

Advancements and Promotions - Law Enforcement Series

1004.1 MERIT SYSTEM

All advances in grade and/or pay status within the Department shall be made on the basis of merit, with consideration being given to all qualified applicants. All promotions within the Law Enforcement series shall be made on the basis of qualification through a competitive selection process. The exception to this policy shall be the selection process for the Court Operations Investigator I position, which shall be based exclusively on seniority per the Merger MOU.

1004.2 WRITTEN EXAMINATIONS

1. All examinations as used within this Department are administered by the Professional Standards Command consistent with County of Orange Selection Rules.
2. All examinations for promotional use are reviewed by ranking Members of this Department for accuracy and appropriateness.
3. In the event of tie scores at the cutoff point, all participants having that score shall be placed on the eligibility list.

1004.2.1 PROMOTABILITY APPRAISAL

1. Upon completion of the written examination, an alphabetical listing of successful candidates shall be created. Written scores shall not be reflected on the alphabetical list.
2. An appraisal panel consisting of Departmental staff Members shall be appointed by Sheriff's Administration to evaluate each candidate's promotability. All candidates shall receive a numerical score that reflects their promotability ranking.
3. Said scores shall be forwarded to the Professional Standards Command for correlation with the scores from the written examination and earned credits to establish a Promotional Eligibility List.

1004.3 PROMOTABILITY APPRAISAL CONSIDERATIONS

1. During the evaluation of a Member's qualifications for promotion, various factors are taken into consideration. These factors do not carry equal weight and are given a prorated point value. These conditions are:
 - (a) Earned Credits: This information is compiled from the Member's personnel folder. Members must update their personnel folder before the cutoff date identified in the recruitment flier. Any and all of the following categories may be used depending upon classification:
 1. Seniority in Department
 2. Law enforcement experience
 3. Education Police Science

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4. Education General
 5. Performance Evaluation
- (b) Personal Appraisal: This information is compiled by the Appraisal Panel making evaluations in the following categories:
1. Work history
 2. Investigative ability
 3. Personal traits
 4. Interpersonal relationships
 5. Adaptability
- (c) Supervising ability (sergeant and above)
1. Resumes, commendations and other documents shall not be accepted at the appraisal panel interview.

1004.4 PROMOTIONAL EXAMINATION ELIGIBILITY

To qualify to take competitive promotional examinations, an applicant must be a regular, full time employee and meet the following minimum requirements relative to the position desired.

1. Deputy Sheriff II: One (1) full year of law enforcement experience with a civilian agency.
2. Investigator: Two (2) years of full time experience as a law enforcement officer in a civilian agency.
3. Sergeant: Three (3) years of experience as a law enforcement officer in a civilian agency. Completion of two years of education at an accredited college in police science or criminology may be substituted for one year of the required experience.
4. Lieutenant: Four (4) years of experience as a law enforcement officer in a civilian agency including one-year experience at the rank of Sergeant or higher. Completion of two years of education at an accredited college in police science or criminology may be substituted for one year of the required experience below the level of Sergeant.
5. Captain: Five (5) years of experience as a law enforcement officer in a civilian agency, including one-year experience at the rank of Lieutenant. Completion of two years of education at a recognized college in police science or criminology may be substituted for one year of the non-supervisory experience. Graduation from a recognized college with a degree in police science or criminology may be substituted for two years of the non-supervisory experience.
6. Assistant Sheriff: Experience in a civilian law enforcement agency sufficient to demonstrate the knowledge, skills, and abilities listed as minimum qualifications.
7. Professional Staff: All professional promotional opportunities shall be based on current county practices governed by the Orange County Merit System, Selection Rules, and Appeals Procedure. At will and extra help employees are exempt from county selection rules.

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1004.5 PROMOTIONAL ELIGIBILITY LISTS

All promotional applicants who satisfactorily complete the written examinations and have received their promotability appraisal are placed on a Promotion Eligibility List in-group order, after their final scores have been computed.

1004.6 EXPIRATION OF PROMOTIONAL ELIGIBILITY LISTS

Eligibility lists shall remain in effect until a new eligibility list has been established. At that time, the new list shall supersede any existing list.

1004.7 PROMOTIONAL PROBATION REQUIREMENTS

1. All Members receiving promotions are placed on probation for a period of twelve (12) months. In order to pass probation, the individual must demonstrate proficiency in their new assignment and some classifications must meet additional requirements.
 - (a) Sergeant: Promotion to the rank of Sergeant requires the Member to successfully complete the certified Supervisory Course within the time frames established by POST.
 - (b) Lieutenant: Promotions require the successful completion of the certified POST Management Course within the time frames established by POST.

1004.8 PROMOTION WITH PENDING INVESTIGATION FOR MISCONDUCT OR POLICY VIOLATION(S)

Department Members on existing promotion eligibility lists who are the subject of a pending investigation for alleged misconduct or policy violation(s) may be denied promotion while the investigation is pending. Being subject to an investigation shall not, however, automatically prevent a Member from being considered for promotion.

1004.8.1 NON-ADMINISTRATIVE LEAVE

The management's prerogative to promote shall rest with the Sheriff or the Sheriff's designee whose decision to promote shall be based, among other factors, on the totality of the circumstances known about the alleged misconduct or policy violation being investigated and the range of potential disciplinary measures to which the Member could be subjected if the investigation reveals that misconduct or policy violations occurred.

1004.8.2 ADMINISTRATIVE LEAVE

Members on administrative leave due to pending investigation(s) shall not be considered for promotion while the Member is on such leave.