

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> October 1, 2021	<b>Replaces:</b> <b>Amends:</b> October 1, 2018	<b>Number:</b> 035.00
<b>Subject:</b> Promotions	<b>Re-evaluation Date:</b> 2024	
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> (5th Edition) 11.01, 11.02, 11.03	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Authority
4. Eligibility
5. Execution
6. Attachments

### 1. **PURPOSE**

To establish a uniform promotion policy that satisfies the professional, legal and administrative requirements as it pertains to the validity, utility and minimum adverse impact in the selection process.

### 2. **POLICY**

It is the policy of Cocoa Beach Police Department to maintain a job related and non-discriminatory promotion process which results in the advancement of the most highly qualified candidate. (CFA 11.01)

### 3. **AUTHORITY**

The Chief of Police retains authority and responsibility for the promotion process within this Department.

### 4. **ELIGIBILITY**

In order to begin the formal assessment for the position of Sergeant and/or Lieutenant, the candidate must have first completed the requirements set forth in the current contractual agreement between the Fraternal Order of Police (FOP) and the City of Cocoa Beach. There will be no exceptions to this requirement.

(CFA 11.02B)

### 5. **EXECUTION** (CFA 11.02A)

A. Position vacancy announcements for positions the City desires to fill will be distributed by electronic mail or by posting on the Department bulletin board. The notice will include the following information at a minimum:

1. Description of position vacancy
2. Deadline for application
3. Date, time, and place of written examination
4. Date, time, and place of rated oral and rated written assessment

B. All officers must have served a minimum of three (3) years (at time of testing) as an officer with the Cocoa Beach Police Department, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities, to be eligible take the examination for Sergeant and to be considered for promotion. Only non-probationary Sergeants with the Cocoa Beach Police Department shall be eligible to take the examination for Lieutenant (if the position exists) and be considered for promotion. Interested personnel eligible for promotion will submit their requests for consideration to the Personnel Department utilizing the appropriate Promotion Eligibility Form (Appendix A).

C. To maintain eligibility, a score of 75% or better, must be achieved on the written examination; which will be administered by the Personnel Department. Scores will be curved with the officer receiving the highest raw score being converted to 100%. (CFA 11.02B)

D. Within sixty (60) days after completion of the rated oral and rated written assessment is administered,

- the Promotion Board will convene.
- E. The Promotion Board shall be composed of:
1. Cocoa Beach Police Command Staff Member (Selected by the Chief of Police)
  2. Cocoa Beach Personnel Director
  3. Cocoa Beach Resident or Business Person (Selected by City Manager or designee)
- The FOP Staff Representative will be allowed to attend the Promotion Board meeting with the candidates upon his request, unless objected to by any of the candidates. This privilege may be revoked if the Staff Representative interferes with the meeting or discloses any information gained from his attendance at the meeting other than for the purpose of challenging the Promotion Board process.
- F. A promotion assessment sheet will be used to rate the candidate's suitability for promotion (Appendix B). (CFA 11.03B)
- G. The Promotion Board will rate each eligible person on a 100-point scale. Points are achieved in the following area:
1. Seniority..... 7 points (maximum) (CFA 11.03A)
  2. Performance in rated assessment .....45 points (maximum) (CFA 11.03A)
  3. Education.....16 points (maximum) (CFA 11.03A)
  4. Military Service.....2 points (maximum) (CFA 11.03A)
  5. Written Examination.....30 points (maximum) (CFA 11.03A)
- H. Promotion eligibility lists will be maintained until twelve (12) months after the position vacancy has been filled. The Chief of Police may extend the expiration of the eligibility list for the operational needs of the Department, not to exceed an additional six (6) months.(CFA 11.03C) The Chief of Police may promote any one of the top five ranked candidates for Sergeant or Lieutenant respectively. (CFA 11.03D)
- I. Promoted employees will serve a six-month probation period. The Chief of Police may extend the promoted employee's probationary period in writing up to six (6) additional months to further evaluate performance.
6. **ATTACHMENTS**
- A. [Promotional Eligibility Certification](#)
  - B. [Promotional Assessment Sheet](#)



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**City of Cocoa Beach**

Date: 10/01/2021