



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Personnel Transfer and Rotation</b>	Effective Date: October 15, 2014	Policy Number: <b>3.11</b>
Accreditation Reference: 1.5.4	Review Date: October 15, 2017	Supercedes: June 6, 2012
Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to define the requirements, conditions and process for the transfer and rotation of sworn personnel duty assignments.

## II. POLICY

Duty assignments available in this agency vary widely with regard to required skills, knowledge and abilities, job demands, benefits and desirability, as well as the potential for advancement and achievement of related personal career objectives.

Considering these and related factors, the policy of this agency is to provide a fair and impartial system for the transfer and rotation of personnel, to advance personal career goals and interests consistent with the efficient and effective use of manpower and delivery of law enforcement services to the community.

## III. DEFINITIONS

*Human Resources (HR)* are the person(s) responsible for personnel administration and processing in this agency.

*Selection Process* means the system whereby individuals are chosen to fill vacancies, to include advertising vacancies, accepting and reviewing applications, conducting components of the selection process, making and announcing a selection, reviewing the selection process and debriefing the candidates.

## IV. PROCEDURES

### A. General

1. Nothing in this policy restricts the Sheriff from assigning or transferring any employee to a duty assignment that is deemed to be in the best interest of the agency.
2. Deputies holding the rank of sergeant or above may be transferred as needed without a selection process at the direction of the Sheriff.
3. Transfers between and to patrol and jail shifts and other changes of assignment that can be effected administratively are exempt from this policy.
4. Vacant positions will be filled with the most qualified candidates available consistent with federal, state and local equal employment opportunity laws and regulations.
5. Transfers shall not be used solely for disciplinary reasons.

## **B. Eligibility Lists**

The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes may be considered by the Sheriff on a case-by-case basis.

1. Eligibility lists may be established utilizing multiple testing scenarios, e.g., written exam, oral exam, assessment centers, homework exercise, time in grade and time in rank. The exact testing process will be posted prior to the testing date.
2. Each section of the testing process will be weighted and used to determine the final collective score of each candidate.
3. Candidates for transfer or rotation will be ranked on the eligibility list by computed score.
4. The duration of the eligibility list is determined by the division captain.

## **C. Transfer Procedures**

1. Employees requesting transfer are responsible for completing and submitting transfer request forms and any accompanying information to the agency HR staff before the vacancy closing date.
2. HR personnel shall maintain a copy of each request and forward the original to the candidate's supervisors for approval/disapproval and comment.
3. If a sufficient number of qualified applicants are not received, HR may issue additional announcements for the vacancy, or the Sheriff may advertise outside the agency to fill the vacancy at his discretion.
4. All applicants for transfer may receive a debriefing as desired by the agency's HR staff upon completion of the selection process.

## **D. Vacancies**

1. Supervisors shall notify the HR staff as soon as position vacancies occur or are anticipated.
2. Supervisors are responsible for ensuring that a current job description and classification are available for all positions within their commands and that an up-to-date copy of these and relevant job qualifications are available to the HR staff.
3. Personnel notices used to announce anticipated job vacancies shall include information on opening and closing dates for application submission, minimum qualifications for applicants, job description, responsibilities and working conditions, such as days off and shift hours. Announcements shall be posted for a minimum of ten working days.
4. Lateral entry candidates from other agencies will be subject to the same application process with the addition of a background check or other processes determined by the administration.
5. Candidates must agree to the job responsibilities and working conditions before being considered for filling a vacant position.
6. The HR staff is responsible for
  - a. preparing and disseminating position vacancy announcements;
  - b. accepting applications for transfer,
  - c. screening applicants for minimum qualifications;
  - d. notifying unqualified applicants and candidates who are not selected prior to agency announcement of the results;
  - e. forwarding candidate applications and qualifications to the selection committee, where applicable;
  - f. ranking eligible candidates;
  - g. incorporating transfer information into employees' permanent files;
  - h. preparing transfer orders;

- i. preparing reports of personnel transfer activity as directed by the Sheriff; and
- j. Maintaining the security of the promotional materials.

## **V. PROCESS**

Positions that require specialized qualifications may necessitate that candidates demonstrate such skills through written or physical tests, oral boards, simulation of work requirements or other procedures to demonstrate knowledge, skills or abilities. The process may include the following:

### **A. Resume**

Candidates who are eligible and wish to apply for a position may be required to submit a professional resume. The resume helps to demonstrate the candidates' planning and organization skills and the candidates' proficiency with written communication as well as providing written professional background information.

### **B. Homework Assignment**

Each candidate may be required to complete a homework assignment containing a contemporary job related question or questions. The question(s) will be the same for each candidate. The purpose of a homework assignment is to demonstrate the candidates' knowledge and abilities of written communication, job knowledge, problem solving abilities, and education and training.

### **C. Interview**

The selection committee will conduct an interview of each applicant that has submitted the required documents. During the interview the interview board will ask questions that are directly related to the position. The interview will allow the candidate to defend statements or positions taken in the other assignments and elaborate on the candidate's responses. This will demonstrate the candidate's ability in verbal communications, job knowledge, persuasion, decision making and problem solving, resistance to stress, and analytical abilities. During the interview one member of the agency's administration will be present and will act as a resource for the board.

