



CITY OF CORAL GABLES
 HUMAN RESOURCES DEPARTMENT
POLICE / FIRE REQUEST TO PROMOTE

POLICE

Police Officer *to* Sergeant
 Sergeant *to* Lieutenant

FIRE

Firefighter *to* Lieutenant
 Lieutenant *to* Captain
 Captain *to* Battalion Chief

POLICE / FIRE RECOMMENDATION	<p>TO: <u>Human Resources Director</u></p> <p>FROM: _____, Department Director</p> <p>DATE: _____</p> <p>RE: _____ (<i>Name of person to be promoted</i>)</p> <p>Reason:</p> <p>I am requesting that _____ (<i>name of Employee to be promoted</i>) be promoted to the position of _____ effective _____. This is based on the current Human Resources Promotional Eligibility List (attached) dated _____ and applicable collective bargaining agreement.</p>
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HR REVIEW	<p>Upon receipt, the Human Resources Department will prepare the “Police & Fire Internal Promotional Review Form” and forward to the City Manager’s Office. (Attached)</p> <p style="text-align: right; margin-right: 100px;">_____ Human Resources Director</p> <p style="text-align: right;">_____ Date</p>
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CMO APPROVAL	<p><u>APPROVAL</u></p> <p>_____ Assistant City Manager/ Date Director of Public Safety</p> <p>_____ City Manager Date</p>	<p><u>DISAPPROVAL</u></p> <p>_____ Assistant City Manager/ Date Director of Public Safety</p> <p>_____ City Manager Date</p>
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