




Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: June 25, 2025	Replaces: Amends: October 1, 2021	Number: 035.00
Subject: Promotions		Re-Evaluation: 2027
Distribution: All Members	Related CFA Standards: 11.01, 11.02, 11.03	
Approving Authority: Chief of Police Wes Mullins		
Approval Date: June 11, 2025		

1. PURPOSE

The purpose of this standard operating procedure is 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. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the 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)

4. AUTHORITY

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

5. 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)

6. EXECUTION (CFA 11.02A)

- A. The parties agree to utilize an Assessment Center which will contain a written assignment as well as an oral presentation for the rank of Lieutenant. 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 to 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 [Promotional Eligibility Certification](#).
- B. Within sixty (60) days after completion of the rated oral and rated written assessment is administered, the Promotion Board will convene.
- C. 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.

- D. A [Promotional Assessment Sheet](#) will be used to rate the candidate's suitability for promotion. (CFA 11.03B)
 - 1. Performance: This section is worth a total of Forty Five (45) points. Utilizing an assessment instrument designed by City management with or without input from outside consultants. The assessment exercise is designed to determine job attributes consisting of, but not limited to the following: command presence, inter-personal communication skills, job knowledge, performance under pressure, management insight and management style, judgment, leadership, loyalty, risk taking, and decisiveness.
 - 2. Written Examination: This section is worth thirty (30) points. Candidates must score 75% or better after raw score has been curved.
- E. The Memorandum of Understanding regarding promotions is effective once the bargaining unit members of the FOP as of the date of the execution by the FOP and the City set forth, the changes set forth in this MOU shall remain in effect until the life of the promotional list is exhausted or until a new list is certified. 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.

7. APPENDIX

- A. [Promotional Eligibility Certification](#)
- B. [Promotional Assessment Sheet](#)