



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-10 Promotional Process

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 4-ALDF-7E-01,
CALEA Standards Reference: 15.1.4, 33.8.4, 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6
NCCHC Standards Reference:
PREA Standards: 111.17b, 115.17
SCLEA Standards Reference:

This policy dated 5/5/2025 replaces prior policies cited above and supersedes all previously issued directives.

SC Minimum Standards:

I. Purpose:

To establish a fair and objective promotional process for the Charleston County Sheriff's Office and to ensure that promotional vacancies are filled by fully qualified employees.

II. Policy:

It is the responsibility of the Sheriff to fill all positions of higher responsibility with fully qualified employees. A sound promotional process for advancement is essential to ensure the Charleston County Sheriff's Office is staffed by the most productive and fully qualified employees available. This process will afford our employees the opportunity to develop and advance to their fullest potential, commensurate with their capabilities, and best serve the needs of the Charleston County Sheriff's Office.

This opportunity must extend to all minorities and other protected classes to provide equal representation to all managerial levels within the Charleston County Sheriff's Office. The Sheriff will ensure that all eligible employees are given the opportunity to participate in a fair, open, and objective process for all promotional opportunities within the Charleston County Sheriff's Office. The employee(s) promoted to a position of higher responsibility within the Sheriff's Office must possess the required abilities, qualifications, and experience to function in that position. (Ref: 4-ALDF-7E-01; CALEA 34.1.1 and 34.1.3)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

- C. *Promotional Process Coordinator:* The Promotional Process Coordinator will be a lieutenant appointed by the Sheriff or designee, one for deputy sheriffs and one for detention deputies, and will serve for two consecutive years. The Promotional Process Coordinator reports directly to the Sheriff or designee on promotional issues. Duties will include:
1. maintaining a master roster of all candidates who applied;
 2. verifying the eligibility of each candidate;
 3. scheduling all phases of the promotional process;
 4. selecting policies from the Charleston County Sheriff's Office Policy and Procedure Manual, Charleston County Sheriff's Office Human Resources guidelines, the Unusual Occurrence Manual, and the agency's Mission and Value Statements to be used during the process;
 5. developing and compiling the test questions for the knowledge exam;
 6. developing and compiling scenarios for the inbasket (sergeant candidates only), Oral Assessment Board, special project, and public speaking assessment (lieutenant candidates only);
 7. scheduling and advertising promotional process preparation workshops; and
 8. ensuring the process is accomplished fairly and objectively.
(Ref: CALEA 34.1.1)
- D. *Promotional Process Tabulators:* The Promotional Process Coordinator will select a committee consisting of two lieutenants and one representative of Human Resources to serve as promotional process tabulators. These tabulators are responsible for tabulating and verifying all scores in the process.
- E. *Oral Assessment Board:* The Oral Assessment Board will consist of four lieutenants or above from the tri-county area for sergeant candidates and one civilian with management experience. For lieutenant candidates, the Oral Assessment Board will consist of four captains or above from another law enforcement agency and one civilian with management experience. The lieutenant assessors will be selected from outside the tri-county area. This board will grade both the In Basket and Oral Assessment for the Sergeant candidates and the Public Speaking Assessment, Special Project and Oral

Assessment for Lieutenant candidates. Members selected to the Oral Assessment Board will serve for a period of one year.

