



DEPARTMENT NOTICE

DATE OF ISSUE

14 March 1975

EXPIRATION DATE

7 April 1975

NO.

75-36

SUBJECT

SELECTION OF TEMPORARY SERGEANTS

DISTRIBUTION  
B

AMENDS

RELATED DIRECTIVES

RESCINDS

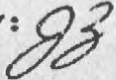
- I. Distributed with this Notice are applications for the position of Temporary Sergeant. Any officer below the rank of sergeant with five years seniority, three of the last five years having been in a field assignment, may apply.
- II. Officers applying will be judged on the following criteria:
  - JOB KNOWLEDGE: Knowledge of state laws, municipal ordinances, Department rules and regulations, written directives, and current Department policies related to the operation of the Chicago Police Department.
  - SENSE OF RESPONSIBILITY: A demonstrated willingness to accept all assigned duties, to make decisions when confronted with situations requiring a decision by the police and a willingness to accept the consequences of decisions.
  - LEADERSHIP SKILLS: A demonstrated capacity to adapt to changing Department procedures, a consistent fairness in dealing with the public and fellow officers, dedication to the Department's rules and regulations and directives, and demonstrate, by example, a high level of initiative in his assigned duties.
  - INTEGRITY: An uncompromising adherence to a code of personal honesty for himself and other members of the Chicago Police Department.
  - ABILITY TO RELATE EFFECTIVELY WITH OTHERS: The capacity for courtesy and tact in person-to-person relationships, and the ability to communicate with people of vastly different educational, economic, and ethnic backgrounds.
  - COMMUNICATION SKILLS (Written and Oral): The ability to supervise and review the preparation of case reports and other investigative reports and the ability to communicate procedures outlined in Department directives and training material.

### III. SELECTION PROCESS

All applicants will be rated by their district and/or unit commanders. A final screening process will consist of three oral boards each of which will be composed of two members of the Department of the rank of Deputy Chief or Assistant Deputy Superintendent and at least one person to be designated by the Superintendent. The Superintendent will make the final selections.

All applications must be submitted, in duplicate, to respective units/district commanders no later than 19 March 1975. Eligible personnel on furlough or other authorized absence will submit their applications no later than the first working day of their return.

Authenticated by:



Michael Spiotto  
Acting Superintendent of Police

THIS NOTICE TO BE POSTED ON BULLETIN BOARDS THROUGH 7 APRIL 1975

APPLICATION FOR TEMPORARY APPOINTMENT TO SERGEANT

TO: SUPERINTENDENT JAMES ROCHFORD

I wish to be considered for temporary appointment to the position of Sergeant.

NAME (print) \_\_\_\_\_  
Last First Middle Initial

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STAR NO. \_\_\_\_\_ EMPLOYEE NO. \_\_\_\_\_

DISTRICT or UNIT OF ASSIGNMENT \_\_\_\_\_

DATE OF ORIGINAL APPOINTMENT AS A POLICE OFFICER IN THE CHICAGO POLICE DEPARTMENT

\_\_\_\_\_  
Day Month Year

TO BE COMPLETED IN DUPLICATE