

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 34.1

### PROMOTIONS OF SWORN MEMBERS

**ACCREDITATION STANDARDS: CALEA – 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.7;  
CFA- 11.01, 11.02, 11.03, 11.04**

**EFFECTIVE: OCTOBER 31, 1995**

**RESCINDS: G.O. 34.1, September 20, 2018 and all applicable Amended/Temporary Orders prior to May 20, 2019**

**LAST REVISED: May 20, 2019**

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#### **POLICY**

It shall be the policy of the Department to ensure sworn members have an equal opportunity to participate in a promotional process that is fair and equitable. All procedures used to evaluate candidates for promotion shall be job related and non-discriminatory. (CALEA 34.1.4)(CFA 11.01)

#### **PURPOSE**

The purpose of this order is to establish rules and procedures for the promotion of sworn members to the rank of sergeant or lieutenant. Promotions above the rank of lieutenant are appointed positions, with criteria set by the Chief of Police, and are excluded from this order with the exception of section VIII.

#### **SCOPE**

This order shall apply to all sworn Department members.

#### **DISCUSSION**

Promotion is a means to recognize outstanding performance and provide a qualified individual an opportunity to function in a formal leadership position within the organization.

The promotional process is of vital interest and concern for both the Department and members. Promotions bring about recognition, personal satisfaction, and added responsibility. The procedures established will evaluate the leadership potential of a candidate, and determine promotional eligibility for filling vacancies and/or to establish a promotional eligibility pool.

## **PROCEDURE**

### **I. Administration**

- A.** The Department is responsible for every aspect of the promotion process and its components are delineated throughout this order. (CALEA 34.1.1)
- B.** The Support Services Bureau Commander or their designee is responsible for coordinating and administering the Department's promotional process, and the security of the promotional materials and processes. (CALEA 34.1.2, 34.1.3h)
- C.** The Chief of Police or their designee shall notify the City of Winter Haven Human Resources Director to issue a written announcement to establish a promotional eligibility pool. The announcement shall include the job description, salary, responsibilities, skills/knowledge required and a description of the eligibility requirements and the promotional testing process. (CALEA 34.1.5) (CFA 11.02a)
- D.** If there are less than five (5) eligible members in the sergeant's eligibility pool for promotion, the Chief of Police may order another promotional process.
  - 1.** Any member in the current sergeant eligibility pool may choose to either participate in the new promotional process or request that they be carried over to the new eligibility pool. A request for a carryover to a sergeant eligibility pool may only occur one time.

### **II. Application**

- A.** Eligible members who wish to participate in the promotion process shall submit to the City of Winter Haven Human Resources Department a resume, certified copy of the college or university transcript and a City of Winter Haven application prior to the closing date listed on the announcement for further processing. (CALEA 34.1.5)(CFA 11.02a,b)

### **III. Eligibility (CFA 11.02a)**

- A. Sergeant:** Members applying to test for an eligibility pool for promotion to sergeant must meet the following requirements: (CALEA 34.1.3)
  - 1.** Five consecutive years of service with the Winter Haven Police Department.
    - a.** The Chief of Police may make exceptions to this requirement.
  - 2.** While a bachelor's degree is preferred, the member must hold an associate's degree from an accredited university or college or;
    - a.** Possess thirty (30) college credit hours towards an associate's degree from an accredited university or college and obtain an associate's degree from an accredited university or college within thirty-six (36) months after promotion; or

- b. Obtain sixty (60) college credits hours toward a bachelor's degree from an accredited university or college within thirty-six (36) months after promotion.
    - c. If the member fails to obtain an associate's degree or sixty (60) college credit hours towards a bachelor's degree within thirty-six (36) months after promotion, the member shall be demoted by the Chief of Police. There are no waivers for this requirement.
  - 3. Successful completion of a line supervision course.
  - 4. Not on disciplinary probation at the time of the testing process.
  - 5. An active certification in law enforcement at the time the promotional exam is given.
- B. **Lieutenant:** Members applying for an eligibility pool for promotion to lieutenant must meet the following requirements: (CALEA 34.1.3)
  - 1. Held the rank of sergeant for two consecutive years with the Winter Haven Police Department.
  - 2. Hold a bachelor's degree from an accredited university or college.
  - 3. Successful completion of a line supervision course.
  - 4. Successful completion of a middle management course.
- C. In the event that a sworn member does not meet promotional eligibility requirements at the scheduled testing time but will do so during the two year cycle of the promotional eligibility pool, that member will be allowed to test and be placed in the pool. However, he/she will not be eligible for promotion until all requirements are fully met.

#### IV. Evaluation Process

- A. **Written Examination:** A written examination will be administered to applicants who meet the minimum qualifications for the posted vacancy or who will meet the minimum qualifications during the two year cycle. (CALEA 34. 1.3b)(11.03a)
  - 1. The test will assess leadership and management skills and knowledge derived from sources such as but not limited to: General Orders, City Ordinances, Florida State Statutes (Criminal/Civil), City Policy and Procedures, case law, and leadership text.
  - 2. The written test will represent 25% of the evaluation process. (CALEA 34.1.6a)(CFA 11.03a)
- B. **Oral Review Board:**
  - 1. Eligible candidates will be interviewed by an Oral Review Board comprised of a minimum of four members. The board shall consist of a minimum of three (3) sworn officers above the rank being tested for, either from other law enforcement agencies or from the Department and one (1) staff officer from the Department.

