



## **General Order 34.2 - Promotion**

**PURPOSE:** Define promotional probation; describe promotional process review; and describe candidate review of written test.

**DATE OF APPROVAL:** 5/26/22

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**REVIEW DATE:** Annual

**AMENDS:** 34.2.4

**THIS ORDER CANCELS:** 05/01/98, 9/25/07

**ISSUED BY:** Sheriff Jeffrey T. Easter

**REVIEWED BY:** Policy Review Committee

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### **34.2.1 PROMOTIONAL PROBATION**

A. Newly promoted employees are on probationary status as regulated by Civil Service policy 3.01.

1. Employees on promotional probation shall be closely observed and rated as outlined in [section 35.3.1](#).

B. As early as possible in the probationary period, unsatisfactory incumbents should be alerted as to the need for improvement.

1. Unsatisfactory performance may result in demotion as specified in Civil Service policy, section 3.01.

### **34.2.2 OPEN**

### **34.2.3 PROMOTIONAL PROCESS REVIEW**

- A. Annually, the promotional process shall be reviewed at the direction of the sheriff.
- B. The review should evaluate the process in terms of:
  - 1. Effectiveness in selecting the best qualified candidates;
  - 2. Whether elements of the process have become obsolete or caused unintended effects; and
  - 3. Whether changes in job classifications, new technology, or other developments indicate a need for change in the process.
- C. The annual review shall include comparison to professional, legal, and administrative requirements.
- D. The promotional process will be revised as necessary, upon approval of the Civil Service Board.

### **34.2.4 CANDIDATE REVIEW OF WRITTEN TEST**

- A. Candidates must request, in writing, through their Bureau Commander or designee, to review their promotional written test.
- B. If the review is with the intent to appeal or change answers, the request must be received within 30 days of the test date, so as to have an impact on promotional standing.
- C. Candidates selecting to review their written test must schedule a review time with their Bureau Commander or his/her designee.
- D. Reviews will follow these guidelines:
  - 1. The review must take place one-on-one with the Bureau Commander, or his/her designee.
  - 2. Candidates may not copy or reproduce test items. Candidates may take notes during the review.
  - 3. Candidates may not review their answer sheet nor the answer key.
  - 4. Candidates may only review the questions that were answered incorrectly.
  - 5. Candidates may not be told what the correct answer is.
- E. If the review is to defend their answer or to challenge all provided answers the following guidelines apply:
  - 1. Candidates may be told which incorrect answers they selected.
  - 2. Candidates may bring in reference materials to support their selected answer.