

# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	SUBJECT PROMOTION	POLICY NUMBER 5.02
		ISSUE DATE 02/01/96
		REVISION DATE 02/18/16
		TOTAL PAGES 6

### 5.02.01 PURPOSE

To document the qualifications and procedures for promotion of members of the Florida Highway Patrol.

### 5.02.02 POLICY

It is the policy of the Florida Highway Patrol to certify for promotion only those candidates meeting the qualifications prescribed in this policy and to use uniform procedures to ensure equal opportunity for promotion to all eligible candidates. All vacant positions shall be filled on a merit basis from among the most qualified available members. Promotional selection procedures, including advertisement, selection and documentation will comply with personnel rules of the Career Service System, Division policy and requirements of the collective bargaining agreement.

### 5.02.03 OBJECTIVES

- A. To formulate and disseminate written policy on promotional activities and selection.
- B. To establish candidate eligibility and testing criteria for examinations/assessment methods.

### 5.02.04 RESPONSIBILITIES

- A. The Director is responsible for promotion selections to the Law Enforcement classes of Investigator I, Sergeant, Lieutenant and all other appointed positions. The Director recommends members to fill Sworn Selected Exempt Service positions, with final approval from the Executive Director.
- B. The Director designates the Promotional Examination Administrator to exercise responsibility for the administration of the promotion system.
- C. The Administrator is responsible for:
  - 1. Administration of all components of the promotional process.
  - 2. Certifications for promotion of qualifying candidates.
  - 3. Maintenance of all records required to validate promotional certifications.

4. Security of all promotion-related materials.

## **5.02.05 PROCEDURES**

### **A. EXAMINATION STRUCTURE**

The Florida Highway Patrol promotional process consists of two levels of examination based on the job tasks and knowledge, skills and abilities required for success in each law enforcement class. The examination structure is:

- |                            |                                     |
|----------------------------|-------------------------------------|
| 1. Investigator I          | Written Exam Only                   |
| 2. Sergeant and Lieutenant | Written Exam and Assessment Process |

### **B. ELIGIBILITY**

The Administrator determines the eligibility of candidates to participate in any promotional examination process. Unless otherwise indicated by this policy, the most recent date of employment as a FHP Law Enforcement Officer determines promotional testing eligibility for the ranks of Investigator I and Sergeant.

1. Investigator I (Trooper II) – To be eligible to compete in the promotional process, the member must hold the FHP rank of Law Enforcement Officer, attain two years of continuous service as a sworn member during the promotional year for which the examination is given and successfully complete two years of continuous service prior to actual promotion. A member who has a break in service of 12 months or less, but has otherwise attained an aggregate of two years of service as a sworn member during the promotional year for which the examination is given and an aggregate of two years of service as a sworn member prior to actual promotion and has completed any probationary status prior to being promoted will be eligible to compete in the promotional process for Investigator I (Trooper II).
2. Sergeant (includes Law Enforcement Investigator II) – To be eligible to compete in the promotional process, the member must hold the FHP rank of Law Enforcement Officer or Investigator I, attain five years of continuous service as a sworn member during the promotional year for which the examination is given, successfully complete five continuous years of service prior to actual promotion, and if applicable, successfully complete the Investigator I probationary period prior to actual promotion. A member who has a break in service of 12 months or less, but has otherwise attained an aggregate of five years of service as a sworn member during the promotional year for which the examination is given and an aggregate of five years prior to actual promotion may be eligible to compete in the promotional process for Sergeant (includes Law Enforcement Investigator II).
3. Lieutenant – To be eligible to compete in the promotional process, the member must hold the FHP rank of Sergeant, attain one year in rank during the promotional year for which the examination is given and successfully complete one year in rank prior to actual promotion.

4. Only those eligible candidates having registered online by completing a Promotional Exam Registration Form located on the Promotional Examination & Assessment site on the SafetyNet will be entitled to compete in the written examination. As agreed upon with the Florida Police Benevolent Association, Florida Highway Patrol Bargaining Unit, the registration period for the exam will be open until March 1 of the calendar year.
5. The Administrator will provide each candidate an email response at the end of the exam registration period, verifying his/her eligibility. The bibliography and study materials for the tests are available on the FHP SafetyNet – Promotional Examination & Assessment Site.

#### C. WRITTEN EXAMINATIONS

Annual written examinations for Investigator I, Sergeant and Lieutenant shall be prepared by the Division and administered at statewide locations under the direction of the Administrator.

1. Candidates for promotion to Investigator I must pass the written examination with a minimum score of 75 for placement on the promotional list.
2. Candidates for promotion to Sergeant and Lieutenant must pass the written examination with a minimum score of 75. Of those candidates scoring a minimum of 75 on their respective written examinations, the top fifty candidates competing for Sergeant and the top thirty candidates competing for Lieutenant will progress to the assessment process.
3. A written examination review will be held at the conclusion of each written exam session. Any challenges to exam items must be submitted in writing on the Request for Review of Written Examination Item Form and received by the Administrator within five working days after the date of the exam.
4. Candidates shall receive individual notices of written examination scores.

#### D. REQUESTS FOR SEPARATE EXAMINATION

In the event an eligible candidate is absent from the written examination because of serious illness, hospitalization, death in the candidate's immediate family, or other unusual circumstance the candidate may, upon formal request through the chain of command to the Director, request to take a separate and different examination. The formal request must be made within 72 hours of the date of the regular examination or the candidate will forfeit all rights until the next regular examinations are given. The Director will make the final decision on the separate examination.

#### E. ASSESSMENT PROCESS

1. The assessment program is a process of standardized evaluation of candidate abilities utilizing job-related dimensions. Candidates will be observed, recorded and evaluated on realistic job-related management simulations.