- F. *Chairperson of the Oral Assessment Board:* The Sheriff or designee will appoint a major to serve as the Chairperson of the Oral Assessment Board for a period of one (1) year. The Chairperson will direct the activities of the Oral Assessment Board as a non-voting member.
- G. *Promotional Process Review:* A review of the candidate's promotional package conducted with the candidate by the Promotional Process Coordinator.
- H. *Promotional Process Appeal Board:* The Sheriff or designee will appoint two captains each, along with the Promotional Process Coordinators, to serve as the Detention and Enforcement Promotional Process Appeal Boards. The two captains for each board will be selected from different divisions within the agency. These selections will be effective for a period of one year. This board will determine the merit of any appeal regarding the promotional process. Appeals with merit will be forwarded to the Sheriff or designee with recommendations of corrective action.
- I. *Promotional Policy and Procedure Review Board:* The Promotional Process Coordinators will serve as co-chairpersons of this board. The Promotional Process Coordinators will gather feedback from those candidates who participated in the promotional process and will email an after-action review at the end of the process to the Sheriff or designee. This board will be charged with the responsibility of identifying changes, if any, which need to be made in the existing procedure, either by recommending to the Sheriff deletions and/or additions or editing of any or all aspects of the process.
- J. Forms:
 - 1. *Promotional Package Checklist :* This form will be filled out by the candidate's immediate supervisor and included as part of the candidate's promotional process package submitted. This form ensures the candidate's eligibility memorandum and resume are all included.
 - 2. *Oral Assessment Form:* Used by all members of the Oral Assessment Board when evaluating the candidate. Candidates are graded on the following criteria:
 - a. Oral Communication

- b. Leadership and Decision-Making Skills
 - c. Stress Management
 - d. Command Presence; and
 - e. Technical and Professional Knowledge
3. *In Basket Assessment Form:* This Form will be utilized by the tabulators for those taking the Sergeant Assessment, to determine the score. Candidates are graded on the following criteria:
- a. Written Communication
 - b. Planning and Organizing
 - c. Leadership and Decision-Making Skills
 - d. Perception and Analysis of Topic
 - e. Technical and Professional Knowledge
4. *Public Speaking Assessment Form:* This form will be utilized by the Oral Assessment Board to evaluate each prospective lieutenant candidate as they simulate responding to the public regarding a specific scenario/incident. Candidates are graded on the following criteria:
- a. Oral Communication;
 - b. Adaptability;
 - c. Perception and Analysis of Topic;
 - d. Command Presence; and
 - e. Interpersonal Sensativity.
5. *Special Project Assessment Form:* This form will be utilized by the Oral Assessment Board to evaluate each prospective lieutenant candidate as they grade the candidate on the following:

- a. Oral Communication;
 - b. Leadership and Decision-Making Skills;
 - c. Perception and Analysis of Topic;
 - d. Preparation and Direction; and
 - e. Planning and Organization Skills.
6. *Promotional Process Tabulation Sheet*[*Sergeant Assessment*] [*Lieutenant Assessment*] : This form will be utilized by the tabulators to determine the promotional assessment score. Each phase will be tallied to determine this score. Tabulators will verify the scores by initialing the form. The candidate will sign and date the form upon reviewing the scores
7. *Prison Rape Elimination Act Questionnaire*: This form will be filled out by the SACDC promotional candidate and will then sign and date the questionnaire. The Prison Rape Elimination Act (PREA) Questionnaire form will then be submitted with the rest of the promotional process packet. The PREA Questionnaire will be utilized for SACDC personnel only. (Ref: PREA 115.17)

IV. Procedure:

A. Phases:

1. Application Phase:

This portion of the process involves the application and initial qualification of candidates who are entering the process. Employees that have retired in place, (refer to *Policy 4-22 Retire in Place*), will not be eligible to participate in the promotional process.

2. Oral Assessment / Public Speaking Assessment Phase:

Lieutenant and sergeant candidates will participate in an oral assessment as outlined in paragraphs I (1-7) and J (1-5) supra and the Promotional Process Announcement. Lieutenant candidates will also participate in a mock public speaking assessment and special project. (Ref: CALEA 34.1.3)

3. Tabulation and Certification Phase:

During this portion of the promotional process, the final score will be tabulated and certified by the Promotional Process Tabulators and the Promotional Process Coordinator. (Ref: CALEA 34.1.5 item a)

