

## ARTICLE H

### NON-BID TRANSFERS

#### I. Policy

A. The policy for Non-Bid Transfers applies to all Transfers that are not governed by provisions of any CBA, and includes the Transfer of sworn employees to the following Departments or agencies and any other Departments or agencies as determined by the Sheriff or his or her Designee:

1. Sheriff's Training Institute;
2. Criminal Intelligence Unit (CIU);
3. Social Security;
4. Fugitive Warrant Transportation;
5. South Suburban Major Crime Task Force; and
6. Sheriff's Police Specialized Units:
  - a. General Investigations;
  - b. Special Investigations;
  - c. Evidence Technicians;
  - d. Bomb Unit;
  - e. Gang Crimes Unit;
  - f. Narcotics Unit;
  - g. Special Operations;
  - h. Fugitive Warrants; and
  - i. Research and Development.

B. This Article (H) is applicable to all Non-exempt Sworn employees in the above Departments and agencies and any other Departments or agencies as determined by the Sheriff or his or her Designee.

C. The Sheriff respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the

Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Employment Plan and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the Employment Plan or SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the Sheriff's Employment Plan and SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the Employment Plan or SEAM must be followed.

II. Enclosure

Refer to Appendix.

III. Procedures

A. The Department Head/Designee will submit a written request for the Non-Bid Transfer to the Chief of Staff/Designee, which will include the following:

1. Need for Non-Bid Transfer and the reason;
2. Number of Vacancies to be filled by the Non-Bid Transfer;
3. Anticipated start date of the Non-Bid Transfer; and
4. Department(s) in which the Non-Bid Transfer will be posted.

B. Posting

1. Upon approval by the Chief of Staff, the Department Head/Designee shall forward copies of the approved request to the Compliance Officer and the Director of Personnel.
2. The Department Head shall prepare a Posting Announcement, which must include the following:
  - a. General Information
    - i. Tracking Number;
    - ii. Title;

- iii. Location;
  - iv. Available shift(s) (if applicable); and
  - v. Available day-off group(s) (if applicable)
  - b. Summary;
  - c. Minimum Qualifications;
  - d. Preferred Qualifications;
  - e. Requirements;
  - f. Application Instructions; and
  - g. Selection Process.
3. The Department Head/Designee shall assign a tracking number to the Posting Announcement and will post the Posting Announcement at each place where an individual may make application pursuant to Section III.A.4 of this Article (H), and on the Sheriff's website. The Department Head/Designee will also send a copy of the Posting Announcement to the Director of Personnel and the Compliance Officer.
4. Applications will be made available at each location where the employee may make application pursuant to this Article H, Section III.A.4. and on the Sheriff's website. The Department Head/Designee will also ensure that applications are available at each Department's personnel office, and on the Sheriff's website. Applications will be accepted by the Department Head/Designee during the defined period of time indicated on the Posting Announcement. All applications must be time and date stamped upon receipt by the Department Head/Designee. Any applications turned in after the defined time period will be denied. Employees may also submit resumes with their applications.

C. Applicant List

- 1. Within 10 days of the close of the posting, the Department Head/Designee will create an Applicant List containing the names of all employees who submitted a timely application for the Non-Bid Transfer. A copy of the Applicant List will be forwarded to the Compliance Officer.
- 2. If an Applicant is deemed Not Qualified at any point during the evaluation or selection processes, the Department Head/Designee will make the notation of "Not Qualified" next to the Applicant's name on the Applicant

List. The reason for disqualification shall be documented on the Applicant List.

3. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to failure to meet the Minimum Qualifications via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
4. If at any time during the Non-Bid Transfer process an Applicant or Candidate declines the transfer, the Applicant or Candidate will be required to submit a To/From memorandum to the Department Head/Designee indicating that the Applicant or Candidate no longer wishes to be considered for the transfer. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

D. Initial Evaluation Process

The Department Head/Designee shall evaluate each Applicant and Candidate based on the following factors:

