

ARTICLE Q

SWORN NON-MERIT RANK PROMOTIONAL PROCEDURES

I. Policy

- A. The policy for Sworn Non-Merit Rank Promotions is designed to identify and select the most qualified Candidate for the position.
- B. This policy applies to the following Departments and any other Departments as designated by the Sheriff or his or her Designee:
 - 1. DCSI
 - a. Electronic Monitoring Unit (Promotion to Deputy Chief)
 - b. Fugitive Unit (Promotion to Deputy Chief)
 - 2. Criminal Intelligence Unit (Promotion to Senior Investigator)
 - 3. Department of Corrections (Promotion to Chief)
 - 4. Women's Justice Services (Promotion to Chief)
- 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. Enclosures

See Appendix.

III. Promotional Positions

- A. All Vacancies in Sworn Non-Merit Rank Promotional Positions will be filled in accordance with this policy.
- B. If at any time during the Sworn Non-Merit Rank Promotion process an Applicant or Candidate declines the promotion, 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 Sworn Non-Merit Rank Promotion. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

IV. Criteria for Promotion Qualification

The following individual performance-related information will be reviewed and assessed uniformly and consistently for each Promotion Candidate in determining whether he or she is Qualified for the Promotion:

- A. Attendance History (previous 18 months);
- B. Discipline History (previous 18 months);
- C. Driving Record;
- D. Criminal History;
- E. FOID and Weapons Qualification (if applicable); and
- F. Other job-related criteria as determined by the promoting Department Head/Designee, which must be included in the Promotion Announcement.

V. Criteria for Promotion Selection

The following criteria will be utilized for Promotion Candidates to determine which Promotion Candidates will be selected for the Promotion and to rank them in order of their eligibility for selection:

- A. Attendance History (career history and previous 18 months);
- B. In-Service Training Final Exam Scores;
- C. Writing Sample;

- D. Work Sample Score (if applicable); and
- E. Interview Scores

VI. Promotion Procedure

A. Request to Begin Promotional Process

Upon his or her confirmation that a Vacancy or Vacancies in a Sworn Non-merit Position exist in his or her Department, the Department Head/Designee will submit a written request to conduct a promotional process to the Chief of Staff that includes the following:

1. Need for the Sworn Non-Merit Rank Promotion(s) and the reason;
2. Number of Vacancies to be filled by the Sworn Non-Merit Rank Promotion(s);
3. Anticipated start date of the Sworn Non-Merit Rank Promotion;
4. Department(s) in which the Sworn Non-Merit Rank Promotion opportunity will be posted; and
5. Approval signature line.

Upon approval by the Chief of Staff/Designee, the Department Head/Designee will forward a copy of the written request to the Compliance Officer and the Director of Personnel.

B. Posting

1. The Department Head/Designee shall prepare a Promotion Announcement, which must include the following:
 - a. General Information
 - i. Employment Action, i.e. Sworn Non-Merit Rank Promotion;
 - ii. Tracking Number;
 - iii. Title;
 - iv. Location;
 - v. Available shift(s) (if applicable); and

- vi. Available day-off group(s) (if applicable)
 - b. Minimum Qualifications, which include criteria for Promotion Qualification and Selection;
 - c. Application Instructions;
 - d. Requirements; and
 - e. Selection Process.
2. The Department Head/Designee shall ensure that an accurate Job Description exists or is created and approved by the Director of Personnel/Designee pursuant to Section XII of the Employment Plan.
3. The Department Head/Designee shall attach the approved Job Description to the Promotion Announcement and post them at each place where individuals may make application pursuant to Article Q, Section VI.A.4 and on the Sheriff's website. The Department Head/Designee will also send a copy of the Promotion Announcement and Job Description 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 Article Q, Section VI.A.4, the Sheriff's website and each respective Personnel Office. Applications will be accepted by the Department Head/Designee during the defined period of time indicated on the Promotion Announcement. All applications must be time and date stamped upon receipt by the Department Head/Designee. Any applications turned in after the end of the posting period will be denied. Employees may also submit resumes in addition to 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 and complete application for the Sworn Non-Merit Rank Promotion. 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 process, 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.