4. Candidate Review and Appeal Phase:
 - a. The review phase will allow the candidate to submit a written request to their respective Promotional Process Coordinator within five (5) calendar days after the posting of the Promotional Candidates List to have their performance reviewed.
 - b. The appeal phase will allow the candidate to appeal any aspect of the promotional process to their respective Promotional Appeal Board. (Ref: CALEA 34.1.2 item e)
- B. The promotional process will be accomplished annually regardless of promotional opportunities available.
 1. Every other year, at the conclusion of the current promotional process, the Sheriff or designee will appoint lieutenants to serve as the Promotional Process Coordinators, one each for Detention and Enforcement.
 2. Each year, at the conclusion of the current promotional process, the Sheriff or designee will appoint the majors to serve as the Chairpersons of the Oral Assessment Boards, one each for Detention and Enforcement, for the ensuing year, and two captains each to serve on the Promotional Process Appeal Boards.
 3. Once appointed, the Promotional Process Coordinator will immediately select the Promotional Process Tabulators.
 4. Once appointed, the Chairperson of the Oral Assessment Board will immediately select the members of the Oral Assessment Board.
- C. The Promotional Process Announcement will be published via memorandum to all personnel by the Promotional Process Coordinator for candidates seeking promotion to the rank of sergeant and lieutenant. All information, questions, or concerns regarding the process will be directed to the Promotional Process Coordinator. The announcement will include:

1. a schedule of dates, times and locations of all elements of the promotional process;
 2. a list of directives and other study material (i.e., agency mission and value statement) to be utilized for the inbasket (for sergeant candidates), knowledge test (for sergeant candidates), oral assessment, special project (for lieutenant candidates), and public speaking assessment (for lieutenant candidates);
 3. a complete description of the elements used in the selection and the respective weight of each in the scoring process; and
 4. dates and times for promotional process preparation workshops. Workshops will be offered during the period leading up to the start of the promotional process. The workshops will consist of public speaking best practices. (Ref: CALEA 34.1.4)
- D. All candidates desiring to participate in the promotional process must meet the following eligibility requirements:
1. for promotion to the rank of sergeant:
 - a. an associate's degree or sixty semester hours from an accredited college or eight years of military service; and
 - b. a minimum of five years law enforcement or detention experience, with three years of current continuous service with the Charleston County Sheriff's Office as a deputy sheriff or detention deputy as of July 1st of the current year of the promotional process announcement.
 - i. Beginning January 1, 2026, and going forward, you will need to be a Master Deputy; or
 - ii. have completed or will complete upon your first anniversary date of your promotion, a supervisor course to include ICS 400 and ICS 500; or
 - c. a total of seven years of law enforcement or detention experience, with three years of current continuous service with the Charleston County Sheriff's Office as a deputy sheriff or detention deputy as of July 1st of the current year of the promotional process announcement. (Ref: 4-ALDF-7E-01)
 - i. Beginning January 1, 2026 and going forward, you will need to be a Master Deputy; or

- ii. have completed or will complete upon your first anniversary date of your promotion, a supervisor course to include ICS 400 and ICS 500.
 2. for promotion to the rank of lieutenant:
 - a. an associate's degree or sixty semester hours from an accredited college or eight years of military service; and
 - b. minimum of three years current continuous time in grade as a law enforcement or detention sergeant with the Charleston County Sheriff's Office as of July 1st of the current year of the promotional process announcement; or
 - c. a total of ten (10) years of law enforcement or detention experience, with two years of current continuous time in grade as a law enforcement or detention sergeant with the Sheriff's Office as of July 1st of the current year of the promotional process announcement. (Ref: 4-ALDF-7E-01; CALEA 34.1.5 item c)
3. Applicants are responsible for ensuring that a current certified transcript of earned college credit or degrees received is reflected in the applicant's personnel file in the Human Resources Office. The Human Resources Office will provide the related documentation to the Promotional Process Coordinator.
4. Candidates must meet the eligibility requirements of current continuous service and time in grade prior to July 1st of the current year of the promotional process, or at the discretion of the Sheriff. If a candidate does not meet the current continuous service or time in grade, they will not be allowed to participate in the promotional process.
5. Candidates will be ineligible to participate in the promotional process or will be removed from the official eligibility list as a result of sustained disciplinary action in the form of a Letter of Reprimand or a Letter of Suspension. Disciplinary violations will be enforced twelve months prior to the date of the promotional process announcement and will continue through and during subsequent phases of the process, to include removal from the official eligibility list.
6. Acts of academic dishonesty will be grounds for immediate disqualification from the process and may result in possible further

disciplinary action.

