

FORT MYERS POLICE DEPARTMENT

GENERAL ORDER 7.13

TITLE: Promotional Examinations

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CALEA STANDARDS: 33, 34

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This general order contains the following numbered sections:

- I. Testing Process
- II. Qualifications and Requirements

PURPOSE

The purpose of this order is to establish guidelines for the promotional process.

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

SECTION I: TESTING PROCESS (CALEA 34.1)

A. The Agency's Role (CALEA 34.1.1):

The promotional process is of vital interest and concern as promotions bring about recognition, personal satisfaction, and added responsibility. The promotional process is defined as the process to determine eligibility, by written testing and assessment centers, in order to establish an applicant list for future promotions, hereinafter referred to as "The Process." A standardized system is essential to both the Police Department and the individual. The Fort Myers Police Department shall direct the Process through the Chief's Office. The Process shall be coordinated by the Chief of Police or designee who is directly responsible for the Process.

The entire Process shall be evaluated annually by the Chief of Police or designee to determine its effectiveness relative to selecting the best-qualified candidates in a fair and equitable manner based upon skills, knowledge and abilities. During the evaluation period, circumstances concerning validity, utility and adverse impact should be considered in determining if one or more components of the process are outdated. Should revision be necessary, it shall be made prior to the next Process.

B. Authority and Responsibility:

The authority and responsibility for administering the Agency's role in the Process rests with the Chief of Police or designee, who works with Command Staff and the Chief or designee to monitor the progress and effectiveness.

C. Testing Procedure Sworn Personnel (CALEA 34.1.2)

1. Testing will consist of a written examination and an assessment center. The written examination will be prepared for the Department by a testing consultant from the list of source materials

provided. Only the top thirty (30) written test scores, including ties, from the applicants testing for the position of Sergeant will be allowed to continue to the assessment center. For applicants testing for the position of Lieutenant, only the top sixteen (16) written test scores, including ties, will continue to the assessment center. **(CALEA 34.1.2.b)**

2. The assessment center is designed to measure the candidate's attributes, characteristics, qualities, skills, knowledge and abilities to identify their promotional potential relating to the position as described in the job task analysis. The dimensions to be evaluated for each position shall be announced in writing to each candidate prior to the center. Multiple exercises shall be used to evaluate the above qualities. These exercises shall be designed to provide relevant and objective information that is non-discriminatory. Exercises shall be reviewed by subject matter experts. **(CALEA 34.1.2.a and c)**

Assessors shall evaluate the behavior demonstrated by the candidate in relation to the exercise and the expected behaviors as identified by the subject matter experts. Assessors shall be trained to record and document observations at each step of the exercise. A minimum of two trained assessors shall be utilized for each center. **(CALEA 34.1.2.c)**

3. Review and Appeal Sworn Personnel (CALEA 34.1.2.e): All persons eligible for and taking part in the Process have the right to review and appeal results of such process.

Candidates may, upon request, receive information concerning the dimensions, rating, and recommendations of the center. Any challenges to the written test items will be handled in a review session the day after the written test administration. All candidates will have the opportunity to attend the session to review a copy of their answer sheet and test booklet, and a copy of the answer key. Candidates will be allowed to bring their study materials to the review session, but may not take notes, copy exam materials, or remove any exam-related information from the review session. The Chief of Police or designee along with members from the consultant agency will determine if the challenge should be upheld and make appropriate adjustments where necessary.

A candidate for promotion, who challenges the assessment center, may request that a review board be convened. This request must be filed within 5 days of the final results being posted. The Review Board will consist of:

- a. A representative of their choosing from the Police Department.
- b. Command Staff Officers
- c. The Chief of Police or designee

If the candidates appeal is upheld, the contested portion may be re-taken by the candidate or other remedy agreed upon by the candidate and Review Board. **(CALEA 34.1.2.f)**

Notes from the assessors will be available for review by the candidate.

All promotional materials are secured and monitored by the testing consultant responsible for the Process. **(CALEA 34.1.2.h)**

All procedures used for promotion shall be job related and nondiscriminatory. **(CALEA 34.1.3)**

D. Written Announcements (CALEA 34.1.4)

The Chief of Police or designee shall cause a written Process announcement to be issued at least ninety (90) days prior to its commencement. The announcement shall contain the following:

1. The position(s) to be tested for.
2. Job description(s) of the position(s) to be tested for.
3. Eligibility requirements as listed in Section II of this general order.
4. The date, time and location of the written examination.
5. The location and approximate date of the assessment testing.
6. Referral to this general order for testing and selection process; and
7. A list of source materials that shall be issued to each applicant by the Training Division.

Members who are eligible and who wish to participate in the Process shall notify their supervisor in writing stating that they are eligible and wish to participate. The supervisor shall forward the written notification to the Chief of Police or designee responsible for the Process.

