

**1307.00 PROMOTION OF SWORN PERSONNEL**

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| <b>Responsible Officer:</b> | EVP-COO UC Operations  |
| <b>Responsible Office:</b>  | Systemwide Community Safety  |
| <b>Issuance Date:</b>       | [The date of issuance by the President]  |
| <b>Effective Date:</b>      | [The date that the Policy is first enforceable]  |
| <b>Scope:</b>               | The policies and procedures contained within constitute a directive for members of the University of California Police Department (UCPD). They were created to provide direction and guidance to the members of the UCPD and provide the framework of coordination for the protection of the population and resources of the University of California. |

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**I. POLICY SUMMARY**

The Systemwide Promotion Sworn Personnel Policy establishes the competitive process that each local UCPD undertakes to promote or appoint personnel to the rank of Sargent and above. This includes requirements for notification, minimum standards, and probationary period, as part of a professional police department.

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## II. POLICY TEXT

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### PROMOTION OF SWORN PERSONNEL

**1307.1** Promotions or appointments to the rank of Sergeant and above are made on the basis of competitive processes managed locally by each campus police department and are open to internal or external candidates, meeting minimum qualifications.

Internal candidate is defined as a candidate currently employed by the University of California. External candidate is defined as a candidate not currently employed by the University of California.

### PROMOTIONAL PROCESS

**1307.2 Announcement.** The promotional process and qualifications for candidates as approved by the campus Chief of Police and the campus Human Resource administrator will be described in a published announcement. The published announcement will provide appropriate details to potential candidates, including the qualifications required for participating in the promotional process.

**1307.2. 1 Promotional Process.** When a promotional process is to be conducted, the Chief of Police will determine the selection process the campus police department will use. Promotional processes may consist of such selection methods as: supplemental application, a written test, an oral interview, a service performance evaluation, and participation in an assessment center process.

### MINIMUM STANDARDS FOR POLICE SERGEANTS

**1307.3** If at least 10 current and qualified University of California Police Officers apply for promotion to Police Sergeant, no external candidates may be considered.

#### **1307.3.1 Minimum Standards for Police Sergeants:**

The following minimum criteria must be met for eligibility to participate in the promotional process:

- Candidates must be a non-probationary police officer or higher rank sworn police classification and hold at minimum a Basic POST certificate. Three or more years of sworn police service and an Intermediate POST certificate are preferred.
- The candidate pool may be screened to a manageable number of candidates and the most qualified candidates invited to participate in the testing and interview process.
- If the testing process is opened to candidates outside the University of California, all qualified internal candidates that applied will be included in the testing process.

## **MINIMUM STANDARDS FOR POLICE LIEUTENANTS AND POLICE CAPTAINS/ASSISTANT CHIEFS OF POLICE**

**1307.4** Due to varying rank structures and responsibilities at each campus, the criteria for eligibility to participate in the promotional process for Lieutenant or Captain/Assistant Chief of Police shall be set by the Chief of Police.

### **NOTIFICATION OF PROMOTIONS**

**1307.5 Notices of Recruitment.** Notices of recruitment shall be posted on all campuses for at least thirty calendar days.

**1307.5.1 Coordinator Notification** The Chief of Police making a promotion or designee shall immediately notify the Coordinator of Police Services in writing. The Coordinator shall be responsible for announcing each promotion to the Chiefs of Police.

### **PROBATIONARY PERIOD**

**1307.6 Internal Candidates.** Internal UCPD candidates promoted to Police Sergeant or Police Lieutenant shall serve a six-month probationary period in the new class, exclusive of time on paid or unpaid leave. The probationary period shall be completed following six months of continuous service at 50 percent time or more without a break in service.

**1307.6.1 Demotion to Previous Rank.** Internal candidates who fail to complete the six-month probationary period for Sergeant, Lieutenant, or Captain/Assistant Chief of Police shall be retained in the same campus department at the rank held immediately prior to the promotion. A transfer to the campus from which the individual was promoted may be considered, depending on circumstances at both departments. Such individuals will receive UCRP service credit under the terms and conditions of the UC Retirement Plan at the lower rank for all time in the position to which they had been promoted (Ref: [PPSM 22.D.2](#) pertaining to promotions to Police Sergeant and Police Lieutenant.)

**1307.6.2 External Candidates.** External candidates appointed to Police Sergeant, Lieutenant, or Captain/Assistant Chief of Police shall serve a twelve-month probationary period, exclusive of time on paid or unpaid leave. The probationary period shall be completed following twelve months of continuous service at 50 percent time or more without a break in service.

### **TEMPORARY ASSIGNMENT TO HIGHER CLASS, COMPENSATION**

**1307.7** When an officer is temporarily assigned for twenty consecutive working days or more to perform all of the duties of a position in a Personnel Program class having a higher salary range maximum, the officer shall be granted a salary increase or stipend to the minimum of the salary range of the higher class or to the equivalent of one step in amount, whichever is greater.

**1307.7.1 Conditions for Temporary Assignment.** Appointment to an assignment in a higher class on a temporary basis shall be made at the discretion of the Chief of Police, in accordance with University Policy.

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### **III. COMPLIANCE / RESPONSIBILITIES**

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Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Policies.

Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Policies Applying to University of California Police Department, however they may not be written to supplant or diminish the Policies and Procedures contained within this Systemwide document.

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### **IV. RELATED INFORMATION**

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Not applicable

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### **V. FREQUENTLY ASKED QUESTIONS**

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Not applicable

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### **VI. REVISION HISTORY**

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**January 2, 2026:** Updated for formatting. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

**January 7, 2011:** Revised