



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
PROMOTIONAL PROCEDURES

EFFECTIVE DATE: 10/07/03
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: 34.1.3

REVIEW DATE: 09/06/07
 REVISION DATE: 10/10/07

APPROVED: _____
 Sheriff Signature

24.3.1 Purpose

To establish and utilize a procedure that consistently and fairly assesses the supervisory potential of all candidates applying for any promotional opportunity.

24.3.2 Rationale

A promotional procedure that is consistent, in-depth and fair to all candidates will allow the Sheriff to fill necessary supervisory positions with the most qualified candidate and minimize litigation and liability issues.

24.3.3 Policy

A. Assessment

1. An assessment center, if employed, will:
 - a. Assess characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis.
 - b. Use multiple assessors, who have administrative experience and standing, are instructed and briefed prior to participating in a center.
 - c. Use techniques designed to provide information which is used in evaluating the attributes or qualities previously determined.

- d. When practical, the use of simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job related.
- e. Uses a form or forms to record and document the observations of assessors at each stage of the process.

B. Promotional Review and Appeals

- 1. Review and appeal of the promotional process.
 - a. Candidates may review any answer key and other written results of the promotional process, no sooner than five (5) days after the completion of the total process.
 - b. Any employee contesting the promotional process or results of the process, may accomplish this under the rules and regulations as set forth in Chapter 17 of this manual and in accordance with Weber County Personnel Policies and Procedures.
 - c. Failure of an assessment shall not be used when judging any subsequent applications for promotion by an employee.
 - d. For exact minimum qualifications of any specific position, see the job specifications in the Human Resources Department.

24.4.1 Procedure

- A. The promotion process may include all or part of the following procedure:

1. Notification of promotional opportunity, minimum qualifications, and dates and times of any testing to be conducted.
2. Application is made by qualified employees by submitting application forms and documents as required by the County Human Resources Department.
3. Assessment centers conducted may include written abilities testing and oral interviews. Tests and oral questions will be specific to the open position.
4. After the assessment center, or open-competitive examination process is completed, the County Human Resources Director shall prepare a preliminary register of persons with passing grades in order of grades earned beginning with the highest. Refer to Weber County Personnel Policies and Procedures specifics on the establishment of registers.
5. The Director of Human Resources shall certify and submit to the Sheriff the names of available persons from the appropriate eligible register. If only one position is involved the top five candidate's names will come to the Sheriff as equals. If more than one position is involved, the Director of Human Resources shall, for each class of position, certify and submit from each of the registers a total number of names equal to five times the number of positions to be filled in each class in compliance with Certification of Eligible Applicants from Registers, of the Weber County Personnel Policies and Procedures Manual. The Sheriff may interview those candidates as well as review personnel files and prior performance evaluations before appointment to probationary status.
6. The Sheriff will make the final selection based on all elements in the promotional process and the needs of the Office.

7. It will be the responsibility of the Department of Human Resources to secure all promotional materials in a secure location and to not allow these materials to be left unattended.
 - a. Allowance may be made by Human Resources for the storage of promotional materials at the Weber County Sheriff's Office so long as it is secure or locked with limited or documented access.