7. Candidates on disciplinary or performance probation are prohibited from applying or participating in the promotional process. If a candidate receives disciplinary action or performance probation after being placed on the official eligibility list, they will be removed from that list.
8. Candidates currently in the process who are placed on administrative leave status for any reason must be authorized to continue or be disqualified from the process by the Sheriff or designee in writing.
9. Candidates in the process who elect to voluntarily withdraw must do so in writing to the Promotional Process Coordinator through their chain of command.
10. Promotional candidates will not be added to the list as a result of promotions, terminations, resignations, or as a result of discipline, unless approved by the Sheriff.

E. Application Phase:

1. Eligible candidates for the rank of sergeant and lieutenant desiring to participate in the promotional process must submit a memorandum to the respective Promotional Process Coordinator through their chain of command, ending with their captain. Accompanying the memorandum, a resume must also be submitted.
2. A deadline for submitting the memorandum and resume will be set by the Promotional Process Coordinator.
3. The captain will forward the promotional package (memorandum and resume) to the Promotional Process Coordinator through their respective Chief Deputy's Executive Assistant or Detention Director's Administrative Assistant, who will date, and time stamp all promotional packages and then forward to the respective Promotional Process Coordinator.
4. The Promotional Process Coordinator will consult the Office of Professional Standards (OPS) prior to the distribution of the eligible promotional candidates to determine if any of the candidates have any disciplinary action or any sustained allegations of sexual harassment or sexual abuse (see paragraph D (5-8) supra). (Ref: PREA 111.17b)

5. Candidates may appeal any portion of their application package returned as ineligible directly to the Promotional Appeal Board within five calendar days of receipt of notification. The Promotional Process Appeal Board must resolve appeals in a timely manner to meet the application deadline for the promotional process.
6. Once the Application Phase is completed, the Promotional Process Coordinator will distribute a list of all eligible promotional candidates to all duty locations and personnel by email or otherwise.
(Ref: CALEA 15.1.4 and 34.1.2 item a)

F. Nepotism:

Any agency supervisor or staff member with a conflict of interest in regard to nepotism will be exempt from serving or voting in any facet of the promotional process. The Sheriff, as the elected executive official of the agency, is exempt from this clause.

G. Knowledge Test:

1. The knowledge test is applicable to sergeant candidates only. It will be comprised of 50 multiple choice and/or true/false questions taken from the policies from the Charleston County Sheriff's Office Policy and Procedure Manual, Charleston County Sheriff's Office Unusual Occurrence Manual, Charleston County Sheriff's Office Human Resource Guidelines, and the agency's mission and values statement. Each question carries a value of 2 points with a total possible score of 100 points. The candidate will not receive their score on this exercise until the final scoring and tabulation phase of the process.
(Ref: CALEA 34.1.5 item a)
2. Multiple tests may be created to ensure the integrity of the testing process. The Promotional Process Coordinator will be responsible for the security of the answer key and testing materials.
3. The Promotional Process Coordinator will proctor the knowledge test with the Promotional Process Tabulators, to include a member of Human Resources, assisting as monitors.
4. A time of two (2) hours will be given for this step of the testing process.
5. The test will be scored by the Promotional Process Coordinator and verified by the Promotional Process Tabulators.