E. Eligibility Lists Sworn Personnel (CALEA 34.1.5)

The Chief of Police establishes criteria and procedures for the development of eligibility lists. The eligibility list will be a pool format without specific ranking. **(34.1.5.b)**

1. The pool will be established for Sergeant in the following manner: **(34.1.5.a)**
 - a. The assessment center score shall account for 60% of the final score;
 - b. The written examination score shall account for 40% of the final score; and
 - c. Each candidate will receive a longevity credit of 0.042 points per month of service to a maximum of 5.0 points. This credit will be added to a candidates point total upon completion of testing.
 1. The longevity credit shall be computed from the candidates' sworn date in their current classification to the date that the first examination is held. No further points shall be added to a candidates score after the first examination.
 - d. Candidates that receive a **seventy (70)** or better will progress into the eligibility pool.
2. The pool will be established for Lieutenant in the following manner: **(34.1.5.a)**
 - a. The assessment center score shall account for 75% of the final score;
 - b. The written examination score shall account for 25% of the final score; and
 - c. Each candidate will receive a longevity credit of 0.042 points per month of service to a maximum of 5.0 points. This credit will be added to a candidates point total upon completion of testing.

1. The longevity credit shall be computed from the candidates' sworn date in their current classification to the date that the first examination is held. No further points shall be added to a candidates score after the first examination.

d. Candidates that receive a seventy (70) or better will progress into the eligibility pool.

Upon completion of the testing process, a memorandum shall be posted identifying the names of all eligible candidates in alphabetical order who are to be considered for promotion.

- F. Duration of the Eligibility Pool (CALEA 34.1.5.d): Eligibility of candidates shall remain in effect for two years from the time of posting of the memorandum identifying the eligible candidates.
- G. Selection (CALEA 34.1.5.e): Final selection and appointment to a promotional position will be at the discretion of the Chief of Police from the pool of candidates who achieve an overall score (i.e. combination of written, assessment, seniority) of seventy (70) or above.
- H. All members promoted shall be placed on a one (1) year probationary period. There shall be no exceptions to the probationary period. **(CALEA 34.1.6)**

*Civilian Procedures See Employees Policy & Procedure Manual 201:1

SECTION II: QUALIFICATIONS AND REQUIREMENTS (CALEA 34.1.5c)

- A. Basic Qualifications: Each rank has its own unique qualifications as listed below. However, a promotional candidate must have no pending internal investigations as an involved officer that could lead to disciplinary action without specific waiver and authorization from the Chief of Police.
- B. Years of Service: To be promoted the following minimum lengths of continuous current service have been established:

1. **Sergeant**: Police Officer and four (4) current and consecutive years of uninterrupted service.
2. **Lieutenant**: Police Sergeant and six (6) current and consecutive years of uninterrupted service.

All candidates for the next higher rank must have successfully completed one year of service in their current rank to be promoted.

- B. Minimum prerequisites: The following minimum prerequisites must be met before the employee will be considered for promotion.
 - a. Police Sergeant: An Associate's Degree or higher from an accredited college or university.
 - b. Police Lieutenant: A Bachelor's Degree or higher from an accredited college or university.

All candidates with less than the required years of service and/or education will be allowed to test if they meet the years of service and/or education requirements within the duration of the appropriate eligibility pool. All prerequisites must be met in order to be promoted.

- C. Appointment by Chief of Police: The following positions are appointed by the Chief of Police. Appointees must have successfully completed one year of service in their current rank in order to be appointed by the Chief of Police.

Prior to appointment to a probationary status, the potential appointee will have an interview with the Chief of Police and/or members of the Command Staff as determined by the Chief of Police. The positions are management level and therefore the appointee is subject to return to the rank they held prior to the appointment should they fail to meet the expectations of the probationary period. Their assignment will be at the discretion of the Chief of Police based on the needs of the agency. **(CALEA 34.1.2d)**

All appointments and minimum position requirements detailed below, are based on the sole discretion of the Chief of Police. The below requirements are established as a guideline for career development purposes.

- a. **Police Captain:** Police Lieutenant, with ten (10) or more current and consecutive years of uninterrupted service as a certified police officer and a Bachelor's Degree from an accredited college or university. A Master's Degree and/or the FBINA or SPI's AOC are preferred.
- b. **Police Deputy Chief:** Police Lieutenant, Captain or Major with fifteen (15) or more current and consecutive years of uninterrupted service as a certified police officer and a Bachelor's Degree from an accredited college or university. A Master's Degree and/or the FBINA or SPI's AOC are preferred.

APPROVED:

[Electronic Signature on File]

Jason Fields, Chief of Police
Fort Myers Police Department

02/20/2024

Date