1. Attendance: The Department Head/Designee will forward the Applicant List to the Director of Personnel or his or her Designee and the Compliance Officer, along with a written request for a copy of the timecards from the previous 18 months, Attendance History Report and the Seniority dates for each Applicant listed on the Applicant List from his or her respective personnel office.
  - a. Timecards from Previous 18 Months: The Department Head/Designee shall thoroughly review each Applicant's timecards received from personnel pursuant to this Article H, Section III.D.1 to determine if the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article H, Section III.D.1.a.i-x, three (3) or more instances of Tardiness identified in this Article H, Section III.D.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article H, Section III.D.1.a.xiii, which are not associated with any Mitigating Circumstances:
    - i. No Sick Time (NST/0)
    - ii. Absent Late Call (ALC/0)
    - iii. Absent No Call (ANC/0)
    - iv. No Vacation Time (NVT/0)

- v. No Personal Time (NPT/0)
  - vi. No Compensatory Time (NCET/0)
  - vii. No Holiday Time (H/0)
  - viii. Unauthorized FMLA (0/FMLA Unauthorized)
  - ix. Unauthorized IOD (IOD/Unauthorized)
  - x. Proof Status (0/Proof)
  - xi. Tardiness Docked Time (O)
  - xii. Attendance Pattern
- b. If the Department Head/Designee determines that within the previous 18 months the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article H, Section III.D.1.a.i-x, three (3) or more instances of Tardiness identified in this Article H, Section III.D.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article H, Section III.D.1.a.xiii, he or she will forward the suspected Unpaid Unauthorized Activities to the Director of Personnel/Designee for verification (in writing).
- c. If the Director of Personnel gives written verification that a violation pursuant to Article H, Section III.D.1.a exists, the Candidate shall be deemed Not Qualified and will not be interviewed for the Non-Bid Transfer opportunity.
- d. The Department Head/Designee will ensure that this Article H, Sections III.D.1.a and c are included as Minimum Qualifications in the Promotion Announcement.
- e. Attendance History Report: The Attendance History Report will include each Candidate's percentage of unused medical time for the Candidate's (1) entire length of service with the Sheriff's Office (career history), and (2) from the previous 18 months. If time off is verified as due to a Mitigating Circumstance, it will be added to the actual hours on the Attendance History Report. The percentage of unused medical time is calculated from the previous pay period end date from the date of request for attendance.

- b. The Candidate shall receive one point for each percentage point of unused medical time indicated in the Attendance History Report for both career history and the previous 18 months.

Example: Career History: 80% = 80 points  
Previous 18 months: 30% = 30 points

- c. The two attendance scores shall be utilized by the Department Head/Designee to rank the Candidate pursuant to Article H, Section III.L.

## 2. Disciplinary History

- a. The Department Head/Designee will submit a written request with a copy to the Compliance Officer for a copy of the disciplinary history from the previous 18 months of each Applicant listed on the Applicant List from the Office of Professional Review. Additionally, the Department Head/Designee shall request disciplinary history from the previous 18 months including the status of all cases that have not been fully adjudicated through the appeals process from the Candidates' original Department Head/Designee. The requests will identify the names of each of the Applicants and the reason for the request, and such history will be taken into consideration in evaluating whether an Applicant is Qualified or Not Qualified.
- b. If the transferring Department Head/Designee identifies a difference between the OPR discipline history and the Candidate's original Department's discipline history, the transferring Department Head/Designee shall forward both documents to the original Department Head/Designee requesting clarification as to each difference. The original Department Head/Designee shall promptly respond to the request in writing. To the extent the discrepancy cannot be resolved between the Department Heads/Designees, the Compliance Officer will be consulted and will make a recommendation to resolve the matter.
- c. An Applicant shall be deemed Not Qualified if he or she has received Discipline from his or her original Department or from OPR resulting in a suspension(s) of a total of four (4) or more days for a single infraction that occurred within the previous 18 months. The Department Head/Designee is permitted to reduce the number of suspension days including to zero (0) and increase the number of months/years as long as such standards are included in the Posting Announcement. If the Department Head/Designee wishes to increase the discipline standard, he or she must submit written request including justification to increase the standard to the

Compliance Officer prior to posting. Approval by the Compliance Officer is required.

