

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-10
Effective: 01-01-14
Revised: 04-22-19

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.