
	<b>Florida State University Police Department</b>	
<b>Departmental Promotions for Sworn Positions</b>		
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	Pages: 6	

***Policy***

**Departmental Promotion for Sworn Positions Policy**

It is the explicit policy of the Florida State University Police Department (FSU PD) to design and implement a promotional policy for sworn officers that are both fair and in compliance with federal law, state statutes, and the University’s *Equal Opportunity and Non-Discrimination Statement*, specifically, the heart of that Statement encompasses the following: “The Florida State University is committed to a policy of non-discrimination for any member of the University’s community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran’s or marital status, or any other protected group status.

Hence, the FSU PD, as a Police Department and integral member of the University community, shall ensure that all elements of the FSU PD’s promotional process shall be non-discriminatory and job-related as documented subsequently throughout this General Order.

***Procedure***

**A. Authority and Responsibility**

The Chief, in conjunction with the Assistant Vice President for University Human Resources, is responsible for the coordination and direction of employment and personnel development programs for the FSU PD. These promotional process responsibilities include, but are not limited to:

1. Development and implementation of a promotional process to generate a list of qualified candidates.
2. The selection of Departmental members who will assist in the internal development, formulation, coordination, administration, and reporting of all elements of the promotional process.
3. Promotion of those successful candidates, who, as a result of their inclusion in the promotional process, are best qualified and/or are the best fit to fill existing or established vacancies.
4. Ensuring compliance with the provisions of the current collective bargaining agreement.

**B. Eligibility Requirements and Criteria--USPS**

The eligibility requirements for promotion are based on the minimum requirements established for each sworn position and the assessment of the employee's past employment record (to include years of service and previous responsibilities), involvement in Departmental activities and operations, awards or recognition received, and written and oral communication abilities.

For sworn University Support Personnel System (USPS) Employees within the FPBA Collective Bargaining Unit, only those employees who have met the below criteria at the time the promotional opportunity is posted in OMNI shall be eligible for a promotion:

1. Law Enforcement Corporal.
  - a. Must meet the requirements of Chapter 943, Florida Statutes.
  - b. Must have three (3) years of sworn law enforcement experience.
  - c. Current evaluation must be at least a “Satisfactory” performance rating; and
  - d. No suspension action on file in the last three years.
  
2. Law Enforcement Sergeant.
  - a. Must meet the requirements of Chapter 943, Florida Statutes.
  - b. Must have five (5) years of sworn law enforcement or sworn investigative experience
  - c. Current evaluation must be at least a “Satisfactory” performance rating; and
  - d. No suspension action on file in the last three years.

**C. Eligibility Requirements and Criteria—A&P**

For sworn Administrative and Professional (A&P) Employees, the following qualifications apply:

1. Lieutenant. Assistant Director. Currently employed in a sworn law enforcement capacity in the State of Florida and a Master’s Degree and two years appropriate experience; or a Bachelor’s Degree and four years appropriate experience; or AA/AS Degree and six years appropriate experience; or eight years appropriate experience.
2. Captain. Associate Director. Currently employed in a sworn law enforcement capacity in the State of Florida and a Master’s Degree and four years appropriate experience; or a Bachelor’s Degree and six years appropriate experience; or AA/AS Degree and eight years appropriate experience; or ten years appropriate experience.
3. Major. Deputy Chief/Program Director. Master's Degree in an appropriate area of specialization and four years of appropriate experience; or a Bachelor's Degree in an appropriate area of specialization and six years of appropriate experience.
4. Chief. Assistant Vice President. Master's Degree in an appropriate area of specialization and six years of appropriate experience; or a Bachelor's Degree in an appropriate area of specialization, eight years of appropriate experience and successful completion of an advanced police administration course, such as: FBI NA (Federal Bureau of Investigations National Academy); or SPI (Southern Police Institute).

**D. Promotional Process--USPS**

All elements of the promotional process shall be administered in accordance with all pertinent legal and University standards regarding fairness and impartiality. All elements of the promotional process shall be directly pertinent to the tasks of the position for which applicants seek promotion [CFA 11.01].

