

MERIT NOMINATION FOR SERGEANT

Superintendent Garry F. McCarthy has directed that all eligible Nominators identified on the attached list identify members for merit selection to the position of Sergeant of Police. Members will be nominated based on demonstrated superiority in assessment dimensions for sergeant described in the "Training and Instruction Guide for the Merit Selection Process - Nominator's Manual" (June 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 Sergeant. 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 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 appointment will consist of police officers 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 #9171-CPD-2013 prior to the date the officer is ordered to report for pre-service training, including:

- Passed the Written Qualifying Test **AND** sat for the Written Assessment for Examination #9171-CPD-2013.
 - The Sergeant Merit Eligibility List can be found through the Department Intranet / CLEAR homepage by clicking on the "Merit Nominations/Exec Dev Prog" link. Select "Nomination for Merit Promotion," then click the "Documents" tab in the upper right corner. Select "Sergeant Eligibility List."
- Completed their probationary period and **served an additional five (5) full years** as an active Career Service Chicago Police Officer
- Verified attainment of 60 semester hours (or 90 quarter hours) 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 Sergeant as required. Must be on full duty and on active status

In addition, nominees must meet the following criteria:

Acceptable Discipline Record: No sustained Complaint Register (C.R.) investigations for misconduct resulting in suspensions of more than seven (7) days during the preceding 12 month period; nor a record of three (3) or more sustained C.R. numbers resulting in suspensions of any length of time within the past five years.

NOTE: Sustained C. R. investigations with findings of "No Disciplinary Action" will not be considered as sustained violations for purposes of this selection process. Nominees with pending grievances or Police Board cases concerning discipline may be nominated; however, the scope and type of allegations will be considered and may be a factor in non-selection.

Attendance: No unauthorized absences within the preceding 12 month period.

Medical Roll: A maximum of nine (9) medical incidents and/or 45 days on the medical roll within the preceding three (3) year period, absent exceptional circumstances. If a pattern of medical roll abuse or misuse is established (i.e., the nominee goes on the medical roll when assigned to an involuntary detail; the medical roll use is linked to furloughs, RDOs or other time due to extend time off; or the nominee is found to have used the medical roll in an unauthorized manner or demonstrates other behaviors demonstrating medical roll misuse), the nominee will be disqualified.

NOTE: Medical time used in relation to IOD, approved FMLA leaves or ADA accommodations cannot be the basis for disqualification.

Indebtedness: No indebtedness to the City of Chicago.

LETTERS OF RECOMMENDATION

Nominees must have two (2) letters of recommendation from **active** supervisors who have supervised the Nominee within the past five (5) years. References must use the Merit Selection Recommendation Form that is available on the Human Resources Division webpage. Click on "Merit Selection Process Information." Under Sergeant (9171-CPD-2013), complete the "Merit Selection Recommendation Form."

NOMINATION FORMS

Nominators must complete the online nomination form no later than Friday, 12 June 2015 at 1700 hours.

Access the nomination form through the Department Intranet / CLEAR homepage by clicking on the "Merit Nominations/Exec Dev Prog" link. Select "Nomination for Merit Promotion," then click the "Nomination" tab in the upper right corner. Select "SERGEANT" from the Nomination Type drop-down menu.

Please see the Nominator's Manual for instructions on how to fill in the content of the nomination form.

Nominators must deliver one original and eight (8) copies of the nomination packet to the Human Resources Division, Room 4090NE, 4th Floor, Headquarters, 3510 S. Michigan Avenue, no later than Monday, 15 June 2015 at 1500 hours. Late submissions will be ineligible for further processing.

NOMINATING PACKETS

Nominating packets are submitted to HR by the Nominator. Each nominating packet will consist of the following documents:

- Signed Nomination Form (one original)
- Candidate's Detailed Resume
- Certificate of Educational Attainment
- 2 Letters of Recommendation from **active members** who have supervised the nominee within the last five (5) years
 - **NOTE:** Letters of Reference must follow the format set forth in the Reference Form available on the Human Resources Division webpage by following the "Merit Selection Process Information" link.
- Written Justification for the nomination (ONLY if outside of Nominator's command)
- Completed Hire Certification Form **completed by the Nominator.** Hire Certification Form is available on the Human Resources Division webpage by following the "Merit Selection Process Information" link.
- No other documentation will be accepted.

Processing Packets:

HR will accept all nominating packets, check them for completeness and ensure that all deadlines are met. Late or incomplete packets (e.g., no certificate of educational attainment, no resume, missing letters of recommendation) will not be accepted or considered.

HR will supplement timely, complete packets with copies, or a synopsis, of relevant information including, but not limited to, the following:

- Complimentary history
- Disciplinary history as permitted by the relevant Collective Bargaining Agreement
- Performance evaluations
- Use of medical roll
- Attendance history
- Status of Indebtedness to the City of Chicago
- Verification of merit eligibility
- Verification of minimum time in grade

These packets will be distributed to each member of the Merit Board.