- d. Written reprimands for minor infractions such as tardiness may disqualify a Candidate, but it is not automatic.
  - e. An Applicant shall be deemed Not Qualified if he or she is De-Deputized at the time of appointment.
  - f. In the event an Applicant has a Pending Disciplinary Case, the Department Head/Designee will submit a request to the Executive Director of the OPR to expedite the process and reach a conclusion as soon as possible. Applicants with open disciplinary cases may continue through the evaluation process, but no Applicants will be considered qualified for the Employment Action until final resolution of the case or if the Executive Director of OPR releases the pending hold on the Employment Action based upon the facts of the disciplinary case.
3. The names of all Applicants who were not eliminated as Not Qualified pursuant to Article H, Section III.E. 1 and 2 as described above shall remain on the Applicant List and be considered Candidates.
  4. The names of all Applicants deemed Not Qualified after the procedures in Article H, Section III-E, 1 and 2 as described above shall remain on the Applicant List and a notation of "Not Qualified" shall be placed next to their names. The general reason of disqualification such as attendance, discipline, etc. shall be documented on the Applicant List. All attendance and disciplinary records received and reviewed by the Department Head/Designee will be maintained in the Candidate's transfer file.
  5. At this time, the Applicant List (including the notations and the date) shall be forwarded to the Compliance Officer.

E. Testing Applicants (Optional)

The Department Head/Designee may require all Applicants not eliminated pursuant to this Article H, Section III.D to complete tests in order to be considered Qualified for any Non-Bid Transfer.

1. Physical Ability Test (PAT)
  - a. If the Department Head/Designee requires Applicants to complete a PAT in order to be considered eligible for the Non-Bid Transfer, he or she will determine the specific PAT Standards in advance and ensure that such standards are included in the Posting

Announcement. PAT standards will be determined based on the job duties and requirements of the Non-Bid Transfer. The standards will be sent to the Compliance Officer for review prior to inclusion on the Posting Announcement.

- b. PAT preparation information must be included in the Posting Announcement.
- c. The PAT will be administered by the Sheriff's Training Institute.
- d. The Department Head/Designee shall contact the Executive Director of the Training Institute to schedule a date and time for the PAT. The Executive Director of the Training Institute shall assign Cooper Institute Certified personnel to administer the PAT.
- e. The Department Head/Designee will notify the Compliance Officer of the dates, times and locations of the PATs, and the Compliance Officer may observe the administration of some or all of the PATs in his or her discretion.
- f. If an Applicant fails to bring a completed medical release packet, he/she will not be allowed to take the PAT.
- g. All test results shall be forwarded to the Department Head/Designee.
- h. Applicants that do not take the PAT shall be deemed Not Qualified.
- i. Applicants who fail the PAT shall be deemed Not Qualified, and they will not be interviewed for the Non-Bid Transfer.

2. Written Examinations

- a. Written examination standards including the minimum passing score shall be determined by the Department Head/Designee and must be indicated in the Posting Announcement.
- b. The written examination will be administered, proctored and graded by Sheriff's Training Institute personnel.
- c. The Department Head/Designee shall contact the Executive Director of the Training Institute in advance to schedule a date, time and location for the written examination. The Department Head/Designee will notify the Compliance Officer of the scheduled date, time and location of the examination, and the Compliance Officer may observe the administration of some or all of the examination in his or her discretion.

- d. The written examination shall consist of a series of questions determined by the Department Head/Designee that pertain to job knowledge, scenarios and General Orders. The written examination questions shall be reviewed and approved by the Compliance Officer.
  - e. Upon conclusion of the written examination, the Executive Director of the Training Institute or Designee shall forward all Applicants' test scores to the Department Head/Designee and the Compliance Officer.
  - f. Applicants who do not meet the written examination standards indicated in the Posting Announcement will be deemed Not Qualified.
  - g. Applicants who are deemed Not Qualified based on their failure to pass the written examination will not be interviewed for the Non-Bid Transfer.
3. Additional tests relating to unique job requirements may be required for positions in highly specialized units, based on the determination of the Department Head/Designee. The Department Head/Designee must create the testing process in advance and will forward the process and all test information to the Compliance Officer for approval at least 72 hours prior to posting. Additionally, the Department Head/Designee will ensure that the test standards are included in the Posting Announcement.
  4. If a written examination and/or PAT are required, the Department Head/Designee conducting the process will send a Notification of Examination(s) Packet which includes the following information to each Applicant's Department Head:
    - a. Date, time and location of test;
    - b. Test Standards;
    - c. Test preparation information (if applicable);
    - d. Appropriate attire;
    - e. Medical Release Form (for PAT);
    - f. Detailed instructions; and
    - g. Items that must be brought to the test (examples: credentials, completed medical release packet, #2 pencil)

