

Memorandum

Date: August 15, 2016
To: All Personnel
From: Undersheriff Melekian
Subject: Promotion Process for Sworn Personnel
(Modified from February 2015)



Sheriff's Bulletin: 16-16

In November 2014, the promotional process for Sergeant, Lieutenant and Commander was modified from past years. This document will serve to modify and clarify the intentions of that previous memo. It should continue to serve as a guideline for sworn personnel to better understand the selection process for the job classes of Deputy Sheriff and Custody Deputy for the ranks of Sergeant, Lieutenant, and Commander beginning with a basic outline of the selection process. The following process will be effective as of August 15, 2016.

Promotion Process Basic Outline:

1. Civil Service Selection Process
 - a. Application Review
 - b. Written Exam (*this will be a Staff Study for the rank of Commander*)
 - c. Oral exam- external panel
 - d. Placement on the civil service employment list
2. Department Internal Selection Process
 - a. Sheriff's Office Résumé Document
 - b. Command and Executive Staff Input
 - c. Internal Interview Panel
3. Banding
4. Integration with Civil Service list
5. Meeting with Sheriff

Civil Service Rules and Selection Process:

Civil Service rules allow for the "rule of nine" to be used for all promotions. The rule of nine allows for the top nine candidates on the list, plus the number of vacancies, to be considered for promotion. Each eligibility list can be used for more than one round of promotions with candidates cycling upward on the list as others are promoted.

Thus, if there is one vacancy the eligible list will contain the top 10 names. If there are two vacancies, the eligible list contains 11 names, and so on. In the event that two or more people are tied, this may increase the number of people within the area of selection.

Civil Service Selection Process:

1. **Application Review-** Applicants must meet the employment standards listed on the recruitment flyer.
2. **Written Exam** (Multiple choice) *Commander candidates with be assigned a Staff Study not a multiple choice written exam.*
 - a. This exam is a scored exam and candidates must receive at least a 70% passing score to advance in the recruitment.
3. **Oral Exam** (External Panel)
 - a. This exam is a scored exam and candidates must receive at least a 70% passing score for placement on the eligible list.
 - b. This exam will include a staff-quality presentation¹ as well as an oral interview component. Both components will be a combined score and not be scored separately.

The civil service list will be a result of combining the written and oral exam. The written exam will account for 30% of the civil service score. The oral exam will account for 70% of the candidate's overall Civil Service ranking.

The top 20 candidates from the civil service list will proceed to the Department Internal Selection Process. This list of 20 can be used for more than one round of promotions and will evolve as candidates are promoted off the list. Only those who are within the area of selection, based on the rule of 9, will be eligible for promotion.

Department Internal Selection Process:

1. The **Undersheriff**, or his designee, will serve as the Chairperson for the internal interview panels. He will also review all documents presented to the internal panel as well as the panel's scoring criteria to ensure consistency.
2. **Command and Executive Staff Input:** Prior to the internal testing process, Command and Executive Staff will meet to discuss the candidates and provide input to the selected internal panel and Sheriff. The comments will be limited to first-hand knowledge only, rumors and hearsay will not be allowed.
3. **Sheriff's Office Résumé Document:** Candidates must use the template provided by Human Resources. The internal panel will review and score the résumé. The panel will use the document to evaluate the skills, knowledge and abilities for the rank being sought.
4. **Selection Interview (Internal Panel):** The internal panel will be comprised of three staff members. The Chair (Undersheriff or designee) will select the staff members each of whom will be at least one rank above the classification being recruited for. The internal panel will consider the following four items in order to determine the candidate's readiness for promotion:

¹ Commander Candidates only

- a. **EPR:** Last three years only. If the candidate is missing an EPR because it was not completed, the board will not mark it against the candidate. The EPRs will provide additional information on the candidate's qualifications for the rank that he/she is seeking.
- b. **Sheriff's Office Resume Document**
- c. **Selection Interview Rating**
- d. **External Oral Panel's scores and comments**

The internal panel will "band" all candidates who make it to this step, into the following categories; taking into account the totality of all the above information from the external and internal process.

Highly Qualified	Qualified	Not Ready
<i>Will be interviewed by the Sheriff, if they fall into the area of selection</i>	<i>Will not initially be interviewed by Sheriff, but may be interviewed subsequent to the interviews of the Highly Qualified candidates</i>	<i>Will not be interviewed by the Sheriff</i>

Sheriff's Interview:

Candidates who were banded Highly Qualified by the internal panel will be invited to participate in a final interview with the Sheriff.

The Sheriff will initially interview the candidates who are banded as Highly Qualified, provided they are within the area of selection. Once he has interviewed all of these candidates, he may move on to interview the Qualified candidates who fall within the area of selection.

Candidates in the Qualified band may be interviewed and promoted once all of the eligible Highly Qualified candidates have been interviewed.

Any candidate banded Highly Qualified who is not selected for promotion for the current vacancy, will remain eligible for consideration for promotion for subsequent openings from the current list.

Candidates who are banded Not Ready will not be eligible for promotion from the current list.

Clarifications/Examples:

1. The area of selection is defined as the list of names eligible for promotion which are at least nine more names than the number of vacancies to be filled.

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2. In order to be interviewed in the first grouping, the candidate must have been placed within the area of selection by the Civil Service procedure and must have been rated as Highly Qualified by the Internal Selection Panel.
3. Should the Sheriff choose not to select a promotion from the Highly Qualified band, then he may interview candidates banded as Qualified who are within the area of selection.
4. If none of these are selected, the list will be considered exhausted.



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Undersheriff