



## **34.0 Promotions**

This General Order consists of the following sections:

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The Washington County Sheriff's Office shall be responsible for administering the promotional process for all Sheriff's Office personnel and establishing promotional criteria that will ensure consistency, fairness, and be non-discriminatory in nature. Promotions for the positions of Sergeant and Lieutenant shall be made from promotional eligibility lists.

All measurement instruments used in the promotional process are devised or selected by the Sheriff's Office. The Washington County Human Resource Department may be consulted to advise whether the processes used are job-related and non-discriminatory in nature.

### **34.1 Professional and Legal Requirements**

- A. The promotional process will be administered and supervised by the Chief Deputy who may designate other personnel to assist during promotional activities. The Chief Deputy will have the authority and responsibility to ensure that promotional activities are conducted fairly, accurately, and in accordance with this order.
- B. It must be noted the Sheriff's Office cannot foresee what contingencies may lead to the necessity for promotions, or what personnel needs may arise as a result of unforeseen situations. Therefore, the following provision is in effect:
  - 1. The Sheriff of Washington County reserves the right to deviate from this order for good cause, if in his opinion, such action is in the best interest of the agency.

### **34.2 Written Announcement of the Promotional Process**

- A. When a promotional vacancy occurs, the Sheriff's Office will notify eligible candidates with a written announcement of the promotional process.
- B. A description of the process to be used in selecting personnel for promotion is given in this order. All personnel will have access to this order. This order will be a topic for in-service training and testing.
- C. When a promotional vacancy occurs, all eligible personnel will send to the Chief Deputy

a "*Notice of Intent*" to take the promotional examination. WCSO Form (X6).

- D. Employees will be required to send the notice within the timeframe allotted on the promotional announcement. Personnel choosing not to participate, will forfeit their eligibility for the current promotional vacancy.

### **34.3 Procedures used in each Element of the Promotional Process**

- A. Promotional Eligibility – While all tasks and responsibilities in the Sheriff's office are vital, job descriptions and requirements vary in different areas. Therefore, eligibility will be as follows:

1. Detention Center – When a supervisory vacancy occurs for Lieutenant and below, eligible personnel who are assigned to that division and meet the criteria in this order will be considered for the vacancy.
2. Sworn Law Enforcement – When a supervisory vacancy occurs for Lieutenant and below, eligible sworn law enforcement personnel that meet the criteria in this order will be considered for the vacancy.
3. If the candidate is the subject of an active complaint against personnel, the candidate will be allowed to compete for promotion, unless the member is suspended without pay.
  - If the case results in disciplinary action, the candidate may face demotion from the newly appointed rank or expulsion from the entire process.

- B. Eligibility for promotional consideration will also be pursuant to the following conditions:

- C. Deputy First Class: In order to be eligible to receive the promotion to the rank of Deputy First Class, agency members will need to meet the following conditions:

1. Eligible deputies will receive the automatic promotion to the rank of Deputy First Class after (3) years of divisional service as a Deputy Sheriff. For the purpose of this order, divisional time accrued as a sworn law enforcement officer can be achieved through a combination of assignment to both the Judicial and Patrol division.
2. Eligible deputies shall have received an annual evaluation during the promotional year and achieved at or above a minimum overall satisfactory performance.
3. Agency members who were hired as laterals with qualified experience and or credentials for the division, to which they are assigned will be eligible for promotion to the rank of Deputy First Class after meeting the following

conditions:

- Completed (1) one year in the rank of Deputy Sheriff calculated from the employee's date of hire.
- Eligible deputies shall have received an annual evaluation during the promotional year and achieved at or above a minimum overall satisfactory performance.

D. Master Deputy: In order to be eligible to test for the promotion to the rank of Master Deputy, qualified agency members must have at a minimum, two consecutive satisfactory annual evaluations and meet either condition (1) or (2) as follows:

1. Testing Method – Agency members shall have accumulated (18) eighteen months as a Deputy First Class to be eligible to test for Master Deputy. The timeframe will be calculated from the first day in rank of Deputy First Class to the date of the promotional examination.
  - Agency members will be required to submit WCSO form (X6), which is the “*Notice of Intent*” to participate in the promotional examination. The WCSO Form (X6) will be forwarded to the Chief Deputy.
2. Service Longevity Method – Agency members who have accumulated (15) fifteen years of divisional service will automatically be promoted to Master Deputy. For the purpose of this order, divisional time accrued as a sworn law enforcement officer can be achieved through a combination of assignment to both the Judicial and Patrol division.

