

PROMOTIONAL PROCESS

PURPOSE: To describe the promotion procedures and eligibility requirements for personnel of the Department.

POLICY: It is the policy of the Jacksonville Police Department to provide promotional opportunities whenever possible to qualified sworn employees. Employees are encouraged to take advantage of these opportunities by qualifying themselves for advancement through further education and study, and by a high level of job performance, service, interest, and loyalty. All elements used to evaluate candidates for promotion will be job related and nondiscriminatory.

The Civil Service Commission Promotional Procedures Guidelines are intended to establish an effective and fair testing and feedback system, provide continuity in the promotional process for sworn personnel and, most importantly, to determine the most qualified candidates.

PROCEDURES:

I. ADMINISTRATION (4.06)

- A. The City of Jacksonville Human Resources Department retains the authority and responsibility for the administration of the promotional process for sworn personnel pursuant to the Civil Service Commission Rules and Regulations.
- B. The Chief of Police will initiate the promotion process for all sworn personnel on an annual basis for the rank of Sergeant and Lieutenant, and as needed for the rank of Captain. At the completion of the promotional process, the final decision for the selection of a candidate for advancement to any of those positions will rest with the Chief of Police.

II. EXECUTION

- A. Prior to the commencement of any promotional process, the Department will provide electronic and/or written announcement of the promotional opportunity by posting notice in a prominent location within the Police Department of those eligible to take the promotional test.
- B. Said notices will include the following information:
 - 1. Schedule of date, time, and location, of the written examination;
 - 2. List of eligible personnel to take the test; (4.07)
 - 3. Closing date for submitting a letter of intent;
 - 4. Description of the process to be used in selecting personnel; and
 - 5. Materials to be used as the source of questions on written tests.
- C. All personnel must sign and submit a letter of intent to the Chief of Police or his designated representative. This must be completed within the time frame specified in the promotional announcement.

III. REQUIREMENTS FOR ELIGIBILITY

- A. Sergeant Test:
 - 1. Three (3) years of continuous service with the Jacksonville Police Department as a certified police officer.

2. If the candidate has had any suspensions in the previous six (6) months, the candidate can take the written exam and assessment center testing; however, they are not eligible for promotion for the period of six (6) months from the suspension date.
- B. Lieutenant Test:
1. Two and one-half (2 ½) years of service with the Jacksonville Police Department in the rank of Sergeant.
 2. If the candidate has had any suspensions in the previous six (6) months, the candidate can take the written exam and assessment center testing; however, they are not eligible for promotion for the period of one (1) year from the suspension date.
- C. Captain Test:
1. Two and one-half (2 ½) years of service with the Jacksonville Police Department in the rank of Lieutenant.
 2. If the candidate has had any suspensions in the previous six (6) months, the candidate can take the written exam and assessment center testing; however, they are not eligible for promotion for the period of one (1) year from the suspension date.

IV. PROMOTIONAL PROCESS

After the posting of the notice for promotional testing, the following steps will be taken:

- A. The letters of intent for testing will be submitted to the Office of the Chief of Police before the announced deadline [fourteen (14) calendar days from the date of posting]. Candidates meeting the minimum qualifications will be placed on a list of individuals declared eligible to take the written examination and assessment center testing.
- B. A written test will be prepared by a promotional exam vendor and administered according to the Jacksonville Civil Service Rules and Regulations. It shall be the responsibility of the vendor preparing the written test, along with Human Resources and the Civil Service Commission, to take those steps which are reasonable to insure the security of the testing material.
- C. A promotional eligibility list will be developed based on ranking of written exam scores, assessment center exam scores, years of service, and CLEST (Commission on Law Enforcement Standards and Training) certificates.
- D. In the event of a tie, those candidates shall be regarded as equally qualified. The promotional eligibility list will remain in effect for a period not less than one (1) year from the date of certification by the Civil Service Commission.
- E. All officers taking a promotional exam will be notified of their scores and their ranking on the list, from the Office of the Chief of Police.
- F. The Chief of Police may choose from any of the top three (3) scores on the promotion list for Sergeant, Lieutenant, or Captain without giving further justification. The Chief of Police may use in his decision making process an employee's personnel file including training and education, disciplinary records, performance evaluations, personal interview, or any other criteria he deems reasonable.
- G. The Chief of Police will conduct an oral interview with a candidate prior to their promotion and appointment to probationary status.
- H. Jacksonville Police Department does not accept lateral entry promotions for ranked vacancies.
- I. The probationary status for promotion to all ranks will be six (6) months.

V. ASSESSMENT CENTER

- A. An Assessment Center will be utilized as part of the promotional process for the Department.
- B. Candidate workshops may be offered prior to the Assessment Center exercises to familiarize candidates with the process.