MERIT BOARD

The current Merit Board consists of the following members, as designated by the Superintendent:

- Deputy Chief Eddie Johnson (Chairman)
- Deputy Chief David McNaughton
- Deputy Chief Eugene Roy
- Deputy Chief Berscott Ruiz
- Deputy Chief Patricia Walsh

The Director of the Human Resources Division will serve as the administrative secretary of the Merit Board as a non-voting member.

Merit Board Meeting:

There shall be no discussion of the nominees by the Merit Board members prior to, or after, the meeting. The Merit Board will conduct structured interviews for the nominated officers. Prior to the actual interviews, all nominated officers will be sent the same set of questions that will be asked within the structured interview. Members of the Merit Board will independently review the nominating packets, interview the candidate pool, and independently rate each officer on each of the Merit Dimensions. This rating will be based on the information obtained from the interview process and the information provided in the nominating packet. The Human Resources Division will tabulate scores for each officer participating in this process and officers will be placed into bands or tiers based on their performance and information provided in the nominating packets.

Each Merit Board member will sign a Hire Certification form.

One or more members of the City of Chicago Department of Human Resources and/or the Inspector General's Hiring Oversight Office may attend the Merit Board meeting. Each representative will sign a Hire Certification form.

SUPERINTENDENT

The Superintendent will have final responsibility for selecting candidates for merit appointments. See E05-04 for additional information. The Superintendent will also sign a Hire Certification form.

Command Nomination Roster

Bureau	Unit/District	Title	Incumbent	1 Nomination Each
OOS	Crime Control Strategies	Chief	Robert Tracy	1
	Crime Control Strategies	Deputy Chief	Steven Caluris	1
	Research and Development	Director	Karen Conway	1
	Office of the COS	Chief of Staff	James Roussell	1
	Legal Affairs	General Counsel	Ralph Price	1
	Internal Affairs	Commander	Robert Klimas	1
	Internal Affairs	Commander	Brendan Deenihan	1
FDS	Office of the FDS	First Deputy Supt	Alfonza Wysinger	1
	Detached Services	Commander	Brian Thompson	1
	Street Operations Unit	Deputy Chief	Dana Alexander	1
	Street Operations Unit	Deputy Chief	Carlos Velez	1
BOP	Patrol	Commander	Elias Voulgaris	1
	Area North	Executive Officer	Melissa Staples	1
	Area Central	Executive Officer	Michael Mealer	1
	Area South	Executive Officer	Christopher Fletcher	1
	001	Commander	Alfred Nagode	1
	002	Commander	Terence Williams	1
	003	Commander	James Jones	1
	004	Commander	Kevin Navarro	1
	005	Commander	Kevin Johnson	1
	006	Deputy Chief	Fred Waller	1
	007	Commander	Larry Watson	1
	008	Commander	James C O'Donnell	1
	009	Commander	Leo Panepinto	1
	010	Commander	Francis Valadez	1
	011	Commander	Barbara West	1
	012	Commander	Edward Kulbida	1
	014	Commander	Marc Buslik	1
	015	Commander	Dwayne Betts	1
	016	Commander	Roger Bay	1
	017	Commander	Jose Ramirez	1
	018	Commander	George Devereux	1
	019	Commander	Robert Cesario	1
	020	Commander	Cornelia Lott	1
	022	Commander	Daniel Godsel	1
	024	Commander	Roberto Nieves	1
	025	Commander	Maria Pena	1
	Airport Law Enf	Commander	Thomas Argenbright	1
	Public Transportation	Commander	Nancy Lipman	1

	CAPS	Commander	Lucille Moy-Bartosik	1
	Special Functions	Commander	Linda Flores	1
BOD	Area North	Commander	Kevin B Duffin	1
	Area Central	Commander	William Dunn	1
	Area South	Commander	Joseph Salemme	1
	Youth Investigations	Commander	Gary Yamashiroya	1
	Forensic Services	Commander	Joseph Murphy	1
BOC	Organized Crime	Deputy Chief	Eric Carter	1
	Gang Enforcement	Commander	Kevin P Ryan	1
	Narcotics Division	Commander	Thomas Waldera	1
	Gang Investigations Div	Commander	Christopher Kennedy	1
	Vice/Asset Forfeiture	Commander	Kenneth Angarone	1
BSS	Technology &Records	Deputy Chief	Jonathan Lewin	1
	Administrative & Logistic	Deputy Chief	Marvin J Shear	1
	Education and Training	Deputy Chief	Keith Calloway	1
	Records Division	Director	Joseph Perfetti	1
	Finance Division	Director	Frank Wilson	1
	Human Resources Division	Director	Donald J O'Neill	1
	Facilities Management	Director	Bonnie Amado	1
	General Support	Commander	Jon Johnson	1