

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1616.9, PROMOTION/RANK CERTIFICATION**

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CHIEF OF POLICE	ORLANDO ROLÓN

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**POLICY:** The minimum requirements for promotion/rank certification for bargaining unit members will be as provided in the current collective bargaining Agreement. The minimum requirement for promotion/rank certification for non-bargaining unit members will be as provided in the Civil Service Code.

**PROCEDURES:**

**1. AUTHORITY**

The Chief of Police and bureau commanders (within their bureaus) shall maintain absolute authority as to the approval for promotion/rank certification. The Chief of Police has the authority, in unusual circumstances, to waive requirements on an individual case basis. A member who is unable to work due to a job-related injury may, at the sole discretion of the Chief of Police, be determined to be in good standing irrespective of the provisions of Article 41 of the Labor Agreement.

**2. MINIMUM TIME REQUIREMENT**

The current collective bargaining agreement or Civil Service Code prescribes a minimum number of hours actually worked by the member as one of the requirements for promotion/rank certification. The computation of those days worked shall exclude any days when the member is away from his or her normal duty assignment because of the following:

- a. "Light Duty" or Restricted Duty Assignments (applies to promotion to Permanent Police Officer only).
- b. Leaves of Absence.
- c. Formal Training Sessions.
- d. Sick Leave.
- e. Personal Leave.

**3. RETROACTIVE CERTIFICATION**

Promotion to Permanent Police Officer shall occur the later of:

- a. A period of one year after appointment as a Probationary Police Officer, or
- b. Upon finishing a six-month period of service that is not restricted according to current existing Department policy following completion of the Field Training Program if the training was delayed for reasons other than FTO availability.

Should a Probationary Police Officer successfully complete probation later than one year after appointment, the member's rank date and pay increases will be retroactive to that first year anniversary.

If a member fails to meet service time requirements due to a Department-sponsored paid leave of absence in order for the member to attend a formal training course, the member's certification may be made retroactive to his or her original eligibility date, if approved by the Chief of Police, once he or she has returned from the leave of absence and completed the service time requirement.

#### **4. PROMOTION/RANK CERTIFICATION**

When a member in probationary status in the ranks of Probationary Officer, Sergeant, or Lieutenant has served 12 months in rank, Civil Service will electronically notify the probationary member's Division Commander. Note- newly hired officers are considered temporary/civilian employees until completion of recruit orientation and the official swearing-in by the Chief of Police. The swearing-in date, not the date of hire, shall commence the probationary officer's 12 months in rank. The Division Commander's staff assistant will produce a Promotion or Rank Certification Form (Attachment A) and send it, via email to the probationary member's current supervisor along with a Personnel Transaction Form (needs only to be completed for Probationary Officer to Permanent Officer). The probationary member's supervisor will put together a package consisting of the following:

- a. The Promotion or Rank Certification Form
- b. The Personnel Transaction Form
- c. The Probationary Officer's six original probationary monthly evaluations
- d. A printed copy of the member's Performance Appraisal Form

The aforementioned package will be submitted, via chain of command, to the Chief of Police. Once the Promotion or Rank Certification Form is approved by the Chief of Police, the entire package containing the above-listed items (a-d) will be forwarded to the Professional Standards Specialist, who shall deliver the Promotion or Rank Certification Form and Personnel Transaction Form to the Human Resources Department in City Hall. Probationary Sergeants and Lieutenants do not require a package to be submitted, the rank certification will be completed automatically via Workday. When certified permanent in rank, the member's pay shall be retroactive to his or her new date of rank.

Supervisors shall ensure that the probationary block and not the annual block is checked on the member's Performance Appraisal Form.

Whenever a supervisor returns the Promotion or Rank Certification Form with a recommendation that the member not be promoted because of failure to meet requirements prescribed in the current contract (for bargaining members) or Civil Service Code (for non-bargaining members), it shall be the responsibility of the member's supervisor to initiate a new Promotion or Rank Certification Form when the member does become eligible. If an extension of the probation period meets the requirements prescribed in the current contract (for bargaining members) or Civil Service Code (for non-bargaining members), a signed memo of approval must be included in the package and submitted, via chain of command, to the Patrol Services Bureau Commander.

#### **5. SERGEANT'S FIELD TRAINING MANUAL**

Upon promotion to the rank of Probationary Sergeant and assignment to the Patrol Division, the Probationary Sergeant shall report to the Training Unit to obtain a Sergeant's Field Training Manual. Upon receipt of the manual, the Probationary Sergeant shall deliver it to his or her assigned section commander. The section commander shall discuss each block of training with the Probationary Sergeant prior to its commencement.

When so designated, the section commander shall provide instruction in an area of training. When not providing for personal instruction, the section commander shall ensure that arrangement is made for an instruction. The section commander may designate a Permanent Sergeant to assist in the instruction of the Probationary Sergeant. However, in

every case, the section commander shall verify that the training/orientation took place and shall complete the evaluation portion of the training block.

The training shall be fulfilled in a timely manner in order that the manual is completed prior to the end of the Probationary Sergeant's probationary period. If at any time during the training, a section commander determines that the Probationary Sergeant performed unacceptably and did not fulfill the requirements for a particular block of training, the section commander shall require the Probationary Sergeant to repeat the training until it is performed satisfactorily.

