

<b>Title:</b> CPD Sworn Member Recruitment and Hiring	<b>Procedure No:</b> IAP 07-01	<b>Total No. of Pages:</b> 8
<b>Subject</b> 07: Consent Decree Implementation	<b>Effective Date:</b> January 27, 2023	<b>Version Number:</b> 3
<b>Approved By/Date:</b>	<b>Affected Agencies:</b> (1) Department of Law; (2) Department of Human Resources; (3) Chicago Police Department; (4) Office of Public Safety Administration	

## I. PREAMBLE

1. **WHEREAS**, the City of Chicago (“City”) has entered into a policing Consent Decree in *State of Illinois v. City of Chicago*, N.D. Ill. 17-cv-06260; and
2. **WHEREAS**, to further compliance with the Consent Decree, including Paragraphs 253, 254, 255, 256, 258, 259, and 260, and to promote the principles outlined in Paragraphs 249-251, *see Appendix A*, the City will take various measures to ensure that the Chicago Police Department’s (“CPD”) practices for recruitment and hiring of sworn CPD members are lawful, fair, and consistent with the best practices, anti-discrimination laws, and the terms of the Consent Decree; [Par. 253, Appendix A]; and
3. **WHEREAS**, these measures require the cooperative efforts of multiple City agencies;
4. **NOW, THEREFORE**, the City, acting through the below authorized signatories, adopts this Policy.

## II. PURPOSE

1. This Policy allocates certain responsibilities to the City agencies responsible with roles in CPD’s sworn member hiring and recruitment efforts: (1) **CPD**, (2) the **Office of Public Safety Administration (“PSA”)**, (3) the **Department of Human Resources (“DHR”)**, and (4) the **Department of Law (“Law Department”)**. [Par. 254]
2. Each City agency identified herein will issue internal guidance (*e.g.*, policies, procedures, and/or training) as needed to implement their responsibilities under this Policy. These materials will provide clear guidance on the policies and procedures necessary for implementing the agency’s responsibilities in the

recruitment and hiring processes identified herein, including allocating responsibilities to personnel as necessary for proper implementation. [Par. 254]

### III. RECRUITMENT AND HIRING ASSESSMENT

#### A. PURPOSE

1. To ensure that the City and CPD deliver services in a manner that fully complies with the Constitution and laws of the United States and the State of Illinois, respects the rights of the people of Chicago, builds trust between officers and the communities they serve, and promotes community and officer safety; to ensure that Chicago police officers are provided with the training, resources, and support they need to perform their jobs professionally and safely; and to ensure that the Law Department can conduct the law business of the City and protect the rights and interest of the City, the City will take the necessary steps to engage a qualified consultant, as described below. [Par. 2, Chicago Municipal Code §2-60020(a)(c)]

#### B. RESPONSIBILITIES

1. *Consultant Engagement.* To assess CPD's recruitment and hiring processes related to sworn Chicago Police Department ("CPD") personnel, the **Law Department** will take necessary steps to engage a qualified consultant ("Consultant") to conduct an assessment ("Recruitment and Hiring Assessment"), as described in Section B below, to ensure that its policies and practices comply with the law, are transparent, and are consistent with the Consent Decree. [Par. 258].
2. *Staffing.* DHR, PSA, and CPD will each assign a point person for the Law Department to engage with, as needed, to complete the Recruitment and Hiring Assessment. **DHR, PSA, and CPD** will designate appropriate staff to participate in selecting the Consultant.
3. *Access to Information.* DHR, PSA, and CPD will make reasonable efforts to ensure that the Consultant has access to requested information. Generally, information should be provided no later than seven days of receipt of the Consultant's request.
4. *Resourcing.* CPD will designate appropriate funding as needed to fund the Consultant's assessment and will allow the Law Department access to the funding line.
5. *Effective Date and Reoccurrence.* The **Law Department** will initiate the Consultant hiring process, as described in Section C below, by no later than April 30, 2024, and at least every three years thereafter. [Par. 258]

## C. ASSESSMENT REQUIREMENTS

1. *Purpose of Assessment.* The Recruitment and Hiring Assessment will evaluate whether CPD's recruitment and hiring policies and practices comply with the law, are transparent, and are consistent with the Consent Decree. [Par. 258].
2. *Scope of Assessment.* Specifically, the Recruitment and Hiring Assessment will, at a minimum, identify: [Par. 259]
  - a) the core set of characteristics and capabilities of qualified recruits;
  - b) methods for consideration of discriminatory or biased behavior by the applicant against a member of a protected class in hiring decisions;
  - c) barriers and challenges to successfully completing the recruit application process;
  - d) Department strategies for attracting and hiring qualified applicants that reflect a broad cross section of the Chicago community;
  - e) input, which could consider surveys, from successful and unsuccessful applicants, recruits and other CPD members, community members, community-based organizations, legal and law enforcement professionals, and internal and external subject matter experts regarding the strengths and weaknesses of the recruitment and hiring processes; and
  - f) recommendations for any modifications to the current recruitment and hiring processes that would enable CPD to satisfy the requirements of this section.