(Ref: CALEA 34.1.3, and 34.1.2 item b)

H. In Basket

1. The inbasket is applicable to sergeant candidates only. It will be comprised of citations, warrants, reports, bond packets, and three to five scenarios from policies from the Charleston County Sheriff's Office Policy and Procedure Manual, Charleston County Sheriff's Office Unusual Occurrence Manual, Charleston County Sheriff's Office Human Resource Guidelines, and the agency's mission and values statement.
2. Multiple inbaskets may be created to ensure the integrity of the process. The Promotional Process Coordinator will be responsible for the security of the answer key and testing materials.
3. The Promotional Process Coordinator will proctor the inbasket with the Promotional Process Tabulators assisting as monitors.
4. A time of one (1) hour will be allotted for this step of the process.
5. The inbasket will be scored by the Oral Board Assessors and verified by the Promotional Process Tabulators.

I. Oral Assessment Board:

1. The development of job-related criteria and procedures to be used by the Oral Assessment Board is viewed as a necessary element of the promotional process. To achieve this, the Oral Assessment Board will utilize five assessment criteria, each criteria having a respective weight in the overall assessment process. (Ref: CALEA 34.1.3)
2. All sworn members who sit on the Oral Assessment Board including the Chairperson, the Promotional Process Coordinator, and tabulators are required to wear the Class A uniform. Civilian members will be required to wear business/professional attire.
3. The *Oral Assessment Form* and the *Public Speaking Assessment Form*, when applicable, will be used by all members of the Oral Assessment Board when evaluating a candidate.
4. The highest possible score is 25 points.
5. Scoring will include circling the appropriate numeric score and

totaling the scores for each of the assessment criteria at the bottom of the page. The assessment form totals will be validated by the Promotional Process Tabulators. (Ref: CALEA 34.1.5 item a)

6. The Oral Assessment Board Chairperson will monitor the Assessment Board to ensure the caliber of questioning remains consistent for each promotional candidate as they present themselves to the Board. The Chairperson will not give weight to any candidate or express an opinion as to a candidate's qualifications during the actual assessment process. (Ref: CALEA 34.1.2 item d)

J. Procedure for Oral Assessment:

1. The Promotional Process Coordinator, utilizing the posted eligibility list, will develop a schedule (i.e., alphabetical, shift schedule, drawing time slots, etc.) by which candidates will make their presentation to the Oral Assessment Board. The schedule will consist of a date and time for each slot. A master list of dates and times will be maintained by the Promotional Process Coordinator. Candidates should arrive early to testing.
2. Changes to the date and time of appearance must be approved by the Promotional Process Coordinator and should only be approved with justification.
3. At the conclusion of the candidate's presentation, board members will present each candidate scenarios from the list of scenarios provided by the Promotional Process Coordinator. All candidates competing for a specific rank will be presented scenarios derived from policies from the Charleston County Sheriff's Office Policy and Procedure Manual, Charleston County Sheriff's Office Unusual Occurrence Manual, Charleston County Sheriff's Office Human Resource Guidelines, and the agency's Mission and Values Statement.
4. Once the candidate's presentation to the Oral Assessment Board has concluded, there will be absolutely no discussion of the candidate among board members prior to turning in grading sheets. Each candidate will be evaluated on their oral presentation as well as their performance during the scenario phase of their presentation. Board members will not keep a tally of scores throughout the process. All scores and assessment forms will be turned over to the Promotional Process Coordinator.
5. Every effort will be made to have all board members present during

the oral assessment. If a board member must be absent, an alternative member will be used. (Ref: CALEA 34.1.2 item d)

K. Procedure for Public Speaking Assessment:

1. This exercise is for lieutenant candidates only and will judge the lieutenant candidate's ability to give public statements in front of a camera. (Ref: CALEA 34.1.3)
2. The Promotional Process Coordinator, utilizing the posted eligibility list, will develop a schedule by which candidates will make their public speaking presentation to the Oral Assessment Board. The schedule will consist of a date and time for each slot. A master list of dates and times will be maintained by the Promotional Process Coordinator. Candidates shall arrive early.
3. Changes to the date and time of appearance must be approved by the Promotional Process Coordinator and should only be approved with justification.
4. The agency Public Information Officer, or designee, will give the lieutenant candidate a set of facts about a fictional incident (for example a community meeting, a panel board discussion, etc...) in front of the camera. The lieutenant candidate will then have a set amount of time, designated at the information meeting, to answer the question(s) in front of the camera.
5. All public speaking assessment presentations will be recorded and made available to any interested candidate to view and receive feedback on their performance after they are graded by the Oral Board.
6. Once the candidate's video presentation to the Oral Assessment Board has concluded, there will be absolutely no discussion of the candidate among board members prior to turning in the grading sheets. Each candidate will be evaluated on their public speaking presentation and subsequent questions during this scenario phase of the promotional process. Board members will not keep a tally of scores throughout the process. All scores and assessment forms will be turned over to the Promotional Process Coordinator.
7. Every effort will be made to have all board members present during the public speaking assessment. If a board member must be absent,

