

504.10 PROMOTIONAL PROCEDURES

- I. **DISCUSSION:** The Tampa Police Department recognizes that the promotional process within the organization should be one of fairness and one that truly identifies those well rounded and qualified persons for leadership positions.

The department has established progressive educational and training standards for advancement. The utilization of these standards will increase the level of professionalism, both individually and collectively. The establishment of minimum qualifications for each promotional position was made with careful consideration to ensure that the required educational level matches, as closely as possible, the responsibilities incumbent to the position. By establishing these standards, the department recognizes and supports the concept and value of lifelong learning. The administration of this program shall be consistent with city policy.

The department adheres to the practice of giving all qualified officers the opportunity to seek upward mobility within the organization. In assessing the aptitude and suitability of candidates for promotional consideration, a variety of methods may be utilized. These methods may vary from rank to rank and may include, but are not limited to, some or all of the following testing/assessment techniques:

- Objective Written Tests
- Assessment Center Exercises
- Candidate Assessment by the Chief's Staff

Specific minimum qualifications for each rank up to the police major are outlined in this procedure.

II. **DEFINITION:**

- A. **College Credit/Degree:** All credits or degrees utilized to meet or exceed minimum qualifications as set out herein must be from an accredited college or university as defined below.
- B. **Accredited College, University, or Community College:** A college, university or community college or recognized institution as determined by the American Council on Education, Washington, D.C. and included in the most current published guide "Accredited Institutions of Post Secondary Education."

III. **ELIGIBILITY STANDARDS FOR PROMOTIONAL EXAMINATION:**

- A. Support Services Division (SSD) will be responsible for notifying officers of an upcoming promotional examination via a written announcement that contains the eligibility requirements, test date, time, and location.
- B. The job description on the City of Tampa website lists the minimum qualifications to sit for the examination. Sworn employees who meet the

minimum qualifications to sit for the exam may not be immediately eligible for promotion due to eligibility requirements for advancement.

- C. Prior to the exam, the City of Tampa shall list the sources from which the exam is taken. The weight of the test instruments to be used for developing the final score, and the numerical weight of seniority, education, and Veteran's preference will be in accordance with the City of Tampa and the PBA contract.

IV. ELIGIBILITY STANDARDS FOR ADVANCEMENT:

- A. The following are the standards for promotion:

- 1. To be eligible for a Police Flight Officer position, an individual must:

- a. Have a minimum of two years' experience with the Tampa Police Department in the capacity of a sworn officer;
- b. Must have attended a Bell 407 and a Bell 206-L initial pilot training;
- c. Possess a minimum of 500 hours total flight time, of which at least 250 hours must be logged rotorcraft time in accordance with Federal Aviation regulations;
- d. Possess a valid FAA instrument rating either airplane or rotorcraft and have a valid FAA Commercial rotorcraft certificate; and
- e. Possess a valid FAA second class medical certificate and have a valid Florida Driver's License.

- 2. To be eligible for a Corporal/Detective position, an individual must:

- a. Be off probation and have a minimum of one year experience in a sworn capacity;
- b. Receive a rating of satisfactory or higher on the most recent performance evaluation;
- c. Attain a minimum educational level equivalent to one year of college credit (30 semester hours or 45-quarter hours); and
- d. Pass the written portion of the most recent required promotional exam.

- 3. To be eligible for a Sergeant's position, an individual must:

- a. Have a minimum of one year in grade as a police Corporal/Detective with the Tampa Police Department;

- b. Have a minimum of four years experience with the Tampa Police Department in the capacity of a sworn officer;
 - c. Have received a rating of satisfactory or higher on the most recent performance evaluation;
 - d. Have a minimum educational level equivalent to an Associate Degree (60 semester hours or 90 quarter hours); and
 - e. Achieve a qualifying score on the most recent required promotional examination.
4. To be eligible for a Lieutenant's position, an individual must:
- a. Have a minimum of one year in grade as a police sergeant with the Tampa Police Department;
 - b. Have received a rating of satisfactory or higher on the most recent performance evaluation; and
 - c. Have a minimum educational level equivalent to 3 years of college credit (90 semester hours or 136 quarter hours).
5. To be eligible for a Captain's position, an individual must:
- a. Have a minimum of one year in grade as a police lieutenant with the Tampa Police Department;
 - b. Have received a rating of satisfactory or higher on the most recent performance evaluation; and
 - c. Have a minimum educational level of a Bachelor's Degree.
6. To be eligible for a Major's appointed position, an individual must:
- a. Have received a rating of satisfactory or higher on the most recent performance evaluation; and
 - b. Have a minimum educational level of a Bachelor's Degree.
 - c. The rank of Major is an appointed position designated by the Chief of Police.

IV. PROCEDURE:

- A. A list of eligible candidates for promotion to each rank will be established periodically by the Employment Services Division. The eligibility list will remain

valid for 12 months from the date of certification for all sworn, non-tested positions and for 24 months for sworn tested positions. Should a new list of certified candidates be created before the expiration of the current list, the new list will take precedence over the previous one.

- B. Whenever a position having the rank of detective, corporal, police flight officer, sergeant, lieutenant, or captain - becomes available for promotion of personnel at the discretion of the Chief, a certified list of eligible candidates will be obtained by the Personnel Unit.
- C. A separate eligibility list shall be utilized for each promotional rank.
- D. The eligibility/certified list is determined in accordance with the City of Tampa and the Tampa Police Benevolent Association (PBA) contract.
 - 1. Detective/Corporal: The City will certify the top 50% of the highest-ranking eligible candidates plus two additional names for each additional vacancy.
 - 2. Sergeant: The City will certify the top 35% of the highest-ranking eligible candidates plus two additional names for each additional vacancy.
 - 3. Lieutenant and Captain: The City will certify the entire list of candidates. There is no ranking system with eligible candidates. If a candidate does not initially meet the requirements for promotions due to time in grade or education, they will be held as ineligible until they meet the requirements for the promotion.
- E. The Personnel Unit will provide the Chief of Police with the names of those candidates from the certified list who meet the minimum requirements for the rank as established by this SOP.
- F. The Chief of Police will select the candidate for promotion based on a comprehensive evaluation of various criteria, including but not limited to: seniority, disciplinary history, and performance evaluations.
- G. The Chief of Police will establish the date and time for the selection process.
- H. The Personnel Unit will prepare the administrative paperwork for the promotion.

Supersedes SOP 504.10, dated 3/25.