



| PROMOTION PROCEDURES | | |
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| ✓ new: rescinds: amends: | | cross-reference: accreditation standards: NYSLEAP Standard(s): 15.1 |
| effective date: March, 2020 | amend date: | |

I. PURPOSE

The purpose of this General Order is to establish and describe the promotion process used by the Tompkins County Sheriff's Office to ensure that the best-qualified candidates are selected for appointment and that the selection process is valid, job-related and non-discriminatory.

II. POLICY

It is the policy of the Tompkins County Sheriff's Office to make all selections for promotion in accordance with applicable laws and the rules and regulations of the New York State Department of Civil Service, the Tompkins County Human Resources Department, and existing collective bargaining agreement(s).

III. DEFINITIONS

Promotion: Vertical movement in the organization from one rank classification or position to another.

IV. PROCEDURE

A. New York State Department of Civil Service (NYSDCS)

1. The NYSDCS schedules and administers civil service promotional exams on behalf of the office. Promotional examinations will be job-related in nature and non-discriminatory. The New York State Department of Civil Service will:
 - Design examinations to be valid, useful and have minimum adverse impact.
 - Provide these examinations to the Tompkins County Personnel Department.
 - Score written examinations in a uniform manner.

B. Tompkins County Human Resources Department

1. The TCHRD publishes and distributes a test announcement whenever a competitive examination is scheduled. The announcement shall be posted within the Sheriff's

Office for a ten (10) business day period. This announcement will inform potential applicants of:

- Duties of the position;
 - Minimum qualifications for appointment;
 - Subject of the examination;
 - Salary;
 - Application procedure;
 - Latest filing date for application;
 - Date of examination;
 - Advertise that the agency is an equal opportunity employer.
2. The TCHRD will administer all written tests for positions within the Tompkins County Sheriff's Office and will:
- Select and train their personnel to administer examinations
 - Maintain the security of examination materials.
 - Dispose of examination materials in accordance with applicable laws and regulations.
3. Based on the results of the examinations, the TCHRD will establish a list of persons who are eligible for appointment. Candidates will be ranked in descending order of their final score on the promotional examination. The lists will be provided to the Tompkins County Sheriff's Office upon request. All persons appointed must be selected from these lists in accordance with applicable Civil Service laws and regulations.
4. The duration of the list shall be determined by NYSDCS, further information regarding the establishment of eligibility lists can be obtained from the Human Resources Department or NYSDCS.

C. Responsibilities of the Tompkins County Sheriff's Office

1. The Sheriff shall have the authority and responsibility for administering the office's role in the promotion process. His authority and responsibilities for the promotion of personnel include, but are not limited to:
- a. The Sheriff's Office will submit the on-line Personnel Requisition Form to the County Administrator, requesting authority to fill the vacancy;
 - b. The Sheriff will notify the Commissioner of Human Resources of vacancies within the TCSO, and the active Civil Service Eligibility List for the vacant position will be requested. As directed by the requirements of the Civil Service Law, eligibility shall be based on the candidate's success in a competitive written examination;
 - c. Administering the intradepartmental elements of the promotional process (i.e. conducting oral interviews, requiring written responses to established questions, recommendations, etc.);

- d. The Sheriff's Office will conduct interviews of qualified candidates and will make a selection from among the three highest-scoring acceptors. Candidates will be given an oral interview to determine their suitability for the intended position. The Sheriff and his appointed designees will conduct such interviews. These interviews will employ a set of uniform questions and the results will be kept on file for minimum of one year after appointment resulting from any series of interviews.
- e. Oral interviews shall employ a standardized set of questions that are non-discriminatory.
- f. The Tompkins County Sheriff's Office management then reviews the interview results and advises the Sheriff of their preferred selection. Selection of individuals for promotion shall be made by the Sheriff. The Sheriff will review and endorse a selection, and then the Sheriff will make an offer of appointment, applicable to both sworn and non-sworn personnel.
- g. The Sheriff may take the following areas into consideration in evaluating the promotional potential of candidates.
 - Supervisory potential;
 - Job related experience;
 - Time in grade;
 - Recommendations of supervisory officers or community partners;
 - Education record;
 - Disciplinary record;
 - Performance during oral interviews;
 - Written responses to established questions;
 - Any other information that is relevant to the promotional evaluation given
- h. The Sheriff's Office will make notification to the TCHRD upon selection and acceptance of the promotion from the candidate.
- i. Candidates who have not been selected for promotion shall be notified in person as soon as practical.
- j. Prior to being appointed to probationary status, the candidate will meet with the Sheriff to discuss performance expectations and assignments.

D. Promotional Probationary Periods

1. All promotions are subject to a six (6) month probationary period. Promotions shall not be permanent until the candidate has successfully completed the probationary period per Civil Service rules and regulations.
2. The probationer's supervisor shall carefully observe the probationer's conduct and performance. Any significant performance issues should be documented following the procedures set forth in this order.

3. During the promotional probationary period, a [Probationary Employee Periodic Review](#) shall be completed monthly until the probation period is complete. Two (2) weeks prior to the end of the probationary term, the probationer's supervisor shall submit a final Review to the Sheriff with his/her recommendations regarding whether the probationer should be given permanent status. Concurrently, the supervisor shall also advise the probationer of his/her status and progress.
4. Continual unsatisfactory performance may result in demotion to the previous rank. A probationer who is to be demoted for unsatisfactory conduct or performance shall receive written notice at least one (1) week prior to such demotion. The Sheriff shall consult with the Human Resources Department prior to any decisions being made.
5. Upon successful completion of the probationary period, the Human Resources Department shall advise the member, in writing, of his/her permanent appointment to the rank or position.

E. Review Process

1. A probationer who has been demoted for unsatisfactory service shall, upon request, be granted an interview with the Sheriff, or his designee.

Attachments:

- A. [Probationary Employee Periodic Review](#)

By Order Of



Derek Osborne
Sheriff