D. Obtain In-Service Training Scores

1. The Department Head/Designee will obtain In-Service Training final exam scores for each Candidate by submitting a written request to the Executive Director of the Sheriff's Training Institute. The final exam scores are prepared by the Executive Director of the Training Institute/Designee.
2. The Department Head/Designee will add the two previous In-Service Training final exam scores together for a total score. The total score shall be the number of points in the In-Service Training Score category.

Example: Score #1: 95% = 95 points
 Score #2: 80% = 80 points

Total Score: 175 points

E. Initial Evaluation Process

The Department Head/Designee shall evaluate each Applicant or 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 Q, Section VI.E.1 to determine if the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article Q, Section VI.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article Q, Section VI.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article Q, Section VI.E.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 Q, Section VI.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article Q, Section VI.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article Q, Section VI.E.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 Q, Section VI.E.1.a exists, the Candidate shall be deemed Not Qualified and will not be interviewed for the Sworn Non-Merit Rank Promotion opportunity.
- d. The Department Head/Designee will ensure that this Article Q, Sections VI.E.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 Promotion 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 Promotion Candidate pursuant to Section VI.K.

2. Disciplinary history

- a. The promoting Department Head/Designee will submit a written request for a copy of the disciplinary history from the previous 18 months of each Promotion Candidate listed on the Promotion Candidate 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 request will identify the names of each of the Promotion Candidates and the reason for the request, and such history will be taken into consideration in evaluating whether a Promotion Candidate is Qualified or Not Qualified.
- b. If the promoting Department Head/Designee identifies a difference between the OPR discipline history and the Candidate's original Department's discipline history, the Promoting 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.
- c. A Promotion Candidate shall be deemed Not Qualified if he or she has received a disciplinary action 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.
- d. Written reprimands for minor infractions such as tardiness will not automatically disqualify a Candidate.

- e. A Candidate shall be deemed Not Qualified if he or she is De-Deputized at the time of appointment.
 - f. In the event a Candidate(s) has a Pending Disciplinary Case, the Department Head/Designee will submit a request to the Executive Director of the Office of Professional Review to expedite the process and reach a conclusion as soon as possible. Candidates with open disciplinary cases may continue through the evaluation process, but no Candidate will be considered qualified for the Promotion until final resolution of the case or if, at his/her discretion, the Executive Director of OPR releases the pending hold on the Promotion based upon the facts of the disciplinary case.
3. The names of all Candidates deemed Not Qualified after review of their disciplinary records as described above shall remain on the Candidate List and a notation of "Not Qualified" shall be placed next to their names. All attendance and disciplinary records received and reviewed by the Department Head/Designee will be maintained in the Candidate's Promotion File.
 4. The Promotion Candidate List (including the notations) shall be forwarded to the Compliance Officer.

F. Promotional Interviews

Interviews are required for a Sworn Non-Merit Rank Promotion. Only Applicants who are deemed Qualified pursuant to the Minimum Qualifications in the Promotion Announcement 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 will send a memorandum to the Candidate's original Department Head/Designee, which will 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 the Candidate will be required to present at the interview.
2. The original Department Head/Designee will direct the Candidate to pick up the interview notice in his or her office in person, and the Candidate

will be required to sign a copy of the notification confirming its receipt. The original signed notification shall be forwarded to the hosting Department Head/Designee.

3. A Candidate who is on an authorized leave of absence such as Ordinary Disability, Duty Disability, FMLA, Maternity/Paternity or Military Leave may be interviewed while on leave, and the Department Head/Designee will notify such Candidate via certified letter directed to his or her last address of record, with a copy to the Director of Personnel and the Compliance Officer. In the event that there is not sufficient time to notify the Candidate by mail, the Candidate may also be contacted via telephone and the information will be logged.
4. The Department Head/Designee will notify the Compliance Officer in writing of the final schedule of promotional interviews at least 48 hours in advance.
5. In the event a Candidate fails to appear for the scheduled interview, 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 promoting 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 promoting Department Head/Designee and the Candidate. If the appeal is approved, the interview, writing sample and/or work sample 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 Candidate'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 Promotion 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 Interview Evaluation Forms, including all No Political Consideration Certifications, 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 a Conflict of Interest is discovered 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 (asking questions, scoring, etc.) and will complete the Candidate Interview Evaluation, Writing Sample Evaluation and Certification Forms 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 participate in any of the interviews, but he or she will not be included as a member of the interview panel.