E. Master Deputy testing procedures and administrative guidelines:

1. The Master Deputy examination will be approved by the Sheriff. The testing material used for the examination will be derived from the Divisional General Orders and Policies pertaining to the rank of Master Deputy. Specific to the Corrections Division, the Inmate Handbook will be incorporated into its testing procedure.
2. The Master Deputy examination may be administered in written or electronic format.
3. The Divisional Commander will notify eligible employees of testing date and time. The Divisional Commander will compile the list of employees wishing to participate in the Master Deputy promotional process from the submissions of WCSO form (X6).
4. The Divisional Commander or his/her designee will administer the Master Deputy examination

5. The Master Deputy promotional examination will occur on a biannual basis. The dates will be on or about January 15th. and July 15th.
6. The passing score for the Master Deputy Examination is 70%.

F. Promotional Procedures for the rank of Sergeant and Lieutenant:

The promotional process will be a multi-faceted procedure, using criteria drawn from job performance evaluations, written examinations, education score, time of service, etc. Such an approach will provide improved insight into the deputy's capabilities. Implementation in the promotional procedure of applicable criteria is as follows:

1. Sergeant: Promotion to Sergeant will be accomplished utilizing personnel from the rank of Master Deputy. Personnel must have served at least (18) eighteen months as a correctional Master Deputy assigned to the Detention division or a Master Deputy assigned to sworn law enforcement duties. The timeframe will be calculated from first day in rank of Master Deputy to the date of promotional examination.
2. Lieutenant: Promotion to Lieutenant will be accomplished utilizing personnel from the rank of Sergeant. Personnel must have served at least one year as a Correctional Sergeant for the Detention division, or a Sergeant assigned to sworn law enforcement duties. The timeframe will be calculated from first day in rank of Sergeant to date of promotional examination.
3. Personnel shall not be promoted unless they have received at least an overall "meets expectations" score on all annual appraisals being reviewed during the promotional process.

G. Promotional Procedures for the rank of Captain, Major and Colonel:

1. Captain: Promotion to Captain may be accomplished utilizing personnel from the rank of Lieutenant within the Sheriff's office. Internal Captain candidates must have served at least one year as Detention center Lieutenant, or a Lieutenant assigned to sworn law enforcement duties (unbroken time frame). Time will be calculated from first day in rank of Lieutenant to date of the promotional examination. The Captain position may also be filled from outside the agency.
2. Major: Due to the many variables to be considered in this position, no fixed criteria will be established. In filling the position, the sheriff will consider capability, former education, prior experience, and other aspects deemed to be of significance prior to filling an existing vacancy in this rank. The Major positions may also be filled from outside the agency.
3. Colonel: The Colonel position is an at will employee appointed by the Sheriff.

Due to the many variables to be considered in this position, no fixed criteria will be established. In filling the position, the Sheriff will consider capability, former education, prior experience, and other aspects deemed to be of significance prior to filling an existing vacancy in this rank. The Colonel position may also be filled from outside the agency at the discretion of the Sheriff.

#### H. Promotional Criteria:

1. Evaluation Scoring: The last two annual evaluation scores will be added together to make up the evaluation score for the promotional process. The highest score or most points possible will be 28 points.
2. Education: Is one indication of a candidate's ability to learn, and the desire to improve themselves, and the agency. All college credits or degrees must have been earned from a college accredited by the Council for Higher Education of the U.S Government. The highest number of points possible will be 4 points.
  - 1 point for 30 -60 earned college credits.
  - 2 points for 61-120 earned college credits
  - 3 points for a bachelor's degree from a college/university accredited as recognized by the U.S. Department of Education.
  - 4 points for a master's or doctorate degree from a college/university accredited as recognized by the U.S. Department of Education.
  - The member will be requested to provide a copy of their college transcript, to the chief deputy to qualify for any educational points.
3. Seniority: While seniority does not guarantee competence or excellence in performance, it does indicate a certain amount of experience. The highest possible points awarded to individual candidates will be 3 points. Only sheriff's office sworn members years of unbroken service will be used in the determination to award the seniority points.
  - 1 point for 5 years of service or less.
  - 2 points for service over 5 years to 10 years of service.
  - 3 points for agency members with more than 10 years of service.
4. Written Examinations: All written examinations will be approved by the sheriff and may be written by agency personnel or purchased, leased or rented from a reputable company specializing in police and/or correctional promotional examinations. Purchased, leased, or rented examinations will be certified/documented by the providing company as not having an adverse impact on any minority group and said documentation will be held on file at the sheriff's office.