## D. CONSULTANT SELECTION AND INTERVIEWS

1. *Candidate List.* Upon notice from the **Law Department**, the **Law Department**, **DHR**, **CPD**, and **PSA**, as appropriate, will each identify and compile a list of potential Consultant candidates for the **Law Department's** consideration. Each agency may use existing vendor lists, external databases, and other searches to identify potential candidates.
2. *Timeframe of Candidate List.* The Law Department, DHR, CPD, and PSA will complete and provide their respective lists to the Law Department within 30 days from the date of request.
3. *Selection of Interviewees.* The **Law Department** will select and notify the appropriate candidates to be interviewed within 14 days from the receipt of the candidate lists. The **Law Department** will make reasonable efforts to select at least two candidates for consideration.
4. *Consultant Selection Committee.* The **Law Department**, **DHR**, **CPD**, and **PSA** will each appoint at least one employee to serve on the selection committee for the Consultant ("Consultant Selection Committee").

5. *Consultant Candidate Interviews.* The Consultant Selection Committee will conduct interviews of the candidates selected by the **Law Department** as outlined above. Each interviewer will independently and separately score each Consultant candidate's answers on a scale of 1-10, with 10 being the highest score.
6. *Consultant Selection.* After the Consultant candidate interviews have concluded, the Consultant Selection Committee will meet and confer to discuss each Consultant candidate and the Consultant Selection Committee's rankings. The **Law Department** will select the most qualified candidate and will take the necessary steps to hire the Consultant. The **Law Department** may consider various criteria including, but not limited to, overall ranking score, candidate experience, diversity, size, and comprehensiveness of project proposal.
7. The **Law Department, DHR, PSA, and CPD** will jointly have approval authority over the Consultant's work.

#### **E. RECRUITMENT AND HIRING IMPLEMENTATION PLAN**

1. *Implementation Plan.* Based on the Recruitment and Hiring Assessment, as described above, the Consultant will draft a plan for implementing any recommended modifications, including a timeline for implementation ("Recruitment and Hiring Implementation Plan"). [Par. 259]
2. *Timeframe for Completion.* The Consultant will complete the Recruitment and Hiring Assessment and the Recruitment and Hiring Implementation Plan within eight months from the date that the Consultant was retained.
3. *Submission to Monitor and Office of Attorney General.* Upon completion of the Recruitment and Hiring Implementation Plan, CPD will submit the Recruitment and Hiring Implementation to the Monitor and the Office of Attorney General for review pursuant to Par. 638. [Pars. 259, 638]
4. *CPD Implementation.* CPD, DHR, and PSA, as appropriate, will implement the Recruitment and Hiring Implementation Plan in accordance with the specified timeline as outlined in the Recruitment and Hiring Implementation Plan. [Par. 260]

#### **IV. JOB DESCRIPTIONS**

1. **DHR** will review and update the descriptions for each sworn member title code, specifying the current duties, responsibilities, and minimum qualifications for each position. [Par. 255]
2. **DHR** will publish job descriptions for each sworn member title code, specifying the current duties, responsibilities, and minimum qualifications for each position. [Par. 255]
3. **PSA** will internally publish access to each sworn member title code.

4. **DHR** is responsible for reviewing and updating the descriptions for each civilian member title code, specifying the current duties, responsibilities, and minimum qualifications for each position.
5. **DHR** will publish job descriptions for each civilian member title code, specifying the current duties, responsibilities, and minimum qualifications for each position.

**V. REVIEW OF HIRING EXAMINATIONS**

1. **DHR** will review hiring examinations to ensure they are fair, validated, and properly administered. [Par. 256]
2. Each exam, and its administration process, will be reviewed no less frequently than every three years.
3. **DHR** may engage a qualified consultant to conduct or assist with conducting the above-referenced exam reviews. At **DHR's** request, and subject to an appropriate funding allotment, the **Law Department** may engage such consultant on the City's behalf.

