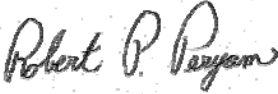


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 11- A		<b>TITLE:</b> Promotion- Civilian Employees
<b>EFFECTIVE DATE:</b> August 19, 2009	<b>NO. PAGES:</b> 1	<b>AMENDED:</b>
<b>REFERENCE:</b> CFA 15.01, 15.02, 15.04		<b>RESCINDS:</b> Special Order: Promotion Oral Board- Civilian Employees 01.10.2003
 <b>Sheriff of Monroe County</b>		

**PURPOSE:** The purpose of this order is to establish policy and procedures for the promotion of civilian employees seeking supervisor and above positions.

**POLICY:** It is the Sheriff's policy that the promotional process for civilian employees be job related and nondiscriminatory.

**PROCEDURE:**

**VACANCY APPLICATION**

- Supervisory position vacancies will be announced by the Human Resource Division in accordance with the job vacancy posting policies.
- Employees meeting the announced eligibility requirements may submit their name to the Human Resources Division in accordance with the job vacancy application policies.

**INTERVIEW BOARD**

- An oral board will interview all eligible candidates as part of the promotional process.
- The oral board will consist of five individuals selected as follows:
  - The Director Human Resources or designee will select two members.

- The immediate supervisor of the position will serve on the board and will select the remaining two members.
- A list of job relevant questions will be compiled by the immediate supervisor of the vacant position. These questions will be submitted to the Director of Human Resources at least two working days before the scheduled oral board.
- Should the Director of Human Resources suspect any question to be illegal or improper the HR Director will contact the supervisor and work with him/her to compose an acceptable question.
- The oral board members will fairly and in a nondiscriminatory fashion select one applicant for recommendation for promotion and submit that applicant's name and a justification for the recommendation to the Sheriff via chain of command.

**SHERIFF'S PROMOTIONAL AUTHORITY**

The Sheriff retains full authority for the promotional decision.