- All eligible personnel will be given a minimum of 14-day notice of upcoming written promotional examinations.
  - The division commander is responsible for purchasing written examinations at the direction of the sheriff. The division commander will secure the testing material prior to administering the examination.
  - The written examinations will be administered by the division commander, or his designate, and will be administered as recommended by the company supplying the examination.
  - Completed written examination answer sheets will be maintained in personnel files of promotional candidates, for a minimum of three (3) years from the date of the test.
  - The written examination score or percentage of right answers will be multiplied by 30 points to come up with the number of points for the examination points for the promotional process.
5. Oral Interviews: The top seven candidates will proceed to the command staff interviews. These interviews will be the last step prior to selection of personnel for promotion.
- The Sheriff, Chief Deputy and Divisional Commanders will conduct the interviews.
  - The Command staff interview will be scored and will be used to determine the applicant's motivation for seeking a promotion and to observe how the applicant performs under stress.
  - Upon completion, the command staff will review all available information and make recommendations.
  - The command staff interview is worth up to 35 points in the promotional process.
6. The Sheriff will make the final promotional decision based of the top three candidates on their respective eligibility list.

### **34.4 Procedures for the Eligibility List**

#### **A. Final Promotional Score**

1. Performance Evaluation will comprise 28 points or 28% of the score.
2. Education will comprise 4 points or 4% of the score.
3. Seniority will comprise 3 points or 3% of the score.
4. Written examination will comprise 30 points or 30% of the score.

5. Command Oral Interview will comprise 35 points or 35% of the score.
- B. Members shall be rank ordered on their respective promotional list based on their overall score.
- C. Personnel must have served at least one year in rank before being eligible to participate in the next higher rank promotion process.
- D. Use of Eligibility Lists
1. The eligibility lists for promotion shall remain in effect for a period of one year. (*“Effective duration”*) The effective duration of the eligibility lists may be extended by the Sheriff for up to one additional year.
  2. Promotions to the ranks of Sergeant and Lieutenant shall be from the established promotional list.
  3. Members shall be rank ordered on their respective promotional list based on their overall score.
  4. In the event that a candidate is offered but declines promotion, his or her name will be immediately removed from the promotional list for the effective duration of that list.
  5. Selection for promotion to the rank of Sergeant and Lieutenant will be made by the Sheriff selecting one candidate from the three highest ranking candidates.
  6. If more than one position is being filled, then after the first candidate is selected, his or her name shall be removed from the list of candidates. The Sheriff will then select the next candidate for promotion from the three highest ranking candidates on the resulting list. This process will be repeated if another promotional selection is made by the Sheriff.
  7. Positions will be filled from the list as position openings occur during the effective period of the list.
  8. There will be no promotional list established for the positions of Captain, Major and Colonel, and those promotions will be made at the discretion of the Sheriff.

### **34.5 Procedures for Review and Appeal of the Promotional Process**

- A. Promotional candidates will be able to review and appeal adverse decisions regarding promotional vacancies. The request by a candidate to review and appeal the promotional process will include, at a minimum:

1. Candidates, if they so desire, may review the examination questions and answer key used in promotional examinations. The review must be scheduled with the Chief Deputy within five business days following notifications of the test results.
2. Review of the results of the scored elements and oral interviews must be scheduled with the Chief Deputy within five business days following the notification of the results.
3. All appeals must be made in writing to the Sheriff within ten business days following notification of the final results of the promotional assessment.
4. Candidates who are not promoted are not discouraged from re-entry into future promotional processes. Candidates who meet minimum eligibility requirements may reapply at the next applicable promotional vacancy, be re-tested and re-evaluated for the position.
5. There is no lateral entry into the promotional process. Candidates must meet the requirements to participate in the Promotional Process.
6. All Promotional materials will be secured and maintained by the Chief Deputy.

#### **34.6 Probationary Period for Promotions**

- A. Probationary Periods: All employees who are promoted will be in a promotional probationary status for a minimum period of one year from the effective date of promotion. The probationary period may be extended by the sheriff if he deems it necessary. There will be no exceptions to the minimum probationary period.

#### **34.7 Administrative Review of the Promotional Process**

1. The promotional process will be reviewed by the Chief Deputy, or designee, each year to evaluate its effectiveness at selecting the best-qualified candidate in a fair and equitable manner.
2. Re-testing, re-application, or re-evaluation of the process elements will be on a case-by-case basis and only at the discretion of the sheriff.
3. Promotional Procedure Tools: All tools used in the promotional testing procedure will meet guidelines for validity, usefulness, and minimum adverse impact. All tools will be job related and non-discriminatory.