior to the date the Human Resources Division posts the Lieutenant pre-service training notice via the Administrative Message Center.
- Verified attainment of a Bachelor's degree from an accredited college or university as specified in Department Orders. See E07-02, Section VII, Verification of Academic Credentials.
- Must be able to perform the essential duties of a Police Lieutenant as required. Must be full duty and on active status.