The Applicants' Department Head/Designee will notify the Applicants to report to their respective Department Head's office in person and sign a receipt when they pick up their Notification of Examination(s) Packet. The original signed receipt must be forwarded to the Department Head conducting the Non-Bid Transfer process.

5. In lieu of this Article H, Section III.E.4., the Department Head/Designee may elect to attach the Medical Release Form and test preparation tips to the Transfer application. The Department Head/Designee must ensure that:
  - a. Each Applicant signs an acknowledgement of his or her receipt of the Medical Release and test preparation information; and
  - b. Test information (including date, time, location, standards and instructions) are included in the Posting Announcement.
6. All written examination and PAT testing schedules shall be forwarded to the Compliance Officer no less than 48 hours prior to the test and the Compliance Officer may monitor any tests in his or her sole discretion.

F. Interviews for Non-Bid Transfers

Interviews are required for selection to a Non-Bid Transfer. Only Applicants who are deemed Qualified pursuant to this Article H, Section III.D-E. will be notified to report for an interview. The following procedure will be followed for setting up interviews of Candidates:

1. The Department Head/Designee shall send a memorandum to the Candidate's current Department Head/Designee, which shall include the following information:
  - a. Name of the Candidate;
  - b. Date, time and location he or she will be expected to report for the interview;
  - c. Interview attire; and
  - d. The specific documents/credentials/degrees/certificates the Candidate will be required to present at the interview.
2. The current Department Head/Designee will direct the Candidate to pick up the interview notice in the Department Head's/Designee's office in person, and the Candidate will be required to sign a copy of the notification confirming its receipt. The current Department Head/Designee will maintain documentation that each Candidate was

notified. The original signed notification shall be forwarded to the hosting Department Head/Designee.

3. Applicants must be in active duty status at the time of application in order to be deemed Qualified for the Non-Bid Transfer.
4. The Department Head/Designee will notify the Compliance Officer in writing of the final schedule of interviews at least 48 hours in advance.
5. In the event a Candidate fails to appear for the scheduled interview, test, writing sample and/or work sample, the Candidate shall have the opportunity to submit a written appeal including a detailed explanation to the Compliance Officer within 48 hours of the originally scheduled date. If the Compliance Officer receives an appeal from the Candidate, the Compliance Officer shall request a memorandum from the transferring Department Head/Designee indicating the circumstances regarding the failure to appear. The Compliance Officer shall approve or deny the appeal and submit the findings to the transferring Department Head/Designee and the Candidate. If the appeal is approved, the interview or test shall be rescheduled. If a timely appeal is not submitted or the appeal is denied, the Candidate shall be deemed Not Qualified, and the Department Head/Designee will make the notation of "Not Qualified" next to the Applicant's name on the Applicant List. The reason for disqualification shall be documented on the Applicant List.

G. Interview Panels

The following procedures will be followed when setting up interview panels:

1. All Non-Bid Transfer interviews shall be conducted by a panel(s) of three (3) members of the Sheriff's Office. Two (2) members shall be determined by the Department Head and one member shall be determined by the Chief of Staff/Designee.. The panel members must be of a higher rank than the Candidates being interviewed. No Sheriff's employee may participate in or observe an interview without first receiving interview training as described in the Employment Plan.
2. Panel members' duties include, but are not limited to, asking questions, scoring Candidates, and completing the Candidate Evaluation Form, including a No Political Consideration Certification, at the conclusion of the interview. At least one panel member will be responsible for verifying each Candidate's identification at the start of the interview by checking the Candidate's Sheriff's Identification Card.
3. The Department Head/Designee shall assign substitute panel member(s) to be on-call in the event of a designated panel member's absence or a Conflict of Interest.