1. Notices of vacancies for sworn promotional opportunities within the Department, including a basic description of the position’s duties and eligibility requirements, shall be submitted to the Department of University Human Resources for processing and administration in accordance with pertinent University rules and regulations and the FPBA Agreement (if applicable). The appropriate section commander within the Department shall e-mail eligible persons within the Department [CFA 11.02 ].
2. For those employees covered by the provisions of the FPBA collective bargaining agreement, the Department shall follow the procedures as outlined in Article 9 of the FPBA Agreement - Promotions.

- a. An employee must submit an online application in OMNI for each promotional opportunity in order to be considered for the promotion.
- b. Following receipt of an employee's promotion application, the Department of University Human Resources will select employees eligible for the promotional vacancy by reviewing the employee's personnel file.
- c. Upon the existence of a promotional vacancy, the University will complete a file review for each employee that applies for and is eligible for the promotional opportunity. The file review will be conducted using the following factors:

1. Veteran's Preference (Applicants will be required to perform the essential functions of the position.)	Disabled Veteran or any person included under s. 295.07(1)(a) or (b); or	10 points
	Veteran or any person included under s. 295.07(1)(c), (d), (e), (f), or (g)	5 points
2. Performance Evaluations (last three on file)	Meets Performance Standards Above Performance Standards Superior Performance Standards	2 points each 6 points each 10 points each
3. Education (highest degree attained)	Associate's Degree Bachelor's Degree Master's Degree	4 points 8 points 12 points
4. Awards Received	Internal (i.e., Officer of the Year, Adopt-A-Cop)	1 point for each award up to a maximum of 4 points
	External - National and Local Awards	1 point for each award up to a maximum of 4 points
5. Training Courses	Line Supervision Middle Management FSU Frontline Leadership FDLE Leadership Instructor Techniques Advance Report Writing and Review Narcotic and Dangerous Drug Investigations Case Preparation and Court Presentation Injury and Death Investigations Sex Crimes Investigations Interviews and Interrogations Field Training Officer Course Other Training Courses	3 points 3 points 2 points 3 points 2 points 1 point 1 point 1 point 1 point 1 point 1 point 2 point 1 points 1 point each up to 5 points total
6. Department Assignments and Internships	Investigations Accreditation Training Crime Prevention School Resource Officer	2 points 1 point 1 point 2 points 2 points
7. Field Training Officer	Current or past Field Training Officer	5 points
8. Instructor for FSUPD	General instructor High Liability Instructor	2 points 4 points

9. Previous Supervisory Experience	Previous supervisory experience as a Sergeant and/or Corporal (Must have 1 year in assigned position and documentation from the agency)	2 points for each year as a supervisor; maximum 2 points for external agency experience. Maximum of 10 points total.
10. Disciplinary Actions	Oral Reprimands (received within previous year)	minus 4 points each
	Written Reprimands (received within previous 2 years)	minus 8 points each

- d. The University will provide the local PBA representative the names of individuals to serve on the interview committee. There will be no more than six (6) interview committee members, with a majority of the committee members being from within the Department.
  - e. The oral board will consist of questions that are clearly job related, to include practical exercises and/or scenarios. The same questions shall be asked of all applicants.
  - f. The Department's Personnel Officer/or the appropriate section Commander responsible for coordinating the promotional process shall schedule selected applicants' meetings with the members of the Promotional Board. Those applicants so scheduled shall be selected in accordance with Article 9 of the PBA Collective Bargaining Agreement. When notifying selected applicants of their meeting(s) with the Promotional Board, the section Commander for the promotional board shall further inform applicants of dates, times, and locations of pertinent promotional activities in which their presence is required.
  - g. The Department does not allow promotional vacancies covered by the FPBA Collective Bargaining Agreement to be filled by applicants outside the University.
  - h. An employee who is not selected for promotion, and alleges that some provision of Article 9 of the FPBA Collective Bargaining Agreement has been violated, may address his/her concerns in accordance with the grievance procedure outlined in Article 5 of the FPBA Collective Bargaining Agreement [ and the General Order titled, "Grievance Procedures."
  - i. An employee who has attained permanent status in his/her current classification may apply for a reassignment (lateral) by submitting a reassignment application to Department of University Human Resources. When filling a vacancy, the Department shall give first consideration to those employees who have submitted a reassignment application. The Department may also, at its discretion, effect the involuntary reassignment of an employee according to the needs of the Department.
3. Promotions of sworn personnel not included in the FPBA Collective Bargaining Agreement shall be effected in accordance with Rules 6C-5.935, Florida Administrative Code, and Sections 240.227 (1)(5) and 240.209 (1)(3), F.S.