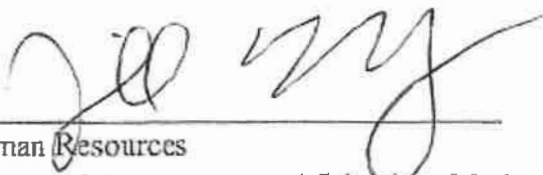
**VI. REVIEW**

1. The City will periodically review this Policy to determine whether revision is appropriate, including, *e.g.*, evaluating whether the Consultant's services are necessary to accomplishing this Policy's requirements, and to ensure that the goals of the Consent Decree are being satisfied.
2. In the event that the City determines that CPD or another City agency can accomplish this Policy's requirements, this Policy is subject to replacement.



Department of Law

(by: Jennifer K. Bagby, Deputy Corporation Counsel, Public Safety Reform Division)



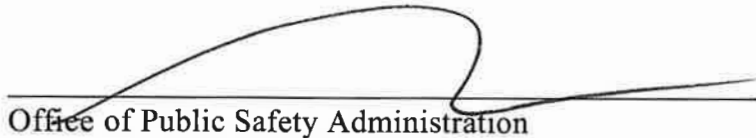
Department of Human Resources

(by: Jill May, Director of Assessment and Selection Methods, Department of Human Resources)



Chicago Police Department

(by: Tina Skahill, Executive Director, Office of Constitutional Policing and Reform,  
Chicago Police Department)



Office of Public Safety Administration

(by: Robert Landowski, Managing Deputy Director of Human Resources)

**REFERENCES/RELATED/FORMS:**

**CHANGE HISTORY:**

<b>Revision No.</b>	<b>Date</b>	<b>Change</b>	<b>Approved By</b>
2	MAY 2022	1. <b>III(E)(3)</b> add requirement for submission to IMT/OAG pursuant to Par. 638 2. V(2) change from “every four years” to “every three years”	(authorized signatories above)
3	DECEMBER 2022	1. <b>III(D)(7)</b> addition.	(authorized signatories above)

# APPENDIX A

*State of Illinois v. City of Chicago*, N.D. 111. 17-cv-06260

**Par. 249:** Having a department that recruits, hires, and promotes officers who are qualified to meet the increasingly complex needs of law enforcement and that reflects a broad cross section of the Chicago community in which it serves is critical to accomplishing the following goals: running a professional police force; building community trust and confidence; increasing legitimacy and acceptance of CPD's supervision and accountability systems; and reducing perceptions of bias.

**Par. 250:** The provisions of this Agreement are designed to ensure that CPD attracts, hires, retains, and promotes individuals who are equipped to perform their jobs safely, effectively, and in accordance with the law, CPD policy, and the terms of this Agreement. Further, this Agreement is designed to ensure that CPD promotes individuals who are capable of: providing effective supervision; guiding officers under their command on lawful, safe, and effective policing; and holding officers accountable for misconduct.

**Par. 251:** The City and CPD's recruitment, hiring, and promotions policies and practices will show a commitment to attracting, hiring, and promoting qualified candidates at all ranks that reflect a broad cross section of the Chicago community the Department serves.

**Par. 253:** The City and CPD will ensure that its recruitment, hiring, and promotion policies and practices are lawful, fair, and consistent with best practices, anti-discrimination laws, and the terms of this Agreement.

**Par. 254:** CPD will provide clear guidance on its policies and procedures for recruiting, hiring, and promoting police officers and will clearly allocate responsibilities for recruitment, hiring, and promotion efforts.

**Par. 255:** To further this goal, the City and CPD will publish job descriptions for each sworn member title code, specifying the current duties, responsibilities, and minimum qualifications for each position.

**Par. 256:** The City and CPD will continue to review any hiring and promotional exams to ensure they are fair, validated, and properly administered.

**Par. 258:** By December 31, 2020, and at least every three years thereafter, CPD will assess its recruitment and hiring processes to ensure that its policies and practices comply with the law, are transparent, and are consistent with this Agreement.

**Par. 259:** The recruitment and hiring assessment will identify and consider:

- a. the core set of characteristics and capabilities of qualified recruits;
- b. methods for consideration of discriminatory or biased behavior by the applicant against a member of a protected class in hiring decisions;
- c. barriers and challenges to successfully completing the recruit application process;
- d. Department strategies for attracting and hiring qualified applicants that reflect a broad cross section of the Chicago community;
- e. input, which could consider surveys, from successful and unsuccessful applicants, recruits and other CPD members, community members, community-based organizations, legal and law enforcement professionals, and internal and external subject matter experts regarding the strengths and weaknesses of the recruitment and hiring processes;
- f. recommendations for any modifications to the current recruitment and hiring processes that would enable **CPD** to satisfy the requirements of this section; and
- g. a plan for implementing any recommended modifications with a timeline for implementation.

**Par. 260:** CPD will implement the plan above in Paragraph 259 in accordance with the specified timeline for implementation.