an alternative member will be used. (Ref: CALEA 34.1.2 item d)

L. Special Project

1. This exercise is for lieutenant candidates only.
2. This exercise will consist of a special project designated by the Sheriff or designee. The parameters of this exercise will be given during the informational meeting set in the promotional process announcement memo.
3. The test will be scored by the Oral Board Assessors and verified by the Promotional Process Tabulators.

M. Scoring and Tabulation:

1. Candidates who place in the top twelve (12) of the sergeant assessment and top six (6) of the lieutenant assessment will be placed on the final promotional candidate list.
2. At the conclusion of the candidate's presentation at the Oral Assessment Board, in basket, special project and/or Public Speaking Assessment for lieutenant candidates, the Promotional Process Tabulators will tally the scores of each phase on the *Promotional Process Tabulation Sheet*.
3. Each tabulator will initial the form verifying the score. The candidate will then be given the opportunity to review their scores and will be given their promotional assessment score. The candidate will sign and date the *Promotional Process Tabulation Sheet* signifying they have reviewed the scores.
4. During this phase, the Promotional Process Coordinator and tabulators will refrain from communicating in oral or written form any other candidates scores or inform the candidates where they rank numerically on the overall list.
5. Upon completion of the testing and evaluation phases of the process, the Promotional Process Coordinator and tabulators will accomplish a thorough and complete review of all candidate's promotional files to validate and ensure the tabulations are correct.
6. The Promotional Process Appeal Board will be notified of any changes

or errors identified from the tabulation review. The Promotional Process Appeal Board will notify the Sheriff or designee and provide recommendations for remedies for any errors or problems discovered.

N. Selection Process:

1. As a result of the final promotional scores, the top twelve (12)sergeant candidates and top six (6) lieutenant candidates will continue by having their names published on a list submitted to the Sheriff, Chief Deputies and Detention Director.
2. Upon conclusion of the Review and Appeal period, an official promotional candidate list, with an identifying 5 digit number will be published. These numbers will be given to each applicant prior to testing by the Promotional Process Coordinator and the numbers will be kept by the coordinator. The list will be posted at the Law Enforcement Center (LEC), the Sheriff Al Cannon Detention Center, and all applicable Sheriff's Office facilities prior to June 30th. No additions to this list will be authorized without direct approval of the Sheriff except as previously outlined in this procedure.
3. At the discretion of the Sheriff or designee, the top three candidates for each position vacancy from the sergeant and lieutenant list, will have an interview with the Sheriff or designee. Those candidates whose names are on the list will remain for one (1) year following the posting of the list.
(Ref: CALEA 34.1.5 items *b* and *d*)
4. Promotions to the rank of captain will consist of completing a special project determined by the Sheriff or designee.
5. Promotions to the rank of major, chief deputy, Detention Director, and Undersheriff will be appointed by the Sheriff or designee.
6. The Sheriff will use criteria deemed appropriate in the final selection process, including, but not limited to, recommendations from all ranks, the resume, knowledge test score, in basket (for sergeant candidates only, oral assessment score, public speaking assessment, special project (for lieutenant candidates only) employee's personnel file, a private one-on-one interview, etc. The final selection process will occur as opportunities for promotion become available.
(Ref: CALEA 34.1.2 item *d*, and 34.1.5 item *e*)

