

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: PROMOTIONAL PROCESS

NUMBER: 11-1

EFFECTIVE: 5/14

REFERENCE:

RESCINDS/ AMENDS: 15-1

REVISED: 5/23

ATTACHMENTS: [ARTICLE 34, IUPA LOCAL 6057 & CITY OF NEW SMYRNA BEACH LABOR AGREEMENT CITY PERSONNEL & POLICIES PROCEDURES, SEC. IV B \(2\)](#)

A. PURPOSE

The goal of the New Smyrna Beach Police Department is to have excellent police leadership. Any promotional system should ensure the best-qualified officers are appointed to supervisory ranks. This requires as much objectivity as possible to be utilized in considering character, ability, performance, aptitude, and other related factors. It is with this in mind that the following promotional procedures have been developed.

B. POLICY

The New Smyrna Beach Police Department shall establish and maintain a comprehensive promotional process for its members as prescribed by the IUPA Labor Agreement. All aspects of the promotional process are determined and administered by the City of New Smyrna Beach Human Resources Division and the Administrative Division of the New Smyrna Beach Police Department.

If any portion of this directive conflicts with the employees' respective current union Labor Agreement the terms of the applicable labor agreements will prevail.

There is no promotional process for Civilian Members of the Police Department.

C. PROCEDURE

11.1.1 The promotional process shall be job related and all candidates shall be provided an equal opportunity to demonstrate their fitness for the position through non-discriminatory procedures.

1. The Support Services Division Commanding Officer will have the responsibility to coordinate the design, development, and implementation of the promotional process for the rank of sergeants and below. In addition, the Support Services Division Commanding Officer will facilitate the posting of testing dates, location, and arranging interview boards.
2. Candidates will be advised of the eligibility requirements and the selection criteria at the time of announcement.
3. The Human Resources Director shall proctor the test and assist in the compilation of test scores. The final eligibility list will come from Human Resources.
4. Whenever a promotional vacancy exists in a Sergeant or Corporal classification, the City will fill the vacancy from a valid eligibility list established under the following conditions:

- If a valid list does not exist, the City will announce promotional examinations at least sixty (60) days in advance of the written examination. On any written examination, the City will list the areas which the examination will cover and the sources from which the written examination was developed, and will make copies of those sources available in the Personnel Department to the employees taking the examination.
- Employees must have a minimum of four (4) years' experience as a Law Enforcement Officer of which two (2) years shall be as a New Smyrna Beach Police Officer to be eligible for a Sergeant position. Employees must have held grade/rank of the next lower position for at least twelve (12) months, or must have demonstrated attaining equivalent experience, approved by the City Manager. Employees must have a minimum of two (2) years' employment as a law enforcement officer of which one (1) year shall be as a New Smyrna Beach Police Officer to be eligible for a Corporal position. The term "law enforcement officer" is any individual who is certified by the State of Florida Police Standards and Training Commission.
- Employees will be placed on an eligibility list after obtaining a minimum overall score of seventy percent (70%) with the examination contents as follows:

| | Sergeant | Corporal |
|-----------------------|----------|----------|
| (1) Written Test | 33 1/3% | 50 % |
| (2) Oral Examination | 33 1/3% | 50% |
| (3) Management Rating | 33 1/3% | |

- Employees taking the promotional exam will receive one quarter of a point per year of service, as a seniority bonus, up to a maximum of three points. The bonus will be added to the final overall score of each employee. The management rating will be done prior to the written test and oral examination and will not be released until the results of the written test and oral examination are released.
- Members of the Oral Board will be appointed at the discretion of the Chief of Police.
- Rankings are determined by test score, highest to the lowest.
- The entire testing and rating process will take no longer than one hundred fifty (150) days. The list will be announced within one hundred fifty (150) days of the vacancy announcement and will be in effect for one (1) year which can be extended six (6) months no more than two (2) times.
- Vacancies which occur will be filled from the list in existence at the time the vacancy occurs.

11.1.2 The Chief of Police or Deputy Chief will have the responsibility to coordinate the promotional process for the rank of Lieutenant and Captain. Internal promotional opportunities for Lieutenants and Captains will, generally, be administered as positions become available.

11.1.3 Promotion process announcement(s) will be posted and the announcement will contain a description of the position(s) or job classification(s) and the closing date.

D. SELECTION

11.1.4 Notwithstanding the application of the city's "Rule of Three" procedure to the City Manager's Office, an unexpired list shall be deemed valid for promotional purposes if it contains the names of three (3) employees. Given the availability of such a valid list, the Police Chief shall not be entitled to request a new eligibility list or supplementation of the existing list in order to avoid appointment from such existing list; provide however, that that the Police Chief shall retain the right to refuse to fill the budgeted promotional vacancy involved.

