



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER PROMOTIONAL PROCESS



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**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS
DISTRIBUTION – ALL DEPUTY SHERIFFS
& OFFICE PERSONNEL**

PURPOSE: The purpose of this General Order is to establish procedures for selecting and promoting personnel within the Sheriff's Office. The Sheriff is responsible for the administration of the promotion selection process.

I. SELECTION PROCESS:

A. Civil Service Positions:

1. Promotion to civil service rank shall be job-related and nondiscriminatory as outlined in Civil Service Law.
2. Civil Service promotions will be made from the eligibility list established by the Civil Service Commission.
3. The Sheriff may make a temporary or provisional appointment of a person to a civil service position.
4. When a vacancy exists within the Office, which requires the promotion of a member to a civil service rank, the Sheriff may do any of the following:
 - (a) request the civil service commission to schedule a test to provide him with a certified eligibility list of candidates,
 - (b) make an appointment from an existing eligibility list of candidates,
 - (c) request a new test to provide him with a new eligibility list.
5. The Civil Service Commission shall make appropriate announcements when promotional examinations are scheduled and the Sheriff will post the notice on the Deputy Sheriff's bulletin board at least ten (10) days prior to the last filing date.
6. Oral interviews may be given to eligible deputies by the Sheriff and/or his designee.
7. The Sheriff or his designee shall review performance evaluations to assist in the selection process and the candidate must have a minimum of acceptable level of rating in the previous (2) performance evaluations.
8. The Sheriff may request recommendations for promotion from the Chief Deputy Sheriff and the candidate's supervisors.
9. The Sheriff shall determine the most qualified candidate and make said promotion.

10. The Chief Deputy Sheriff will post on the Deputy Sheriff's bulletin board a Personnel Order announcing the selection, after notifying all candidates interviewed.
11. The promoted deputy shall have a probationary term in accordance with Civil Service standards.

B. Non-Civil Service Positions:

1. When a vacancy exists within the Sheriff's Office which requires the appointment of a member to a non-civil service position, the Chief Deputy Sheriff will post a Departmental Memorandum, on the Deputy Sheriff bulletin board at least ten (10) days prior to the last filing date listing the following:
 - (a) Job description and eligibility requirements,
 - (b) A schedule of dates, times and locations of all elements of the process,
 - (c) A description of the process to be used in selecting personnel for the vacancies.
2. The appointment to a non-civil service position shall be job related and nondiscriminatory.
3. Oral interviews may be given to eligible officers by the Sheriff and/or his designee.
4. The Sheriff or his designee shall review performance evaluations to assist in the selection process and the candidate must have a minimum of acceptable level of rating in the last two (2) performance evaluations.
5. The Sheriff may request recommendations for promotion from the candidate's supervisors.
6. The Chief Deputy Sheriff will post on his bulletin board a Personnel Order announcing the selection, after notifying all candidates interviewed.

II. REAPPLICATION FOR PROMOTED POSITIONS.

- A. Promoted personnel are selected from list of eligible candidates established by the passing of the civil service promotional exam appropriate for the position. Eligibility lists are fixed for a period of time set by Civil Service. Candidates appear on the promotional list in order of their final rating. Candidates may be chosen from such list for the duration of the list Upon expiration of the eligibility list, candidates must take and pass the exam again in order to be eligible for a promotion. Maintaining one's name on the promotional list is the procedure for reapplication.

REFERENCE:
ACCREDITATION STANDARD 15.1