**E. Probationary Period For Sworn Employees--USPS**

For USPS sworn employees the following probationary conditions apply:

- 1. The probationary period for a newly promoted USPS employee shall be twelve months.
- 2. During the probationary period, the employee shall be closely observed and evaluated frequently.

3. Unsatisfactory performance shall be identified and corrected as soon as it is detected through counseling, training, or other suitable personnel actions.
4. During the probationary period, should it be determined that the employee's overall work performance is unsatisfactory and the employee will not attain permanent status in the promotion classification, the employee shall be demoted to his/her former classification in accordance with the provisions contained in General Order titled "Performance Appraisals." An employee who is demoted prior to attaining permanent status in a promotional classification shall not have the right to appeal that decision through the FPBA Collective Bargaining Agreement grievance procedure or through the Arbitration Appeal procedure.

F. **Probationary Period for Sworn Employees—A&P**

A&P sworn employees who are promoted do not serve a structured probationary period; however, each employee's overall work performance in the promotion position is closely monitored and work performance deficiencies are promptly brought to the attention of the employee. Should a promoted A&P employee be unsuccessful in meeting the work performance standards for the promotion position, the Department may initiate discipline for just cause in accordance with the provisions of Rule 6C-5.955, Florida Administrative Code, or initiate the non-reappointment of the employee's employment contract in accordance with the provisions of Rule 6C-5.910, Florida Administrative Code.

***Glossary***

**Administrative and Professional (A&P)** - The positions classified by the University which describe those employees who have been determined to be comparable to General Faculty classification in their effect on the accomplishment of the University's mission and goals.

**Chapter 943, Florida Statutes** – establishes the minimum qualification guidelines for Law Enforcement Officers.

**Employee** - A member of the bargaining unit as defined in Article 2 of the FPBA Collective Bargaining Agreement.

**Florida Police Benevolent Association (FPBA)** - The exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the University's Law Enforcement Bargaining Unit.

**Law Enforcement Bargaining Unit** - All law enforcement officers of the University certified pursuant to Chapter 943, Florida Statutes, in the following classifications: law enforcement officer, law enforcement corporal, law enforcement sergeant and law enforcement investigator.

**Equivalency of Training process**- A set of procedures and qualifications for out-of- state- officers who may be eligible for an exemption from full basic training requirements the officer is eligible if: (1) has worked full-time as a sworn officer in the discipline you are seeking exemption; (2) you received training in that discipline which is comparable to Florida's full basic curriculum and /or; (3) you were previously certified in Florida with less than an 8 year break in employment as an officer.

**Permanent Status** - A status earned by an employee in a class after completing the specified probationary period for that class with satisfactory service, which provides the employee with rights to remain in the class or to appeal adverse action taken against the employee while serving in the class. Once attained in any USPS class, permanent status is retained throughout continuous employment in the USPS.

**Promotion** - The advancement of an employee from a position in one class to a different position in another class that has a greater degree of responsibility and a higher pay range maximum.

**Reassignment (Lateral)** - The moving of an employee from a position in one class to a different position in the same class, or moving an employee from one class to a different class having the same pay range maximum.

**University Support Personnel System (USPS)** - The classification and pay plan approved and administered by the University for all authorized and established positions, with the exception of those positions designated as being included in either the General Faculty or Administrative and Professional classification and pay plans.

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Approved:

  
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David L. Perry, Chief

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