O. Probationary Period:

1. All employees promoted to a position of higher responsibility will be subject to a one-year probationary period.
2. Documented instances of failure to perform at that level of responsibility will be grounds to reduce the employee to the position they held prior to the promotion.
3. The newly promoted employee will receive an appraisal at the end of the probationary period. (Ref: CALEA 34.1.6)

P. Review:

1. Candidates who participated in this process and did not obtain a position on the promotional candidate list, may within five (5) calendar days of the posting of the promotional candidate's list, submit a memo to their respective Promotional Process Coordinator requesting a review of their performance in the process.
2. The Promotional Process Coordinator will schedule dates and times for the review with the candidate. The candidates will be allowed to review all elements of the promotional process but will not be provided with any copies of the documents. (Ref: CALEA 34.1.2 item e)

Q. Promotional Appeal:

1. The right of candidates to appeal any aspect of the promotion and advancement process is an internal part of the process itself. Candidates who participated in this process may, within five (5) calendar days of the candidate's knowledge of the occurrence, appeal any element of the promotional process to the Promotional Appeal Board.
2. The Promotional Appeal Board will objectively review the process with the candidate and will have the candidate's file containing all of the candidate's promotional documents and scores. The candidate will receive a written response from the Promotional Appeal Board within five calendar days. If the candidate is not satisfied with the attempt at resolution, the candidate has five calendar days to submit the appeal directly to the Sheriff.
3. Appeals with merit that identify issues that would affect the outcome of the list will be sent to the Sheriff from the Promotional Appeal

Board within five (5) calendar days with recommendations of corrective action. (Ref: CALEA 34.1.2 item e)

4. If the Sheriff determines that an adverse selection by way of the process has occurred, corrective action may result in:
 - a. reapplication;
 - b. retesting; and/or
 - c. re-evaluation. (Ref: CALEA 34.1.2 item f)
5. Candidates who wish to appeal the Promotional Appeal Board's recommendations for corrective action may appeal the issue directly to the Sheriff within five (5) business days. (Ref: CALEA 34.1.2 item e)

R. Promotional Policy Review:

1. At the conclusion of each promotional process, the Sheriff or designee will organize a Promotional Process Review Board consisting of members as outlined in Section III, paragraph I, supra.
2. At the conclusion of the promotional policy review, a written recommendation will be made to the Sheriff. If the board feels the policy should stand as is, a recommendation to that effect will be forwarded to the Sheriff. If the Review Board feels the procedure should be updated, a memorandum to that effect will be forwarded to the Sheriff. This memorandum will identify the areas that need to be addressed, why the areas should be amended, and recommendations to remedy the procedure. On receiving the board's recommendation(s), the Sheriff, at their discretion, will take whatever action deemed appropriate.

S. Security of Promotional Material:

The Promotional Process Coordinator will be responsible for ensuring that all promotional process materials are maintained in a secure manner. At the conclusion of the process each year, the Promotional Process Coordinator will provide all files to the Office of Professional Standards for retention and security. (Ref: CALEA 34.1.2 item h)

T. The Sheriff may appoint personnel to fill ranking positions within the agency

if they have specific technical skills and knowledge of the desired vacancy. This appointment will only be accomplished if the position cannot be filled by personnel on the current existing promotional list. These positions include, but are not limited to, pilot, polygraph examiner, etc.

(Ref: CALEA 34.1.2 item g)

- U. All activated military employees will be given consideration in the promotional process in compliance with [United Services Employment and Reemployment Rights Act \(38 USC Chapter 43\)](#). The law, which was enacted in October 1994, states that members of the uniformed service are entitled to return from service reinstated with seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.

- V. The Sheriff Al Cannon Detention Center shall not promote any employee who may have contact with inmates, who:
 - 1. has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
 - 2. has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse;
 - 3. has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of the Prison Rape Elimination Act; and
 - 4. the Sheriff Al Cannon Detention Center shall consider any incidents of sexual harassment in determining whether to promote any employee, who may have contact with inmates. (Ref: PREA 115.17)