4. In the event of a Conflict of Interest prior to or during the interview, the panel member shall notify the Compliance Officer and the other members of the panel prior to the interview or as soon as possible that a Conflict of Interest exists and that a substitution is needed. The panel member will then leave the interview room and will not participate in the interview or the Selection Process for that Candidate. The substitute panel member shall be contacted to replace the panel member. The substitute panel member shall assume the panel member's duties (ask questions, scoring, etc.) and will complete the Candidate Evaluation Form including the No Political Considerations Certification at the conclusion of the interview.
5. Upon conclusion of the interview and any discussion regarding the Candidate, the panel member will be notified to return to the interview room to replace the substitute panel member and resume interviews.
6. The Compliance Officer may attend and monitor any of the interviews, but he or she will not be included as a member of the interview panel.

H. Writing Samples (Optional)

Writing samples for Non-Bid Transfers are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to incorporate a writing sample into the evaluation process, the following procedures will apply:

1. Prior to the interviews, all Candidates will be required to write a memorandum on a work-related topic that has been issued and authorized by the Department Head/Designee and approved by the Compliance Officer. The page or word limit of the writing sample will be determined by the Department Head/Designee. Only writing sample topics that are issued and authorized by the Department Head/Designee and approved by the Compliance Officer shall be utilized. The Department Head/Designee shall also determine a time limit for completion of the writing sample. The Department Head/Designee shall ensure that the length and time limit of the work sample are the same for each Candidate.
2. If due to operational concerns, the Candidates cannot complete the writing samples at the same time or on the same date, the Department Head/Designee shall schedule multiple times for the writing samples. If writing samples are spread over an entire day, the Department Head/Designee shall use different writing sample topics at different points of the day to ensure the integrity of the writing sample test. If writing samples are spread over multiple days, the Department Head/Designee shall use different writing sample topics for each day to ensure the integrity of the writing sample test.

3. The Department Head/Designee will assign a monitor to oversee the Writing Sample process to assure that all Candidates complete their writing samples at the same time and location on their interview date and within the designated time period. The monitor will also log the start and end times and ensure that no Candidate is allowed to go over the time limit. The monitor will check the Candidate's Sheriff's Identification Card and instruct the Candidates to identify themselves on the memorandum by JDE or employee number. Memorandums will not be accepted if the memorandum contains the Candidates' name (either printed or signed) anywhere on the document. If a Candidate writes his/her name on the Writing sample, the monitor will make every effort to ensure that the name is not legible and that only the JDE or employee number remains to identify the Candidate. The monitor will also ensure that the samples are completed without assistance or outside resource materials other than a department issued dictionary, which the monitor will assure is available to all Candidates.
  4. At the conclusion of the allotted time, the monitor will collect the writing samples and submit them to the Department Head/Designee.
  5. All writing samples will be scored by the Department Head/Designee(s) utilizing the Candidate Writing Sample Evaluation Form to evaluate the Candidates' writing samples based on relevant criteria including spelling, grammar, legibility and content. The rankings for each category are: (a) Below Average – 1 point; (b) Average – 3 points; and (c) Above Average – 5 points. The Department Head/Designee will make every effort to score the Writing Samples consistently and objectively. The Compliance Officer may oversee the scoring process.
  6. The Department Head/Designee shall forward the scored Writing Sample Evaluation Forms and Applicant List to the Director of Personnel. The Director of Personnel or his or her Designee will compare the Candidates' JDE or employee number to the Candidates' name and note each individual score next to the respective name on the Applicant List and return the completed Applicant List to the Department Head/Designee. The Compliance Officer may oversee the process.
- I. Work Samples (Optional)
1. The submission of work samples, such as case reports or incident reports, is optional at the discretion of the Department Head/Designee. Work samples must be official reports or documents of the Sheriff's Office. If the Department Head/Designee elects to incorporate a work sample into the evaluation process, the writing sample is also required and each

Candidate shall be notified of the work sample requirement in the interview notice along with specific instructions.

