

GENERAL ORDER

August 2017

Immediately

II-27

Distribution: All Employees

Subject: **PROMOTIONS**

Index as:

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Accreditation Standards: 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

Cross Reference: City of St. Petersburg Rules and Regulations of the Personnel Management System

Sun Coast Police Benevolent Association (PBA) Union Contracts

SEIU Florida Public Services Union (FPSU) Contracts

§943.22, F.S.S., Salary Incentive Program for Full-time Officers

Replaces: G.O. II-27, Educational Requirements for Promotion (April 28, 2016)

Training Division SOP III-2

Training Division SOP III-3

Chief's Memo 08-01 Selection Process for Civilian Supervisory and Professional Positions (August 28, 2017)

This Order establishes the requirements and process for the promotion of personnel within the St. Petersburg Police Department. It consists of:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Lateral Entry
- V. Promotion Eligibility
- VI. Job Analysis
- VII. Promotion Process
- VIII. Review and Appeal Procedure
- IX. Probationary Period for Newly Promoted Supervisors

I. PURPOSE

A. This Order establishes policies for the Department's role in the promotion process, to identify the authority and responsibility for administering the promotional process, and to describe the procedures and responsibility for each element of the promotional process. It speaks to the Department's position on the importance of education and training and details education requirements for promotions. It explains the use of the job analysis as a tool to evaluate candidates for promotion, the use of the written job announcement as an element of the promotional process, and criteria and procedures for the development and use of eligibility lists. In addition, it describes the Training Division's role during the probationary period

for newly promoted Supervisors, establishes a review and appeal process of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.

II. POLICY

A. Educational Philosophy

1. Effective management of the complex demands of society and the challenges of modern law enforcement is best provided by leaders who are well-rounded and well-educated. The need for higher educational standards for law enforcement professionals is accelerating as police departments, involved in community policing, find that better educated personnel apply new ideas and problem-oriented strategies more effectively.

2. The St. Petersburg Police Department is committed to providing the community it serves with quality leadership personnel to meet the challenges of the future. Police personnel must be well-rounded and increasingly well-educated to assist a diverse and better educated public. Police leaders must also possess many skills that fall outside the scope of traditional police training.

3. To this end, all personnel, regardless of their interest in competing for promotions, are encouraged to continually improve themselves through higher education, professional training, and/or professional association affiliations.

B. Testing

1. In accordance with City of St. Petersburg Rules and Regulations of the Personnel Management System, 2-5.A, the Department tests and develops promotional list for the positions of Police Sergeant and Police Lieutenant. An open and competitive selection process will be used to determine the best candidate.

2. The Chief of Police shall appoint the promotional process development team which shall be responsible for the development of the written examination, assessment center exercises, if any, and the administration of the promotional process. The Administrative Services Bureau Assistant Chief maintains staff responsibility for the process and team coordination. The team members shall include Training Division representative(s), a Human Resources staff member and select members of the Chief's Staff.

C. Job-related and Non-discriminatory

The Department shall ensure the process is job-related and non-discriminatory to identify and select the most highly qualified candidate(s) for promotion. Employees who wish to assume more responsibility and advance to a leadership position are encouraged to participate in the process.

III. DEFINITIONS

A. Accredited College or University – A college or university recognized by one of the following national and/or regional accrediting agencies for higher education:

1. Southern Association of Colleges and Schools.
2. Accrediting Council for Independent Colleges and Schools.
3. Middle States Association of Colleges and Schools.
4. New England Association of Schools and Colleges.
5. North Central Association of Colleges and Schools.
6. Northwest Commission on Colleges and Universities.
7. Western Association of Schools and Colleges.

B. Appointed Exempt Management Position – A non-classified exempt management position within the Department to which the Police Chief appoints an individual to serve.

C. Equivalent Foreign Educational Credit – Educational credit earned at a foreign college or university and certified by a member of the National Association of Credential Evaluation Services (NACES), as equivalent to credit earned at a nationally or regionally accredited institution in the United States.

D. Promotion – Promotion denotes vertical movement in the organizational hierarchy from one rank classification or position to another (supervisory), usually accompanied by increases in duties and responsibilities as well as salary.

E. Promotional Examination – An examination administered to classified employees by the City of St. Petersburg to create a listing of potential candidates for promotion.

IV. PROMOTION ELIGIBILITY

A. Police Sergeant

1. Officers with sixty (60) semester credits from a regionally or nationally accredited college or university and three (3) years of non-probationary sworn service with the St. Petersburg Police Department, as of the date of the promotional Written Examination, are eligible to enter the Police Sergeant portion of the Promotional Process.

2. Credit may be granted for up to two (2) years of full-time non-probationary sworn law enforcement service with another law enforcement agency in the United States or its territories.

