



# Ocala Police Department

## Directive

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<b>Heading:</b>	Personnel
<b>Title:</b>	Promotion Process
<b>Department Directive:</b>	2.10
<b>CFA Standard:</b>	10.12 M, 11.01, 11.03, 11.04
<b>Effective Date:</b>	08/13/07
<b>Revised Date:</b>	01/02/24
<b>Reviewed Date:</b>	04/14/24

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### Discussion

The purpose of this directive is to provide members with opportunities in career development through the promotion process. The Ocala Police Department encourages all members to participate in this process and outlines the various requirements for promotion to upper ranks and positions. The Department as well as the member benefit from a promotional process that is job related, uniformly applied, and provides equal opportunity for all to compete. It should be everyone's goal to have a process of integrity as it relates to the selection of the most qualified candidates for promotion, which is based on knowledge, leadership and ability to apply themselves.

It is the policy of the Department to provide opportunities for advancement through a promotional process designed to select the most qualified eligible members. All elements of the promotion process are job related and nondiscriminatory. The Department incorporates Veteran Preference into the promotional process in accordance with the requirements detailed within Florida State Statute 295.

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### Definitions

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### Policy and Procedure

#### A. Appointed Positions

The Chief of Police reserves the right to promote or appoint positions, both sworn and non-sworn, within the Department. These appointments consist of the following:

1. Deputy Chief of Police
2. Major
3. Captain
4. Director of Support Services
5. Administrative Assistant to the Chief of Police

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6. Fiscal Administrator
  7. Latent Print Examiner
  8. Employer Services Coordinator
  9. Grants/Sustainability/Accreditation Manager
  10. Lead Property Technician
  11. Records Management Supervisor
  12. Facilities Management Supervisor
  13. Victim/Witness Supervisor
  14. Communications Supervisors
  15. Accreditation Manager
  16. Public Information Officer
  17. Police Information Systems Director
  18. Communications Manager
  19. Fleet Services Coordinator

## **B. Selection Process for Sworn Positions**

### **1. Sergeant Requirements**

To be eligible for promotion to Sergeant, the following minimum standards must be met:

Officers must have:

- a. Five (5) consecutive years as a full time sworn officer with two (2) of the years being a full time sworn officer with the Ocala Police Department.
- b. Must not be on disciplinary probation at the time of promotion
- c. Must successfully complete a Promotional Examination Process.
- d. Officers may participate in the Promotional Exam Process if they become eligible for promotion sometime during the 24-month period the list is in effect.

### **2. Promotion for Sergeant**

#### **a. Promotional Process**

The promotional process will include a written examination. The scoring process will be established and published prior to the testing date. All candidates for sergeant receiving a passing score on the Promotional Process will be included in an unranked list of finalists for the position of sergeant. The Chief of Police will evaluate the list of finalists through interviews and feedback from department members. The Chief of Police may select any individual from this unranked list of finalists based upon the totality of the process.

#### **b. Review and appeal of promotion selection**

Members who have been considered for promotion through established eligibility and promotion proceedings, but were not promoted, may review the written reports of scored elements of the selection process, contest the contents of the promotion score

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sheet, and shall be able to make a request to the Chief of Police for re-evaluation. The Chief of Police shall make such determination.

c. Notification

Any eligible officer desiring to participate in the promotional process must inform the Support Services Bureau Director of their intent in a memo or an e-mail within the two weeks following the posting of the promotional bulletin. At least two months prior to the examination, materials selected by the Chief of Police for the examination will be made available for check out from the Resource Development Section. Promotion eligibility lists will be maintained for a period of 24 months for those personnel selected for appointment, but not promoted. The promotion eligibility list can be extended at the discretion of the Chief of Police or the list can be dismissed at any time during the promotion process. The Support Services Bureau Director shall certify to the Chief of Police the names of those eligible for promotion for each vacancy. The Chief of Police may promote from this list or may reject the list and call for a new one.

3. Lieutenant Requirements

To be eligible for promotion to Lieutenant, the following minimum standards must be met:

Sergeants must have:

- a. Two (2) consecutive years as a Sergeant with the Ocala Police Department
- b. Sergeants may participate in the lieutenant promotion process if they will become eligible for promotion at any time during the following 24 month period.

4. Promotion for Lieutenant

a. Promotion Process

Any eligible Sergeant desiring to participate in the promotional process must inform the Support Services Bureau Director of their intent in a memo or e-mail within two weeks following the posting of the promotional bulletin. An evaluation of eligible candidates will be done through an oral interview with the Chief of Police. The Chief of Police may then promote any eligible Sergeant to the rank of Lieutenant. Each lieutenant promotion process will be effective for a two year period.

**C. Selection Process for Civilian Personnel**

1. Supervisor Requirements

To be eligible for promotion the following minimum standards must be met:

- a. Must not be on probation at the time of promotion.
- c. Must have received a satisfactory or above rating on their previous annual evaluation.
- d. Must score a 75% or above on the Promotional Examination, if applicable.

2. Promotional Process for Supervisor or Lead

- a. Promotion eligibility will be determined by the member's job related experience, performance, evaluations, disciplinary record, and educational background. The weighted value of the categories will be established and published prior to the testing of candidates. The candidates must score a 75% or above on the written examination if applicable. The candidates will be provided study material and given a written examination. This test will be administered by the Training Supervisor and may be given whenever there is a vacancy. All candidates receiving a passing score on the written

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examination will be included in a pool of finalists. The Chief of Police may select any individual in a pool of finalist without regard to ranking by scores. Candidates may review test results and appeal any parts of the testing process with the office of the Chief of Police. Promotion eligibility lists will be maintained for a period of 24 months for those personnel selected for appointment, but not promoted. The Support Services Bureau Director/ shall certify to the Chief of Police the names of those eligible for promotion for each vacancy. The Chief of Police may promote from this list, or may reject the list and call for a new one.

**D. Promotional Interviews**

Promotion interviews may be conducted by the Chief of Police or his designee prior to any promotion to the rank of Sergeant or above.

**E. Promotion Probationary Period**

Upon promotion, members, both sworn<sup>1</sup> and non-sworn members are placed on a six (6) month probationary period for the promoted rank or position. Members who are promoted to the rank or position of sergeant or lieutenant shall be governed by the FOP Collective Bargaining Agreement.<sup>2</sup>

**F. Documentation Process**

A Personnel Action Form will be generated electronically by the Support Services Bureau reflecting the promotion. The Form will be forwarded to the employee who will sign and forward it through chain-of-command for signatures. Once the Form is signed off by the Chief of Police and/or Deputy Chief of Police, it is returned to the Support Services Bureau.

**G. Supervisor Development Program**

Newly promoted or appointed first line sworn supervisors will participate in a training program. The training will be received prior to or no later than three (3) months after appointment to a supervisory position.

**H. Step Progression Positions for Civilian Personnel**

Positions within the agency such as Communications Technicians, Crime Scene Technicians, and Community Service Specialists (I, II, and III) are based on progression and advanced knowledge with that position. The supervisor over such position will recommend to the Major/Director to advance the employee to the next level based on a structured training process with documentation. The required documentation can consist of, but is not limited to, daily observation reports, training checklists, or job related exams.

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<sup>1</sup> FOP CBA – Officers – 3.7

<sup>2</sup> FOP CBA – Lieutenants & Sergeants – 3.1.1