



CITY OF CORAL GABLES  
HUMAN RESOURCES DEPARTMENT

**POLICE / FIRE REQUEST TO PROMOTE FORM**

**POLICE**

- Police Officer *to* Sergeant
- Sergeant *to* Lieutenant

**FIRE**

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

<b>HIRING RECOMMENDATION</b>	<p>TO: <u>Human Resources Director</u></p> <p>FROM: _____, Department Chief</p> <p>DATE: _____</p> <p>RE: _____ (Name of person to be promoted/Employee I.D. No.)</p> <p>REASON: <span style="border: 1px solid black; display: inline-block; width: 600px; height: 25px; vertical-align: middle;"></span></p> <p>I am requesting that _____ (name of Employee to be promoted) be promoted to the position of _____ effective, _____. This is based on the current Human Resources Interview and Hiring process.</p>																								
<b>HR REVIEW/ APPROVAL</b>	<p>Upon receipt, the Human Resources Department will prepare the "Internal Promotional Review Form" and forward to the City Manager's Office. (Attached)</p> <p style="text-align: right;">             _____              Human Resources Director                      Date           </p>																								
<b>COMPENSATION</b>	<p><b><u>POSITION APPOINTMENT STATUS INFORMATION</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>POS.APPOINT. STATUS</th> <th>CLASS/POS. NUMBER</th> <th>CLASSIFICATION TITLE</th> <th>GRADE</th> <th>PERCENTAGE</th> <th>HOURLY</th> <th>EXTENDED HOURLY</th> <th>DIVISON NUMBER</th> </tr> </thead> <tbody> <tr> <td>CURRENT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PROPOSAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; color: red;"><b>THIS SECTION TO BE COMPLETED BY HR COMPENSATION STAFF</b></p>	POS.APPOINT. STATUS	CLASS/POS. NUMBER	CLASSIFICATION TITLE	GRADE	PERCENTAGE	HOURLY	EXTENDED HOURLY	DIVISON NUMBER	CURRENT								PROPOSAL							
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