2. Prior to completing the writing sample, the Candidate will be instructed to submit two (2) copies of the work sample to the monitor.
3. The monitor will verify that the copies are identical and will edit out the Candidates' name anywhere it appears on the document and replace the name with the Candidate's JDE or employee number. If a Candidate writes his/her name on the Writing sample, the monitor will make every effort to ensure that the name is not legible and that only the JDE or employee number remains to identify the Candidate.
4. The edited copy will be attached to the Candidate's writing sample and submitted to the Department Head/Designee and the procedures in Article H, Section III.H.5-6 will be followed. The monitor will submit the non-edited work sample copies to the Compliance Officer.

J. Interview Questions

The following procedures will be followed for interviewing Candidates for Non-Bid Transfers:

1. Interview questions asked during the oral interview must be selected from a pre-determined group of at least 10 questions created by the Department Head/Designee. Only interview questions that are issued and authorized by the Department Head/Designee shall be utilized. The Compliance Officer will be given the opportunity to review all interview questions prior to the first interview to ensure they are job-related and appropriate.
2. At least five (5) of the interview questions will be operational in nature and are derived from Sheriff's Orders, General Orders and other written Department policies. These questions are designed to determine the Candidate's familiarity with the operations of the Sheriff's Office. Operational questions will be based on operational scenarios requiring specific responses covered by General Orders or other Sheriff's written directives. At least one of the operational questions must pertain to Use of Force. At least five (5) of the interview questions will be related to personal attributes and will be designed to elicit information relevant to determining whether the Candidate possesses the characteristics necessary to work in the applicable Department of the Sheriff's Office. At least one of the personal attribute questions may pertain to discipline history at the discretion of the Department Head/Designee. If the Department Head/Designee elects to include a question(s) pertaining to discipline history during the interview, the question(s) must be consistent for each Candidate being interviewed for the Non-Bid Transfer.

3. The Department Head/Designee will make every effort to conduct all non-Bid Transfer Interviews on the same day. However, if operational concerns do not permit same-day interviews and multiple days of interviews are required, an appropriate number of questions will be drafted to permit a rotation of questions to ensure the integrity of the interview process.
4. All Candidates interviewed will be asked to respond to each of the approved interview questions. Additional follow-up questions are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Non-Bid Transfer position for which he or she is applying. Follow up questions may be asked on a case-by-case basis and need not be asked for every Candidate.
5. Benchmark points will be assigned to each of the operational questions, which are derived from Sheriff's Orders, General Orders and other written Department policies. Each of the five operational questions will have between three (3) and six (6) benchmarks as determined in advance and in writing by the Department Head/Designee. Depending upon the Candidate's response, each interview panel member will individually determine how many points will be awarded. If a Candidate during his/her response fails to meet all benchmarks, he/she will receive points only for those which have been mentioned. Each benchmark is worth one (1) point.
6. Responses to the personal attribute questions will be scored utilizing the Candidate Interview Evaluation Form. The Department Head/Designee will determine a minimum of 10 categories for the Candidate Interview Evaluation Form that will encompass the characteristics necessary for the Non-Bid Transfer. The Department Head/Designee will attempt to ensure that each of the categories indicated in the Candidate Interview Evaluation Form can be evaluated from the questions. The Department Head/Designee will also ensure that the attribute categories on the Candidate Interview Evaluation Form are consistent for each promotional position and questions are consistent for each Candidate.
7. At the conclusion of each interview, each panel member will perform the following procedure to score each Candidate:
  - a. independently and personally complete the Candidate Interview Evaluation Forms;
  - b. total the personal attribute points on the Candidate Interview Evaluation Form; and
  - c. total the benchmarks obtained from the operational questions and indicate the total on the Candidate Interview Evaluation Form.

8. All completed Candidate Evaluation Forms shall be forwarded to the Department Head/Designee.

K. Acknowledgement

1. At the conclusion of each interview, the Candidate will be asked to sign and date the Posting Announcement acknowledging that he or she has read and understands all information pertaining to the Non-Bid Transfer.
2. If the Candidate refuses to sign the Posting Announcement, a notation will be made on the Posting Announcement and each of the panel members will initial next to the notation. The Candidate will be automatically deemed Not Qualified.

