

Purpose

It is the purpose of this policy to establish guidelines for the promotional process for sworn agency members. This policy will guide agency personnel through the qualification, testing, and selection portions of the promotional process. After careful review and with recognizing the need to maintain a consistent and fair process, the Sheriff may periodically review, update, modify, or change the promotional process policy.

Policy

It is the policy of the Cecil County Sheriff's Office to establish procedures for the promotional process. Eligible sworn personnel will be allowed to participate in promotional testing. Promotional testing will begin with a written test, followed by an oral interview board, and finally a promotion rating from the Sheriff. A promotion list will be developed from the scores received in each area.

A. Authority

The Sheriff has the power and the authority to assign, allocate and promote employees of the Cecil County Sheriff's Office to such duties and organizational sub-divisions of the agency as in his judgment may be necessary to best serve the needs of the Office and the public interest. The Sheriff may make or remove any special appointments as designated by law. All promotions are contingent on appropriate funding.

B. Probationary Status

A law enforcement deputy's entry-level probation period shall continue for 18 months from the date of hire with satisfactory service. The probation period may be extended with just cause, but for no longer than one additional year.

C. Promotion – Deputy to Deputy First Class

Promotion to Deputy First Class will be made upon completion of two years of satisfactory service after graduation from a MPCTC certified training academy and completion of field training, or in the case of deputies who were previously certified when employed by another law enforcement agency, after two years of satisfactory service and completion of field training, with the recommendation of the employee's supervisor and concurrence through the chain of command and final approval of the Sheriff. The supervisor will insure that the recommendation is forwarded to the Sheriff, through channels, at least 30 days prior to the date the employee is eligible for promotion.

D. Promotion – Deputy First Class to Senior Deputy First Class

Promotion to Senior Deputy First Class will occur when a Deputy First Class has completed five years from the date of hire with the Cecil County Sheriff's Office Law Enforcement Division.

QUALIFICATION

- A. To qualify for the promotion to the rank of Corporal and Sergeant, a candidate must receive a Satisfactory or better Performance Appraisal rating in all factors for a 12 month period prior to the beginning of the testing cycle, as documented by the Employee Performance Evaluation.
- B. Deputies who have obtained the rank of Senior Deputy First Class will be eligible to test for the rank of Corporal. The written test date will be the standard for the qualification.
- C. A candidate for promotion from Corporal to Sergeant is eligible to test immediately. In order to qualify for a promotion from Corporal to Sergeant, the candidate must have (1) year satisfactory time in grade at the rank of Corporal.
- D. All candidates for promotion must provide notification that they intend to participate in the promotional process. All candidates will be required to submit their intention electronically to participate by the deadline date specified by the Director of Law Enforcement prior to the testing process.
- E. Any deputy placed on performance or disciplinary probationary status shall be temporarily ineligible for any promotion until the successful completion of the probation period. Any deputy who is not fit for duty cannot be promoted until cleared for regular duty.
- F. Any deputy who has been suspended without pay for (1) one day or more shall be ineligible for promotion for a period of (12) twelve months following the conclusion of the suspension. Deputies who are suspended as a result of a vehicle collision **will** be eligible for promotion unless the collision was due to gross negligence on the deputy's part.
- G. No deputy shall be prohibited from participating in the promotion process due to probationary status, disciplinary action, or fitness for duty.
- H. Any deputy who is ineligible for promotion due to their disciplinary, fitness for duty, or promotion status shall retain their standing on the eligibility list and may be considered for promotion to fill any future vacancy that occurs after the deputy's eligibility is reinstated.

- I Any deputy who is the subject of an open administrative/internal investigation may participate in the promotional process. However, the deputy will not be eligible for promotion until the administrative/internal investigation is resolved and the deputy still meets the eligibility requirements.
- J. A deputy can withdraw from the promotional process at any time. The deputy must submit his withdrawal from the process electronically to the Director of Law Enforcement.

COMPETITION PHASE OF THE PROMOTIONAL PROCESS

- A. All candidates for promotion to the rank of Corporal and Sergeant will participate in a written examination. The content of the written test will be determined by the Chief Deputy. All candidates will be notified of the appropriate study material prior to the written examination.
- B. The written examination will be scored on a 100 point scoring scale.
- C. Candidates for promotions will receive additional points on the written examination for years of service with the Cecil County Sheriff's Office.

Candidates who hold the rank of Senior Deputy First Class will receive one additional point for each year after five years of service in the Sheriff's Office Law Enforcement Division up to a maximum of (10) ten points. The written test date will be the standard date for years in service. (Example: Anyone with 5 years of experience will receive 0 (zero) extra points, 6 years of experience will receive 1 (one) point, 10 years of experience will receive 5 points, 15 years of experience or greater will receive 10 points.

Candidates who hold the rank of Corporal will receive one additional point for each year in their current rank up to a maximum of (10) ten points. If the candidate held their rank at the end of the prior calendar year, they will receive the appropriate number of points for the time in rank. (Example: Anyone promoted to the rank of Corporal prior to the end of the previous calendar year will receive at least one point for their time in rank).