2. Selection modules used in the assessment process may include, but not be limited to, exercises such as in-basket, video, oral interview, oral presentations, role play, or day-in-the-life scenarios. Exercises and percentage weights applicable to the exercises for each rank will be provided to candidates in the official notification announcing the process.
3. Candidates shall have an opportunity to review their own completed assessment exercise(s) in the presence of the Administrator or a designated representative. Requests must be submitted in writing and received by the Administrator within 10 days of the official posting of the final promotional lists.

#### F. PROMOTIONAL LISTS

Upon the establishment of promotional lists for the ranks of Investigator I, Sergeant and Lieutenant, the Administrator shall notify each candidate of the candidate's ranking.

1. Candidates tied for a position on the promotional list will be ranked sequentially by seniority. When two or more candidates are tied for a position on the promotional list and their seniority rankings are identical, the candidates will be listed alphabetically.
2. All promotional lists shall be valid from July 1 until June 30 of the following year. Time extensions of said lists may be made only in accordance with Division policy and the collective bargaining agreement, but not in excess of one additional year from the date the promotional lists are extended, if so determined by the Director.
3. Any candidate questioning or appealing any decision of eligibility requirement, written examination review, final rating or any other questions concerning elements of the promotional process not covered in this section is assured a full explanation provided a request is made, in writing, to the Director within 10 days of the Administrator's decision.

#### G. SELECTION

Selections for promotion to Investigator I, Sergeant and Lieutenant will be made by the Director from the promotional lists established by the competitive process.

1. All position vacancies for these classes will be announced and interested candidates must apply during the announcement period.
2. After the closing date of vacancy announcements, the Director will make appointments from the pool of candidates who are eligible for lateral placement and the top five eligible promotional candidates from the promotional list with the highest numerical scores that have applied for the position. For the selection of Lieutenant positions within the Office of the Inspector General, the Director has the authority to choose the best candidate from the promotional list regardless of their position on the list.
3. As promotions are accepted or declined the candidate with the next highest total promotional score on the list becomes equally eligible for

promotion. In the event of a tied score, all candidates obtaining such score are eligible for promotional consideration.

4. All promoted candidates serve in a probationary status for 12 months. This shall be true for all ranks and classifications both sworn and non-sworn.

#### H. PROMOTIONS WITH TRANSFERS

A candidate who accepts a promotion requiring a transfer does so with the understanding that the assignment is permanent and there are no advance guarantees of a subsequent move to another area. The Director may authorize early reassignment based on the needs of the agency.

1. Upon promotion to Investigator I, Sergeant, Lieutenant or Captain, the minimum length of assignment is one year.
2. The candidate shall assume a permanent residence, as defined in FHP Policy 5.03, in the new assignment area upon the effective date of the promotion.
3. The candidate accepting the promotion and transfer may be permitted to reside in a temporary dwelling place for a period not to exceed 90 days. The temporary dwelling place shall be within the area of assignment and in accordance with FHP Policy 5.03. Approval for such a temporary dwelling location may be granted by the appropriate Chief or designee.

#### I. PROMOTIONAL ADVERTISEMENTS

1. All advertised positions for the ranks of corporal and above will be for promotion only.
2. Eligible members for the ranks of corporal and above shall ensure any desired request for transfer has been received by the Chief Administrative Officer, Office of Program Planning and Administration.
3. Prior to advertisement of promotional opportunities for the ranks of corporal and above, transfer requests to vacant positions will be honored and the remaining vacant positions will be advertised for promotion only.
4. Specialty positions will continue to be advertised as Promotion/ Transfer/ Reassignment Opportunities.

#### J. APPOINTED POSITIONS

Appointments to the classes of Law Enforcement Airplane Pilot I or II, and aide-de-camp to the Executive Office of the Governor are appointed assignments and shall not be subject to the competitive examination process. These appointments will be made by the Director having regard for the candidates' qualifications to perform in these positions.

1. Candidates seeking appointment to Airplane Pilot I or II must submit a Request for Promotion Form along with necessary documents certifying flight qualifications.

2. Members serving in the classes of Airplane Pilot I or II, and aide-de-camp to the Executive Office of the Governor will, upon completion of assignment, revert to the rank or class held prior to the temporary assignment.
3. While serving in Airplane Pilot I, II, or aide-de-camp temporary assignments, members are eligible to compete in the promotional examination process for the rank for which the member was eligible prior to appointment.

#### K. SWORN SELECTED EXEMPT SERVICE POSITIONS

Appointment to Sworn Selected Exempt Service positions may be made without competitive examination. The Director, who determines eligibility, shall make a recommendation to the Executive Director from those members that have applied during the announcement period. Final appointment authority rests with the Executive Director.

#### L. SPECIALTY POSITIONS

Candidates interested in Specialty positions including CIU Officer, BCII or Background Investigators, CVE Compliance Investigation Officer, CVE Hazardous Materials Officer, CVE Training Officer, Public Affairs Officer, Academy Training Staff or unique Management positions may be required to participate in a selection module specific to the position.

Specialty Supervisor position candidates including CIU, BCII, THI and CVE supervisory positions may also be required to participate in a selection module.

#### M. DISQUALIFICATION

Any member, who in any manner gives, receives, obtains, or uses any information in a fraudulent manner prior to or during competitive examinations, or who cheats in any manner before or during the competitive examinations, shall be immediately disqualified by the Administrator or a designated representative. Said member may appeal the disqualification to the Director in writing within 72 hours. The decision of the Director shall be final. The member may also be subject to disciplinary action pursuant to DHSMV Policy #3.06.