L. Ranking of Qualified Candidates

1. Upon conclusion of all interviews, the Department Head/Designee shall update the Candidate List numerically ranking all Candidates from Highest Qualified (number 1) to Least Qualified (the last position) according to the total number of points from the following categories and percentages:
  - a. Attendance – Career History: 15%
  - b. Attendance – Previous 18 months: 20%
  - c. Test (optional) – 10% of total score.
  - d. Writing Sample (optional) – 15% of total score.
  - e. Work Sample (optional) – 10% of total score.
  - f. Oral Interview
    - i. Operational Questions – 15% of total score
    - ii. Personal Attribute Questions – 15% of total score
  - g. Preferred Qualifications (optional) – Additional points determined by Department Head and included on Posting Announcement. Preferred Qualifications must be verified by the Department Head/Designee and documentation must be attached to the Candidate Interview Evaluation Form. The Preferred Qualification points may not exceed 10% of the total possible number of points a Candidate may receive.
2. If one or more categories in Article H, Section III.L.1.a-d do not apply, the percentage values will be added equally to all categories that do apply. If

the percentage points assigned to the non-applicable categories cannot be distributed equally, the percentage points will be distributed to all other applicable categories to the extent they can be distributed equally. The remaining percentage points will be distributed to an applicable category at the Department Head/Designee's discretion. The Department Head/Designee shall ensure that the categories and percentages pursuant to Article H, Section III.L are indicated in the Selection section of the Non Bid Transfer Announcement.

3. The Department Head/Designee shall total all scores pursuant to Section III.L.1-2 utilizing a Score Sheet, which is tailored to the Non-Bid Transfer process (Article H). The Department Head/Designee shall assign a Designee to proof the completed Score Sheet, which will include the NPCC language. Both scorers shall sign the Score Sheet, which will include the NPCC language. The scoring process identified in Article H, Section III.L.1-2 must be consistent for each Candidate.
4. If more than one Candidate receives the same score, they will be placed on the Applicant List in order of Seniority.
5. If more than one Candidate receives the same score and/or has the same Seniority date, they will be placed on the Applicant List in order of their Employee Number. The Candidate with the lowest Employee Number, as applicable, will be placed first.
6. All Candidates deemed Qualified based on the standards listed in the Minimum Qualifications section of the Posting Announcement shall remain on the Applicant List in numerically ranked order. All Candidates deemed Not Qualified based on the standards listed in the Minimum Qualifications sections of the Posting Announcement shall remain on the bottom of the Applicant List and a notation of Not Qualified along with the general reason for disqualification shall be placed next to their name.
7. A copy of the updated Applicant List, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

M. Final Evaluation Process and Identification of Selected Candidates

1. Candidates who have been deemed Qualified will be identified for potential Non-Bid Transfer from the Applicant List in rank order and based on the number of Vacancies to be filled.
2. The Department Head/Designee will submit a memorandum to the Director of the OPR requesting copies of the entire criminal histories for the Selected Candidates. Each will be evaluated individually, and any Selected Candidate with a criminal conviction involving a crime that reflects negatively on the Candidate's character, honesty or integrity will

be deemed Not Qualified, and the next ranked Qualified Candidate(s) on the Applicant List shall be selected.

3. The Department Head/Designee will conduct a final pending disciplinary check with OPR and the Selected Candidate's respective Department. In the event of a Pending Discipline Case within the Selected Candidate's respective Department, the Selected Candidate shall be deemed Not Qualified and the next ranked Candidate on the Applicant List shall be identified as a Selected Candidate for a potential Non-Bid Transfer. In the event of a Pending Discipline Case at OPR, the Executive Director of OPR shall make the decision whether or not to release the pending hold on the Non-Bid Transfer based upon the facts of the case.
4. If the Non-Bid Transfer requires the employee to possess a valid driver's license, the requirement must be stated in the Posting Announcement and the following procedure will be followed:

The Department Head/Designee will request a current Driver's License Abstract for each of the Selected Candidates. Any Selected Candidate who in the previous 10 years (i) had his or her driver's license suspended for a serious violation or revoked at any time; (ii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving an alcohol related offense or an offense involving controlled substances; or (iii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving serious injury or death will be deemed Not Qualified, and the next highest ranked Candidate(s) on the Applicant List shall be selected.