- D. Candidates will receive additional points on the written examination based on their education. Candidates will receive additional points for credits obtained through an accredited college or university. The accreditation will be through a nationally recognized accrediting agency that the United State Secretary of Education determines to be reliable; the Database of Accredited Postsecondary Institutions and Programs may be found on the Department of Education website at <http://ope.ed.gov/accreditation>. Candidates must provide proper documentation of their education (transcripts, degree) prior to the written test date. The additional points for education will be based on the following:

15 total semester hours	0.50 points
30 total semester hours	1.00 points
45 total semester hours	1.50 points
60 total semester hours (Associate's Degree)	2.00 points
90 total semester hours	3.00 points
120 total semester hours (Bachelor's Degree)	4.00 points
Masters Degree	5.00 points
Juris Doctorate	5.00 points

- E. The top (18) eighteen scores will advance in the promotional process for the ranks of Corporal and Sergeant.
- F. The oral interview board will constitute the second component of the promotional process for those who test in the top (18) eighteen.
- G. The oral interview board will consist of three police officers who hold the rank of Sergeant or higher. The three police officers will be chosen from Maryland law enforcement agencies.
- H. The oral interview board will be scored on a 100 point scale.
- I. The content and questions used in the written examination and the oral interview will be approved by the Chief Deputy.
- J. Candidates who are eligible for the oral interview board will receive instructions prior to their interview date concerning time, location, appropriate dress attire, and any other relevant information prior to the date of the oral interview board.
- K. Candidates who participate in the oral interview board will also receive a promotion rating score from the Sheriff. Candidates will participate in an interview with the Sheriff, Chief Deputy, and the Director of Law Enforcement and provide a resume' concerning their professional development. The Sheriff will provide a promotion rating score based on a 100 point scale.
- L. A promotion list will be developed off of the written examination, oral interview board, and the promotion rating. The three scores will be weighted as follows:
- | | |
|-----------------------------|----------------------------|
| Written Examination Score - | 40 percent of total score |
| Oral Interview Board - | 40 percent of total score |
| Promotion Rating - | 20 percent of total score. |
- M. In the event of any ties in the promotional process, the following guidelines will be used in the following order:
1. Time in rank
 2. Date of hire
 3. Sheriff's decision

MILITARY LEAVE

- A. The Sheriff will allow any deputies who were on military leave during any phase of the promotional process to participate in a modified promotional process.
- B. The modified promotional process will follow the same procedures as the original testing (qualifying written examination, oral interview, promotion rating).
- C. To be eligible to participate in the modified promotional process, a deputy must have:
 - 1. Met all of the criteria to participate in the promotional process as described in the Qualification section of this policy, on the date the written examination was administered; and
 - 2. Been on approved military leave during one or more phases of the promotional process.
- D. If a deputy is unable to attend the oral interview or participate in the promotion rating process due to military leave, the deputy will participate in a timely manner upon the deputy's return to duty.
- E. Deputies who are eligible to participate in the modified promotional process will be notified by the Director of Law Enforcement.
- F. Any deputies eligible to participate in the modified process must notify the Director of Law Enforcement electronically if they want to participate. The Director of Law Enforcement will notify these deputies of the dates, times, and requirements of each phase of the process.
- G. A deputy who receives a score on the written test that would have placed the deputy in the top 18 written examination scores will continue in the process. These deputies will participate in an oral interview process and the promotion rating process.
- H. Military candidates will be placed on the appropriate list according to their score.
- I. The Director of Law Enforcement will notify any deputies if their position on the eligibility list changes.
- K. A deputy who participates in the modified promotional process and receives a final score that would have put him in a position to be in the final three candidates, shall receive review by the Sheriff for promotion consideration.

PROMOTIONAL ELIGIBILITY LIST

- A. The eligibility list will remain in effect for two years from the date of posting.
- B. Candidates will be advised of their ranking at the conclusion of the promotional process.
- C. The posted list will show the top 18 candidates for promotion for each rank.

SELECTION FOR PROMOTION

- A. The Sheriff shall consider the top three candidates from the eligibility list when deciding to make a promotion. The Sheriff will make a promotion from one of the three candidates. After a promotion has been made, the Sheriff will continue to review the top three remaining candidates when determining his selection. (Example: Sheriff reviews top scoring candidates one, two, and three and selects candidate one. The Sheriff would then review candidates two, three, and four when deciding on the next promotion.) This process will continue until the promotion list is exhausted or the eligibility list is expired.
- B. The Sheriff shall select members for promotion from the candidates on the promotional eligibility list considering the best interest of the public and the agency.
- C. Specific assignments or reassignment as a result of a promotion shall be at the discretion of the Sheriff.

DIRECTOR OF LAW ENFORCEMENT

The Director is responsible for all operational aspects of the promotional process including, but not limited to, preparation of announcements, administration of the written test and the final compilation of the promotional eligibility list(s). The Director or his/her designee will ensure that prior to the promotion of any sworn staff member, a Prison Rape Elimination Act Promotional Affirmation Form CCSO Form SO-219, is completed and signed as a requirement of promotion. The original copy of the SO-219 will be filed and maintained in the promoted employee's personnel file for records retention and audit purposes.