When possible, a civilian from outside the Department will be appointed as an additional member of the review board.

2. Dimensions to be evaluated, include but are not limited to: verbal communications, appearance, demeanor, job knowledge, personality, attitude, self development, and / or leadership and management skills, ability and potential.
3. The Oral Review Board score will represent 25% of the evaluation process. (CALEA 34.1.6a) (CFA 11.03a)

**C. Assessment Exercises:** Assessment Exercises are a means of evaluating and assessing the skills and capabilities of a candidate for promotional leadership assignments, by allowing him or her to demonstrate those job related skills, abilities, and capabilities in a simulated work setting and will include: (CALEA 34.1.3c)

1. Completion of a variety of job-related tasks pertaining to crime suppression, problem solving, decision making, leadership and management.
2. Dimensions for grading include but are not limited to: written communications, work perspective, technical knowledge, problem analysis, leadership, decision making, planning & organizing, oral communications, emotional maturity and interpersonal sensitivity
3. The Assessment Exercises will represent 50% of the evaluation process. (CALEA 34.1.6a)

**D.** Scoring for the promotional evaluation process shall be calculated by combining the scores of the written test, oral review board and assessment exercise in accordance with the weighted scores provided in this General Order.

1. A total cumulative score of 75% or better is required to be placed in the promotion eligibility pool. (CALEA 34.1.6a)(CFA 11.03a)

**V. Promotional Eligibility Pool** (CFA 11.02b)

**A.** The Support Services Bureau Commander or their designee shall provide the results of member(s)' total scores for the promotional evaluation process to the Chief of Police.

**B.** The Chief of Police shall be responsible for approval of the evaluation results.

1. The promotional eligibility pool shall be valid for a period of two years from the date the evaluation process is completed and official scores are released. The process will not be considered completed or official scores released until it is approved by the Chief of Police. (CALEA 34.1.6d)(CFA 11.03c)

**C.** When there is a vacancy for a sergeant and/or lieutenant, the Chief of Police shall make promotional selection(s) from the candidates in the promotional eligibility pool. (CALEA 34.1.6b,e)(CFA 11.02b)(CFA 11.03b,d)

1. After the Chief of Police makes their initial selections from the pool, the remaining candidates will remain in the promotional eligibility pool for future vacancy

considerations until the eligibility cycle expires or a new pool is established.  
(CALEA 34.1.6d)

- D. The Support Services Bureau Commander or their designee shall be responsible for maintaining the promotional eligibility pool. Only those members in the promotional eligibility pool shall be considered for promotion.

**VI. Request for Review and/or Appeal of Evaluation Results:** (CALEA 34.1.3e) (CFA 11.04)

- A. Request for Review: Once the Chief of Police has approved the promotional eligibility pool, candidates may request to review their documents used during the promotional evaluation process.
- B. If a candidate wishes to appeal anything in the promotional evaluation process, the candidate shall submit their appeal in writing via the chain of command to the Chief of Police within 14 working days from when the eligibility pool was provided to the candidate.
  - 1. The candidate requesting the appeal shall identify the specific part of the evaluation process that they are contesting.
  - 2. The Chief of Police shall assign the appeal to a command staff member for review.
    - a. The assigned staff member shall provide to the Chief of Police within thirty days of this assignment, their review and recommendation of the appeal.

**VII. Reapplication, Retesting, and/or Reevaluation:** (CALEA 34.1.3f)

- A. Individual items ruled by the Chief of Police or their designee to be invalid shall be discarded for scoring purpose.
- B. Reapplication and/or retesting shall only be permitted if the overall validity of the test is affected by a sufficient number of items being discarded. In this case, all original candidates will be granted the opportunity to reapply to be retested.
- C. The “challenged” item(s) will be reevaluated, prior to the test being scored, by a Departmental staff committee versed on the subject matter.

**VIII. General Information**

- A. Any member promoted to a supervisory position shall be placed on promotional probation status for a period one (1) year. This probationary period shall have no effect on the member’s retirement benefits, vacation leave, sick leave or other benefits.  
(CALEA 34.1.7)
- B. Lieutenant and Sergeant Assignments are interchangeable positions within their respective ranks. Their assignment to bureaus, divisions or sections within the Department is based on the staff recommendation and approval of the Chief of Police.  
(CALEA 34.1.3g)
- C. Lateral entry from outside the Department is not permitted for the positions of Lieutenant and Sergeant. (CALEA 34.1.3g)

- D. When appointed to a position, the candidate must meet all state certification and Departmental requirements prior to appointment.

APPROVED   
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Charles E Bird  
CHIEF OF POLICE