

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Use of Eligibility Lists		CHAPTER/SECTION NO.: 24.7	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b>** See Master File Sheriff</b>	
STANDARD NUMBER: 34.1.6			

## 24.7 Policy

24.7.1 The criteria for use of a certified register of promotional candidates are as follows:

- A. The register is valid for twelve (12) months from the published date of that register. The Director of Human Resources will certify the eligible candidates for promotion to the Sheriff.
- B. The Sheriff is allowed a rule of five selections for a position. Their selection can be from any of the top five eligible candidates. All eligible candidates are equal once arriving at this stage of the promotional process.
- C. The Sheriff will, in writing, report to the Department of Human Resources their final selection, reports of interviews, unavailability of applicants, and notification to eligibles.

24.7.2 Promotion to Sergeant: Requires a minimum of three (3) years in the grade of deputy in the Weber County Sheriff's office and two (2) years of college or equivalent experience.

24.7.3 Promotion to Lieutenant: Requires a minimum of six (6) years of experience as a sworn law enforcement officer (at least two (2) of the six years must be as a sergeant or the equivalent with this office , a two-year degree in law enforcement or related field or

equivalent experience, and must currently be employed by this department as a sergeant or equivalent.

25.7.4 Appointment to Captain: Captains are bureau heads and are appointed to serve at the pleasure of the Sheriff. Employees appointed to the rank of Captain will retain their present rank prior to their appointment.

A. Requirement: Minimum of nine (9) years experience as a sworn law enforcement officer, (At least two (2) of which is at the rank of lieutenant or higher, or equivalent position), Bachelors Degree or equivalent experience.

24.7.5 Position of Chief Deputy Sheriff is an appointed position and the appointee serves at the pleasure of the Sheriff.

A. Chief Deputy appointment can come from any position within the Sheriff's office or from outside the office. If the appointment comes from within the office, the person will retain his/her present rank prior to the appointment.

B. Requirements: Certified peace officer in the State of Utah, law enforcement management experience and college education will be considered.