H. Writing Samples

The following procedures will apply to obtaining and scoring writing samples from Candidates:

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 process to ensure that all Candidates complete their writing samples at the same time on their scheduled 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 Candidates' 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 writing samples are completed without assistance or outside resource materials other than a Department issued dictionary, which the monitor will ensure is available to all Candidates.
4. At the conclusion of the designated period, 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. The Candidates' writing samples will be evaluated on a series of categories (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' names, record 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 work 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 Q, Section VI.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:

1. Each Candidate will be asked at least 10 interview questions during the oral interview. The questions must be selected from pre-determined job-related questions issued and authorized by the Department Head/Designee. The Compliance Officer will be given the opportunity to review all interview questions before any interviews are conducted to ensure the questions 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 (1) 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 non-merit rank position of the Sheriff's Office.

At least one (1) 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 an interview, the question(s) must be consistent for each Candidate being interviewed for the Sworn Non-Merit Rank Promotion.

3. The Department Head/Designee will make every effort to conduct all non-Merit Rank Promotion 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 Candidates' suitability for the position for which they are applying. Follow up questions may be asked on a case-by-case basis and need not be asked for every Promotional Candidate.
5. Benchmark points will be assigned to each of the operational questions. 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 based on the response. 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 Evaluation Form that will encompass the characteristics necessary for the respective Sworn Non-Merit Rank Promotion. 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 do the following for each Candidate:
 - a. independently and personally complete the Candidate Interview Evaluation Form;

- b. total the personal attribute points on the Candidate Interview Evaluation Form; and
 - c. total the benchmarks obtained from the operational questions.
8. All completed Candidate Interview Evaluation Forms shall be forwarded to the Department Head/Designee.

K. Update of Promotion Candidate List

Promotion Candidates deemed Qualified will be ranked and included on the Promotion List as follows:

1. Upon conclusion of all interviews, the Department Head/Designee shall update the Promotion Candidate List, numerically ranking all Promotion 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. In-Service Training Score - (previous two (2) final exam scores): 5% of total score (not applicable to Sheriff's Police promotions)
 - b. Attendance – Career History: 15% of total score;
 - c. Attendance – Previous 18 months: 20% of total score;
 - d. Writing Sample – 20% of total score;
 - e. Work Sample (if applicable) – 10% of total score; and
 - f. Oral Interview
 - i. Operational Questions – 15% of total score; and
 - ii. Personal Attribute Questions – 15% of total score.
2. If one or more categories in Article Q, Section VI.K do not apply, the percentage values assigned to those categories will be distributed in equal amounts 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 in whole numbers. 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 Q, VI.K.1 and 2 are indicated in the Selection section of the Promotion Announcement.

3. The Department Head/Designee shall total all scores pursuant to Section VI.K.1-2 utilizing a Promotion Score Sheet. The Department Head shall assign a Designee to proof the completed Promotion Score Sheet. Both scorers shall sign the Promotion Score Sheet, which will include the NPCC language. The scoring process identified in Article Q, Section VI.K.1-2 must be consistent for each Candidate.
4. If more than one Candidate receives the same score, they will be placed on the Candidate List in order of Seniority. If more than one Candidate receives the same score and have the same Seniority date, they will be placed on the Promotion List in order of their Employee Number. The Candidate with the lowest Employee Number, as applicable, will be placed first.
5. A copy of the updated Applicant List, along with all related tests and scores, will be forwarded to the Compliance Officer for review.