Section Commanders are responsible for sending the completed Sergeant Field Training Checklist, located inside the Sergeant Field Training Manual, to the Field Training Unit Supervisor after they ensure the new sergeant has completed his/her mandatory Supervisor Training. The Field Training Unit Supervisor will review each manual. Upon approval, the Sergeant Field Training Manual will be returned to the new sergeant. A copy of the checklist should be provided to the new sergeant. The Field Training Unit Supervisor will send all completed original checklists to the Training Coordinator, who will archive the document.

## **6. PROBATIONARY LIEUTENANT'S ORIENTATION CHECKLIST**

Upon promotion to the rank of Probationary Lieutenant and assignment to the Patrol Division, the Probationary Lieutenant shall print a Probationary Lieutenant's Orientation Checklist (Attachment B). The Probationary Lieutenant shall deliver the checklist to the Division Commander who shall provide instruction in each area of the Probationary Lieutenant's Orientation Checklist. He or she shall discuss each block of training with the Probationary Lieutenant prior to its commencement. This instruction will be provided within one year of his or her promotion to a probationary status.

The Division Commander may designate a Permanent Lieutenant to assist in the instruction of the Probationary Lieutenant. However, in every case, the Division Commander shall verify that the training/orientation took place and shall complete the evaluation portion of the training block.

The training shall be fulfilled in a timely manner in order that the checklist is completed prior to the end of the Probationary Lieutenant's probationary period. If at any time during the training, the Division Commander determines that the Probationary Lieutenant performed unacceptably and did not fulfill the requirements for a particular block of training, the Division Commander shall require the Probationary Lieutenant to repeat the training until it is performed satisfactorily.

Division Commanders are responsible for sending the completed original Lieutenant Orientation Checklist (Attachment B) to the Training Coordinator, after they ensure the new lieutenant has completed his/her mandatory Manager Training. A copy of the checklist should be provided to the new lieutenant, the original will be sent to the Training Coordinator who will archive all checklists .

## **7. SUPERVISOR/MANAGER TRAINING**

Each newly-promoted sergeant will attend a supervisory training course within their probationary period. (14.14) The supervisory training will cover a variety of topics critical to the effective supervision of police personnel.

Every probationary sergeant must complete a Line Supervision course prior to becoming a permanent sergeant. Every probationary lieutenant must complete the Middle Management course, Leadership Academy or Command Officers Development course prior to becoming a permanent lieutenant.

ATTACHMENT A

ORLANDO POLICE DEPARTMENT  
NOTICE OF ELIGIBILITY FORM  
PROMOTION OR RANK CERTIFICATION

TO: Chief of Police  
 FROM: \_\_\_\_\_  
 VIA: Chain of Command  
 SUBJECT: Promotion/Rank Certification Eligibility for Probationary Member \_\_\_\_\_

The above named individual was hired/promoted to the rank of \_\_\_\_\_ effective \_\_\_\_\_. As of \_\_\_\_\_ the member will have served one year in his or her current rank. The following is submitted regarding eligibility requirements for promotion or rank certification.

	Yes	No
A minimum number of 1440 hours of on-the-job performance was completed.	<input type="checkbox"/>	<input type="checkbox"/>
Officer/Sergeant/Lieutenant is in good standing according to the current contract.	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory job performance has been maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Probationary Sergeant completed Line Supervision Course.	<input type="checkbox"/>	<input type="checkbox"/>
Probationary Lieutenant completed Middle Management Course, Leadership Academy, or Command Officers Development Course (SPI).	<input type="checkbox"/>	<input type="checkbox"/>
A copy, with signatures, of the most recent performance appraisal.	<input type="checkbox"/>	<input type="checkbox"/>
Successfully completed Probationary Evaluation Period (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Recommended for promotion/rank certification.	<input type="checkbox"/>	<input type="checkbox"/>
If recommended, new rank: _____	Effective: _____	

Comments:

	Supervisor		Date
	Approved / Disapproved		
_____ Section Commander	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date
_____ Division Commander	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date
_____ Bureau Commander	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date
_____ Chief of Police	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date

**WHEN A MEMBER IS NOT RECOMMENDED, IT IS HIS OR HER SUPERVISOR'S RESPONSIBILITY TO INITIATE A NEW NOTICE OF ELIGIBILITY WHEN THE MEMBER BECOMES ELIGIBLE.**

ATTACHMENT B

ORLANDO POLICE DEPARTMENT  
PROBATIONARY LIEUTENANT'S ORIENTATION CHECKLIST

Probationary Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_

Lieutenant Assigned as Trainer: \_\_\_\_\_

	Trainer	Trainee	Date
Notifications / Delayed Pages			
Pursuits / Pursuit Form			
Media Inquiries / Interviews / Staging Area			
SWAT / CNT / ESU Callouts			
Hostage, Suicidal, Baricaded Persons			
Officer Involved Shootings			
K-9 CHASE Requests			
Relief of Duty Procedures / Weapons			
Minimum Staffing Requirements			
Citizen Complaints			
Routing of INOs			
Mutual Aid Requests			
Crime Meetings			
Missing Juveniles			
Orlando International Airport /Executive Airport Incidents			
Late PACE Submittals			
Employee Drug Screens			
Family Medical Leave			
Injured Officers / Restricted Duty / Interim Disability			
Committees			
Traffic Crashes			
Requisitions			
Use of City Vehicles			
Call Outs / CID, THU, CISM, Chaplain			
Trespass Authorizations			
Use of Force Notifications			
Communications / Calls Holding			
Sergeant's Field Training Manual			
Field Training Program			
Pay Sheets			
E.A.P.			
Tasking Sheets			