



*CITY OF URBANA*  
*Human Resources Division*

## MEMORANDUM

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**To:** The Urbana Civil Service Commission  
**From:** Human Resources staff  
**Re:** Passing Score for Police Sergeant Promotional List  
**Date:** November 18, 2020

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### A. INTRODUCTION

Human Resources and Police Command staffs request the Civil Service Commission consider a passing score of 60.00 to establish the promotional register for Police Sergeants; the result will place 17 candidates on the register.

### B. BACKGROUND

The most recent Police Sergeants' promotional register was established in 2017 with a maximum life span of three years. The Urbana Police Department initiated a new promotional process this summer. The test vendor selected to administer the promotional process was Stanard and Associates, Inc., and the test was composed of a written examination and an assessment center.

### C. DISCUSSION

Per Rule 6.6 of the Urbana Civil Service Rules, the sergeants' promotional examination process consisted of a written exam, which was worth 50 percent of the total score; an assessment center, comparable to an oral interview, which worth 30 percent of the total score; and a merit rating assessed by Police Command staff, which counted for 20 percent of the total score. Seniority points were then added to the composite score for a final score. At the requested passing point, 17 candidates would be eligible for placement on the promotional register.

### D. REQUESTED ACTION

Staff requests for the passing score for the Sergeants' promotional register to be set at 60.00, certified for three years or until the register is exhausted.