L. Final Evaluation Process and Identification of Selected Candidates

1. The top Candidates who have been determined Qualified will be identified as Selected Candidates in rank order based on a number equal to the number of approved Vacancies to be filled. The remaining Candidates who have been deemed Qualified shall remain on the Applicant List in rank order.
2. The Department Head/Designee will submit a memorandum to the Director of 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 Selected Candidate's character, honesty or integrity will be deemed Not Qualified, and the next highest ranked Candidate(s) on the Applicant List shall be identified as a Selected Candidate for potential promotion.
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 promotion. 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 Promotion based upon the facts of the case.
4. 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. The Department Head/Designee will obtain verification from the Sheriff's Personnel Department that the Selected Candidate(s) has a valid FOID and a current weapons qualification. In the event that a Candidate(s) is De-deputized as a result of the FOID and weapons qualification requirement, the next ranked Candidate shall be identified as a Selected Candidate for a potential Promotion.
6. A mandatory drug test will be conducted upon the Selected Candidate's notification of appointment. A copy of all Department appointment notifications will be distributed to the Director of the Sheriff's Drug Testing Unit. In the event a Selected Candidate fails the drug test, he or she shall be deemed Not Qualified and the next ranked Candidate on the Applicant List shall be identified as a Selected Candidate for potential Promotion.
7. The Department Head/Designee will immediately notify the Sheriff or his or her Designee and the Compliance Officer of all alternate Candidates.
8. The Department Head/Designee shall create a Final Promotion List containing the names of all Selected Candidates, i.e., all Candidates who remain Qualified after completion of the procedures described in this Article. The Selected Candidates will be listed in rank order and the Department Head/Designee will forward the Final Promotion List to the Sheriff and the Compliance Officer.
9. The Sheriff or his or her Designee will give final approval of the Final Promotion List to the Department Head/Designee. In the event, the Sheriff or his or her Designee elects to increase or decrease the number of positions to be promoted, he or she shall submit a written request including justification to the Compliance Officer. The Compliance Officer shall approve or deny the request.

M. Appointment

1. After following the applicable guidelines in this article, the Department Head/Designee will initiate steps to appoint Selected Candidates from the Final Promotion List in rank order based on the number of Vacancies to be filled or pursuant to Article Q, Section VI.L.9 as applicable.
2. The Department Head/Designee will submit a Request to Hire/Fill Vacant Position(s) (RTH) form to the Director of Personnel/Designee and a copy

to the Compliance Officer including the names of the highest ranked Selected Candidate(s) from the Final Promotion List who will be appointed.

3. The Department Head/Designee will issue a memorandum within 10 days prior to the date of appointment containing the names of the Selected Candidates to be appointed. The Department Head/Designee will also ensure the appropriate Collective Bargaining Unit(s) are notified in writing of the promotions. The Selected Candidates identified by JDE number will also be posted on the Sheriff's website.
4. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to Article Q, Section VI.L via memorandum or certified letter including the general reason for disqualification (e.g. attendance or discipline). The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
5. The Director of Personnel/Designee shall submit credentials with the newly appointed rank to the respective Departments on the first day of the appointment. The Department Head/Designee will be responsible for distributing new credentials and collecting and returning old credentials to the Sheriff's Personnel Office.
6. In the event a newly appointed Selected Candidate wishes to return to his or her previous position, he or she will be required to submit signed written notification to the Department Head (or through Department chain of command), which includes the date and the reason for return. The Selected Candidate will then be required to report to the Sheriff's Personnel Office to complete the required paperwork.

N. Promotion List Maintenance

1. The Department Head/Designee will maintain the Applicant List, Final Promotion List and all other promotional documentation.
2. The Department Head/Designee shall utilize the same Applicant List, as amended, for subsequent Sworn Non-Merit Rank Promotions, for a period of up to one (1) year from the start date of the first Sworn Non-Merit Rank Promotion, 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 Sworn Non-Merit Rank Promotion 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 Sworn Non-Merit Rank Promotion, or at the point the Promotion List is exhausted, the process for creating a Sworn Non-Merit Rank Promotion 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 Promotional 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 Sworn Non-Merit Rank Promotion process will complete and sign a No Political Consideration Certification (NPCC) on all lists, and promotional documentation affirming that all promotional decisions were made in accordance with the procedures set forth in this order and the Employment Plan.

All Candidates will complete and sign an NPCC affirming that all employment decisions were made in accordance with the procedures set forth in this Article Q and the Employment Plan.