11.1.5 If there is only one (1) person remaining on the eligibility list, the list will no longer be valid and a new list will be compiled. Otherwise, the list will remain valid for a period of two (2) years.

11.1.6 In the event only one eligible officer applies for promotion, he or she will be placed on an eligibility list. The Chief is not required to recommend promotion for an individual when only one individual is eligible for promotion. In the absence of an eligibility list, the City retains the right to seek outside applicants.

11.1.7 In the event a promotional list is not established after six months of credit is given, the City retains the right

to seek applicants from outside the Department for the position. It is the intent of the City to fill such positions with internal applicants when at all possible.

11.1.8 If a valid eligibility list exists, positions will be filled no later than thirty (30) days from the date the vacancy is announced by the Personnel Office.

E. SELECTION (Lieutenant/Watch Commander Position)

11.1.9 The rank of Lieutenant is an exempt position and the promotion process will be via appointment, subsequent to an interview and made at the will of the Chief of Police.

11.1.10 In the event that less than two (2) internal candidates meet the minimum educational requirements, a comparative amount of training and experience may be substituted to meet the requirements. In the event that the two internal candidates are not considered qualified, the Chief of Police may advertise the position outside of the department.

11.1.11 Minimum criteria for promotion to Lieutenant are:

1. An Associate degree from an accredited college (or)
2. Sixty (60) earned credits from an accredited college and the successful completion of a police management school (Examples: Southern Police Institute's Command Officer Development Course (CODC), FDLE Senior Leadership or any similar course approved by the Chief of Police).
 - An applicant who is currently enrolled in a degree-seeking program at an accredited college, at the time of position announcement, with an expected date of graduation; may be considered for promotion, but will not be eligible for removal from probation until successful completion of their degree.
3. Two (2) years of continuous service in a supervisory role.
4. No adverse disciplinary action in the past two (2) calendar years.
5. Must be willing to accept all other duties as assigned.

11.1.12 Applicants who meet the minimum criteria must:

1. Submit a letter of interest to the Chief of Police requesting to participate in the promotional process.
2. Submit their last two (2) years of performance evaluation.
3. Ensure that training and other records, pertinent to the eligibility requirements, are present and have been submitted prior to the closing date.

11.1.13 After the closing date, all requests to participate will be reviewed by the Chief of Police. Member personnel files and training records will be reviewed. Those not meeting the eligibility requirements will be notified in writing.

F. SELECTION (Captain Position)

11.1.14 The rank of Captain is an exempt position and the promotion process will be via appointment, subsequent to an interview and made at the will of the Chief of Police.

11.1.15 In the event that less than two (2) internal candidates meet the minimum educational requirements, a comparative amount of training and experience may be substituted to meet the requirements. In the event that the two internal candidates are not considered qualified the Chief of Police may advertise the position outside of the department.

11.1.16 Minimum criteria for promotion to Captain are:

1. A Bachelor's degree from an accredited college or university (or)
2. An Associate degree from an accredited college and the successful completion of a police management school

(Examples: Southern Police Institute's Administrative Officers Course (AOC), FBI National Academy, Northwestern School of Police Staff & Command (SPSC), or similar course approved by the Chief of Police).

3. Six (6) years law enforcement experience, including two (2) years in a supervisory role.

11.1.17 Applicants who meet the minimum criteria must:

1. Submit a letter of interest to the Chief of Police requesting to participate in the promotional process.
2. Ensure that training and other records, pertinent to the eligibility requirements, are present and have been submitted prior to the closing date.

11.1.18 After the closing date, all requests to participate will be reviewed by the Chief of Police. Member personnel files and training records will be reviewed. Those not meeting the eligibility requirements will be notified in writing.

G. REVIEW & APPEAL

11.1.19 A member's review and appeal of adverse decisions concerning eligibility for, and appointment to, promotional vacancies shall be in accordance with the [City's Personnel Policies and Procedures Section IV B.\(2\)](#).

H. TRAINING

11.1.20 Within the first year of promotion/appointment, Sergeants will;

1. Attend a first-line supervision course or department approved equivalent, when and if training is available;
2. Receive training in conducting performance evaluations;
3. Be trained in those areas that are set forth in the Sergeant Orientation Checklist.

11.1.21 Within the first year of promotion/appointment, Corporals will;

1. Attend a first-line supervision course or department approved equivalent, when and if training is available;
2. Be trained in those areas that are set forth in the Corporals Orientation Checklist.

Revised: BSS 5/23

**Approved: Signature on File
Chief Eric Feldman**