



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
NOTICE OF OPENINGS FOR
SPECIAL ASSIGNMENTS

EFFECTIVE DATE: 07/16/09 AMENDS/SUPERCEDES: STANDARD NUMBER: 16.2.2	REVIEW DATE: 07/16/09 REVISION DATE: 07/16/09 APPROVED: _____ <div style="text-align: right;">Sheriff Signature</div>
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11.4.1 Purpose

To put in place a process whereby agency staff become aware of anticipated openings for specialized assignments, and the selection process. To describe in appropriate detail the assignment and skills needed.

11.4.2 Rational

Advertising agency wide for specialized assignment will ensure the right person is chosen for the position regardless of their current assignment. The selection process will be more effective when those showing interest are made aware of the potential opening and are given an opportunity to submit their request.

11.4.3 Policy

When position openings for specialized assignments are available, announcements will be made available to office personnel by way of, but not limited to, memorandum postings throughout the office, inter office mail, e-mails, phone calls or any other method necessary to contact affected members. Sheriff's Office-wide written or E-Mail notifications of such openings may occur.

A. Selection Factors

1. Selection factors may include:
 - a. Review of applicant's qualifications and past performance evaluations by the requesting supervisor(s), lieutenants, Bureau commanders, and/or Sheriff.
 - b. Consideration of career development goals.
 - c. To be eligible for consideration to special assignment, candidates should not be on any probation at time appointment is made.
 - d. The current and long-term needs of the Sheriff's Office

- B. The final decision will come from the office of the Sheriff, after receiving recommendations from the Bureau commanders, Division Chief Deputies and Undersheriff.