

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Evaluation Procedures		CHAPTER/SECTION NO.: 24.5	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <b><u>** See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 34.1.4			

## 24.5 Policy

- 24.5.1 Procedures used for promotions will be job related and nondiscriminatory.
- 24.5.2 Chapter 15 (personnel classification) will be used as a guideline in the promotional process, as well as, in the selection of new employees.
- 24.5.3 The Weber County Sheriff's Office may use commercially available written tests for promotional and hiring assessments. All results are validated by the vendor providing the test.
- 24.5.4 The Weber County Sheriff's Office may use an in-house written test when considering candidates for promotion. In such case all promotional materials developed will be kept in a secure location under the control of the Administrative Support Section Commander and not left unattended when out. All questions will be job related, measuring skills, knowledge, abilities, and traits needed to perform the tasks of the position being sought. In-house tests will be validated by statistically significant methods to assure future job success. All questions will be approved by the Chief Deputy.