3. Equivalent foreign educational credit may be substituted.

4. The officer may or may not have earned an Associate's degree.

5. The credit hours must be unduplicated.

6. The credits completed may or may not be in a discipline directly related to, or normally associated with, the law enforcement profession.

7. Must have completed probation, and must have two consecutive years of service with the Department.

B. Police Lieutenant

1. Sergeants with a bachelor's degree from a regionally or nationally accredited college or university and two (2) years of service as a Police Sergeant with the St. Petersburg Police Department, as of the date of the promotional Written Examination, are eligible to enter the Police Lieutenant portion of the Promotional Process. 34.1.6c

2. The Bachelor's or higher earned degree may or may not be in a discipline directly related to, or normally associated with, the law enforcement profession.

3. Must have completed probation, and must have two consecutive years of service with the Department.

C. Civilian Supervisor

1. Must have completed probation, and must have two consecutive years of service with the Department.

2. Must meet the minimum education requirements of the position provided in the job description.

D. Supervisor: Emergency Communications Division

1. An applicant for the position of Supervisor, Emergency Communications Division, must:
 - a. Possess an Associate's degree (or have earned a minimum of 60 unduplicated credit hours) from an accredited college or university; and
 - b. Be a classified employee with a minimum of one year of continuous service with the Emergency Communications Division; or
 - c. Be a Public Safety Telecommunicator with a minimum of three years of continuous service within the Emergency Communications Division.

E. Exempt Management Position

1. Person(s) applying for a sworn or civilian exempt management position must have earned at least a bachelor's degree from an accredited college or university. Equivalent foreign educational credit may be substituted. The bachelor's or higher earned degree may or may not be in a discipline directly related to, or normally associated with, the law enforcement profession.

V. JOB ANALYSIS

- A. To ensure that all elements used to evaluate candidates for promotion are job related and non-discriminatory, the current job analysis is reviewed at the commencement of the promotional process.
- B. Following the review, if it is determined that the job analysis needs revision, incumbent Sergeants and Lieutenants will be surveyed to determine the knowledge, skills, and abilities necessary to perform the target positions.
- C. An evaluation will then be conducted to determine the best methods for testing those knowledge, skills and abilities.

VI. LATERAL ENTRY

- A. Lateral entry will be considered only for filling the positions at the exempt management level in accordance with existing City personnel policies.

VII. PROMOTION PROCESS

A. Sworn Personnel:

1. The Department utilizes a bifurcated testing process which consist of an objective written examination to determine knowledge areas, a Review of Education and Service, and oral interview to assess candidate skills and abilities. An assessment center process may be used as directed by the Chief of Police.

2. The Promotional Process Development Team:

- a. Prepares and sends the promotional notice via a Department-wide email.
 - 1) The job announcement shall include information relative to numerical weighting, time-in-rank and other eligibility requirements.
- b. Prepares and posts the promotional announcement on:
 - 1) CARS, and
 - 2) J:Drive in the Promotions Folder

3. The written examination shall be administered by the Human Resources development team member with the assistance of the Police Department team members.

4. The City of St. Petersburg Human Resources development team member maintains responsibility for the security of the promotion exam materials and records.

5. All documents related to the promotional process are confidential and will be secured under lock and key, with access limited to designated members of the Promotional Process Development Team.

6. Upon completion of the written examination, and the assessment center, **if utilized**, the results are determined by the job analysis, and a rank-ordered promotional list is established.

7. Upon determination by the Chief of Police that the promotional process and the eligibility list are credible, the eligibility list shall be valid for a period of two years. In no case will a promotional list be valid for more than two years, as specified in the *City of St. Petersburg Rules and Regulations of the Personnel Management System*, Section 2-7.B and in the PBA labor agreements.

8. Selections from the promotional list shall be made in accordance with the "rule of five" as specified in the *City of St. Petersburg Rules and Regulations of the Personnel Management System*, Section 2-6:O.

9. The Selection process is detailed in the PBA labor agreements.

10. Military Personnel

a. If personnel are unable to actively participate in the promotional process due to a military deployment, the Department will ensure compliance with federal law that mandates their inclusion.

b. The deployed member will be afforded the opportunity to participate in the applicable process in a timely fashion.

B. Civilian Personnel

1. When a Supervisory and/or Professional vacancy occurs within the Department, the appropriate Manager shall secure approval from their chain of command to begin the process required to fill the vacancy. Upon obtaining the necessary approval(s), the appropriate Manager will work with the Fiscal Services Division to complete the appropriate forms for posting the vacancy.

2. Based on management discretion, positions may be posted internally to current City employees only or may be posted to include external applicants. The duration of postings will typically be for a period of thirty (30) calendar days, but the duration may vary, based on operational need and/or the availability of qualified applicants.

3. Once a vacancy has been approved and posted, resumes will be collected from interested applicants. Once the posting has expired or been otherwise closed, applicants' resumes will be forwarded to the appropriate Manager for evaluation and consideration.