5. FOID and Weapons Qualification (if applicable)

If the Non-Bid Transfer requires a current weapons qualification, the Department Head/Designee will verify from the Sheriff's Personnel Department that the Applicant has a valid FOID and a current weapons qualification. In the event that an Applicant is Not Authorized to Carry a Weapon as a result of the FOID and weapons qualification requirement the Applicant will be deemed Not Qualified.

6. The Department Head/Designee may institute further background checks as he/she deems appropriate such as but not limited to credit and financial checks, polygraph examination, home checks and employer reference checks, based on specific special considerations related to the job and the Department. If the Department Head/Designee requires additional background checks, he or she must request approval from the Compliance Officer and such background checks and specific standards must be clearly identified in the Posting Announcement and must be conducted for all Selected Candidates.

7. The Department Head/Designee shall ensure that the next ranked Candidates are processed pursuant to Article H, Section III.M.2-6.
8. The Department Head/Designee shall create a Final Transfer List of Selected Candidates and forward to the Sheriff or his or her Designee with a copy to the Compliance Officer. In the event the Sheriff/Designee elects to increase or decrease the number of positions for the Non-Bid Transfer, he or she shall submit a written request including justification to the Compliance Officer. The Compliance Officer shall approve or deny the request.
9. When the Department Head makes the final determination, under the authority of the Sheriff, he or she will submit a Request to Hire/Fill Open Position(s) Form and a memorandum listing the names of the Selected Candidate(s) from the Final Transfer List to the Director of Personnel with a copy to the Compliance Officer.

N. Appointment

1. The Department Head/Designee will send a memorandum to the Candidate's original Department Head/Designee indicating the name(s) of the Selected Candidate(s), the transfer effective date and the date, time and location to report within 10 days prior to the Date of Appointment. The Department Head/Designee will also ensure the appropriate Collective Bargaining Representative(s) are notified in writing of the transfer. The Final Transfer List will also be posted on the Sheriff's website.
2. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to failure to meet the Minimum Qualifications as a result of the final evaluation via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
3. In the event the Department Head/Designee determines that a newly appointed Selected Candidate has failed to meet the requirements of the position as identified in the Posting Announcement, the employee will be transferred back to his or her previous department and the Department Head/Designee will submit written notification to the employee's previous Department Head/Designee. The Department Head/Designee will also send written notification that includes the specific job-related reasons for his or her determination, to the Director of Personnel or his or her Designee and the Compliance Officer.
4. In the event a newly appointed Selected Candidate wishes to return to his or her previous assignment, he or she will be required to submit written notification to the Department Head (or through Department chain of

command), which includes the date and the reason for return. The Department Head/Designee will approve or deny the request based on the Operational Needs of the Department. The Selected Candidate will then be required to report to the Sheriff's Personnel Office to complete the required paperwork.

O. Applicant List Maintenance

1. The Department Head/Designee will maintain the Applicant List, Final Transfer List and all other Non-Bid Transfer documentation.
2. The Department Head/Designee shall utilize the same Applicant List, as amended, for subsequent Non-Bid Transfers, for a period of up to one (1) year from the start date of the first Non-Bid Transfer, provided that the attendance records, disciplinary history, driving records, criminal history will be updated, requested, reviewed and taken into consideration prior to the selection of any Selected Candidate for a Non-Bid Transfer. Adjustments to the Applicant List will be made by the Department Head/Designee based on the updated records; provided all such updates will be sent to the Compliance Officer.
3. After the one (1) year period from the start of the first Non-Bid Transfer, or at the point the Non-Bid Transfer List is exhausted, the process for creating a Non-Bid Transfer List shall be repeated and new postings, applications, interviews and documentation pertaining to applicant evaluation and rankings shall be obtained and utilized.

P. Certification of Non-Bid Transfer Process

The Department Head/Designee, panel members and all other individuals with material involvement with respect to screening, interviewing, testing and selecting Applicants or Candidates for the Non-Bid Transfer process will complete and sign a No Political Consideration Certification (NPCC) affirming that all employment decisions and Employment Actions were made in accordance with the procedures set forth in this Article and the Employment Plan.

All Applicants must complete and sign an Applicant Certification, which is located on the Internal Application in order to be considered for the Non-Bid Transfer opportunity.