### **D. Written examination**

The committee may give the candidates a question with a time limit in which to answer, in written form, an impromptu job-related question. This allows the candidate to demonstrate written communication skills, word processing and typing ability, job knowledge, interpersonal skills, and community relation skills. The question will be the same for each candidate.

### **E. Assessment Centers**

The agency may choose to utilize an outside assessment center as part of the promotion process. If an assessment center is used the process may include, but not be limited to, an in-basket exercise, a leaderless exercise, an oral exercise, and a homework assignment.

### **F. Review and Appeal**

If a deputy wishes to review and/or appeal the promotion decision, or any part of the process, he should do so in accordance with the collective bargaining agreement.

### **G. Reapplication**

A candidate who is not appointed to a position may reapply for that position if the position becomes available again.

## **VI. SELECTION COMMITTEE**

Positions that require specialized qualifications may necessitate that candidates demonstrate such skills through written or physical tests, oral boards, simulation of work requirements or other procedures to demonstrate knowledge, skills or abilities.

The Sheriff, his designee and the HR staff shall be responsible for identifying, documenting and validating any specialized job qualifications in a manner that is consistent with this agency's policy as well as state and federal law.

### **A. Responsibilities**

1. A selection committee, designated by the Sheriff or his designee, shall be responsible for overseeing the screening, testing and selecting of applicants for assignments requiring specialized qualifications in a manner that is consistent with agency policy and state and federal law.
2. In the case of ranking deputies, a committee shall be appointed composed of a stratified sample of deputies of equal or higher rank than the candidate.
3. The questions or tasks employed by the selection committee shall be developed jointly by the division commander in which the vacancy occurs and the commander of human resources and other individuals as necessary to ensure a fair, impartial, job-related evaluation and testing process.
4. The selection committee shall determine the candidate most suitable for the position and shall notify the Sheriff of its nomination.

### **B. Appointment**

1. Candidates appointed to a new position will have a twelve month probationary period.
2. All scores and evaluations of candidate performance and the basis for selection or non-selection of candidates shall be recorded and returned to the agency HR staff for retention and debriefing of candidates as required.

## **VII. ROTATION**

Selected job assignments require mandatory minimum assignment periods in order that the agency may sufficiently benefit from investments of specialized training and/or education for key personnel. All positions requiring minimum periods of assignment shall be designated in job position descriptions and announcements of job openings.

*The assignment periods listed below may be shortened or extended based on operational needs and/or performance.*

*In all cases, the Sheriff reserves the right to establish minimum and maximum terms of service for selected duty assignments that may serve the best interest of the agency. All assignment durations listed below are subject to change, dependent upon the Sheriff's discretion.*

### **A. Eligibility**

Rotation into specialized assignments will be open to employees who:

1. Have at least two years of experience with the Sheriff's Office (or as determined by Sheriff);
2. Have met performance standards established for regular duty assignment; and
3. Have the specialized job qualifications which may be required, prior to being considered.

A deputy may re-apply for the position he is currently serving in.

## **B. Detective Division**

The detective positions require deputies to develop and/or enhance specialized skills in mandated investigations, crime scene processing, interviews, follow up investigations, physical evidence laws and procedures, and court processes.

Detective Lieutenant: three years

Detective Sergeant: three years

Detective/Street Crimes Unit: three years

Central Oregon Drug Enforcement Team: three years

Office Assistant: three years

## **C. School Resource Deputy**

The school resource deputy should have a basic knowledge of how to conduct presentations for school-aged children and exhibit skills in dealing with juveniles.

School Resource Deputy: three years

## **D. Special Services Division**

Special Services is comprised of Search and Rescue, Marine Patrol, Forest Patrol, OHV Patrol, Bureau of Land Management (BLM) and Bureau of Reclamation (BOR) Patrols and the Posse.

This division is comprised of an office assistant and four full-time deputies who answer directly to the lieutenant.

Lieutenant: three years

Sergeant: three years

Deputy: three years

Office Assistant: three years

## **E. Training Coordinator**

A Training Coordinator is responsible for:

1. facilitating and documenting all mandated training;
2. development of the annual training summary;
3. processing training applications;
4. recording and distributing DPSST Training Rosters;
5. maintaining instructor development and certifications;
6. controlling Sheriff's Office firearms and ammunition;
7. managing training records;
8. control and maintenance of Sheriff's Office issued duty equipment;
9. control and maintenance of Sheriff's Office range facility;
10. coordination of public offered CHL courses;
11. firearms evidence destruction;
12. providing and maintaining appropriate training equipment;
13. supervision of in-house training events; and
14. additional assignments from the detective captain.

Training Coordinators: three years

**F. Corrections Division**

Some corrections positions require deputies to develop or enhance specialized skills for Court Security and Transports, the Work Center and for Jail Programs.

Court Security and Transport Sergeant: three years

Court Security and Transport Deputy: three years

Work Center Sergeant: three years

Work Center Deputy: three years

Jail Programs Deputy: three years

**G. The below positions/divisions are exempt from a routine rotation schedule:**

Law Enforcement Canine Deputy

Administrative Lieutenant (Patrol and Corrections)

Field Law Enforcement Technicians

Human Resources

Accounts Payable

Civil Division (Civil Technician; Civil Office Assistant)

Special Operations Team

Central Oregon Emergency Response Team

Computer Forensics Sergeant

Property and Evidence Division

Emergency Services Manager

Volunteer Coordinator