4. Using the position's written job description, stated minimum positional requirements and essential job function information, the selecting Manager will objectively assess the qualifications of all applicants, selecting the top (approximately five) individuals whose experience, education and professional background/employment history best satisfy the requirements for the position. In the event of multiple vacancies within the same job classification, the selecting Manager will attempt to identify up to five qualified applicants for each vacancy.

5. Once the top applicants have been chosen for further consideration, they are scheduled for an interview with the selecting Manager and other Managerial/Professional staff members. For use during the interviews, the selecting Manager will develop (or use existing) questions specific to the area of responsibility related to the tasks and knowledge commonly required of the person holding the vacant position. All interviews for each position are to be conducted in the same format in order to ensure consistency and equity for applicants. Every effort should be made to conduct all interviews for each vacancy on the same date, with the same group of interviewers.

6. Once interviews have been completed, the selecting Division's Manager, with the input of the other interviewers, will provide feedback from all assessment activities to their chain of command. Once the final hiring/promotional approval has been authorized by the chain of command, the selecting division's manager will confirm a salary offer, following City rules and guidelines (obtaining required approvals on any potential exceptions) and extend an offer of employment/promotion to the applicant(s). Once the applicant has accepted the new position, all other interviewed non-selected applicants are to be contacted by the division's manager and informed that the vacancy has been filled.

7. All official documentation associated with the vacancy and selection process should be forwarded to the Human Resources Department to confirm a promotion/transfer for an existing employee or to begin the hiring process for an external applicant.

8. The Department reserves the right to amend this process at any time, for any position, while remaining within the provisions of Section 2 of the City of St. Petersburg Rules and Regulations of the Personnel Management System to ensure the most capable and best candidates for the position are identified.

9. No eligibility lists will be established for civilian positions. The process explained herein shall be carried out whenever a position becomes available, at a time determined by the Department.

10. Military personnel

a. If personnel are unable to actively participate in the promotional process due to a military deployment, the Department will ensure compliance with federal law that mandates their inclusion.

b. The deployed member will be afforded the opportunity to participate in the applicable process in a timely fashion.

C. Emergency Communications Division

1. In addition to the process detail in this Order for civilian personnel promotions, promotions for Supervisor, Emergency Communications Division also include:

a. An employee file review will be conducted on each applicant and a cover sheet with the specific information indicated will be included in the applicant packet. A writing sample based on a prompt agreed upon by the interview panel will be completed immediately prior to the panel interview.

b. The panel interview will be conducted, and each member of the board will complete an interview summary sheet on each candidate. At the conclusion of the interviews, the board will forward the top two recommendations to the Assistant Chief, Administrative Services Bureau for review.

VIII . REVIEW AND APPEAL RPOCEDURE

A. A promotional candidate may review and/or appeal the results of each promotional element, to include adverse decisions concerning eligibility for, or appointment to, a promotional vacancy by submitting a memo through their Chain of Command to the Assistant Chief, Administrative Services Bureau.

IX. PROBATIONARY PERIOD FOR NEWLY PROMOTED SUPERVISORS

A. Promotions and pay grades shall be as specified in the City of St. Petersburg Rules and Regulations of the Personnel Management System, Section 4-5.

B. A promotion shall establish a new classification date and probationary period as specified in City of St. Petersburg Rules and Regulations of the Personnel Management System.

C. All promotions shall be effective on Monday at the beginning of a payroll period as specified in City of St. Petersburg Rules and Regulations of the Personnel Management System.

D. Within the first year following promotion, the Training Division shall provide New Supervisors' Training as well as a follow-up training session at the conclusion of the probationary period. In addition, newly promoted Supervisors shall participate in a Ride-along program with a senior Supervisor to ensure that the new Supervisors is ~~will~~ be able to assume the duties and responsibilities of the new position.

1. Sworn Personnel

a. Newly promoted sworn Supervisors shall participate in a six-(6) month probationary period in accordance with City personnel policies.

2. Civilian Personnel

a. Professional and Supervisory positions carry a probationary period of one (1) year in accordance with City personnel policies.

X. SECURITY OF PROMOTIONAL MATERIALS

A. Sworn Personnel

1. The City of St. Petersburg Human Resources development team member maintains responsibility for the security of the promotion exam materials and records.

2. All documents related to the promotional process are confidential and will be secured under lock and key, with access limited to designated members of the Promotional Process Development Team.

B. Civilian

1. Emergency Communications Division

a. The Manager, Emergency Communications Division, maintains responsibility for the security of the documents.

b. All documents related to promotions will be electronically scanned and secured in a designated electronic file folder with access limited to authorized personnel.

2. All Other Civilian Promotions

a. The hiring Manager maintains responsibility for the security of the documents.

b. All documents related to promotions will be electronically scanned and secured in a designated electronic file folder with access limited to authorized personnel.

Anthony Holloway
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