



General Order 34.1 - Promotion

PURPOSE: Define the promotional system; define responsibility for administration; describe procedures for promotion; describe promotional selection criteria; describe written test study materials; define announcement of promotional testing; and define development of eligibility lists and use of eligibility lists.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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34.1.1 PROMOTIONAL SYSTEM

- A. The promotional system used by the Sedgwick County Sheriff's Office is specified and regulated by Civil Service policies, as required by state law ([K.S.A. 19-4321](#)) and Sedgwick County Charter Resolution 60.

1. See Sections 3.03 and 3.06 of the Civil Service policies.

- B. **(R)** The Training Commander (or his/her designee) administers the written test, compiles the various scores, and prepares the promotional list for the Civil Service Board for all ranks below Captain. The Sheriff will administer the assessment process for the rank of Captain and prepares the promotional list for the Civil Service Board.
- C. The Sedgwick County Sheriff's Office determines if employees are eligible for promotion, and prepares the written tests or assists in purchasing tests from an approved vendor.

34.1.2 OPEN

34.1.3 PROCEDURES FOR PROMOTION

- A. Provisions exist in the cited Civil Service sections for:
 - 1. **(R)** Determining promotional eligibility;
 - 2. **(R)** Administering written tests/assessments;
 - 3. **(R)** Oral examinations; and
 - 4. **(R)** Entering eligible candidate scores into the promotional matrix.
- B. There are no exceptions to probationary periods.

34.1.4 PROMOTIONAL SELECTION CRITERIA

- A. The promotional process selection criteria shall be designed so as to assure:
 - 1. Validity (job relatedness);
 - 2. Utility (usefulness); and
 - 3. Minimum adverse impact (fairness).

34.1.5 WRITTEN TEST STUDY MATERIALS

- A. **(R)** The Training Commander shall ensure a study packet used as the sources for the questions in the written promotional exams up to the rank of lieutenant is compiled and provided to eligible candidates.

34.1.6 ANNOUNCEMENT OF PROMOTIONAL TESTING

- A. Promotional testing will be announced as specified in Civil Service policies, section 3.03.
 - 1. **(R)** The Training Commander shall also send out written notification of confirmation to all eligible employees who have requested to test, that will include a schedule of dates and times for testing, as well as for what positions.

2. **(R)** The Sheriff or his/her designee will send written notice to eligible Captain candidates who have requested to access, that will include a meeting date to explain the assessment process.
- B. **(R)** To maintain eligibility for promotion, employees must be re-examined every two years and on an as needed basis for Captains as per Civil Service policies.
- C. The process used to select personnel is defined in [Section 34.1.8](#).

34.1.7 DEVELOPMENT OF ELIGIBILITY LISTS

- A. Criteria and procedures for the development of eligibility lists are located in the Civil Service policies, section 3.03.

34.1.8 USE OF ELIGIBILITY LISTS

- A. Civil Service policies outline the use of eligibility lists to include:
 1. Duration of the lists;
 2. Certification of the lists; and
 3. Selection criteria for names submitted to the sheriff.
- B. The final decision on promotion rests solely with the sheriff from the names submitted.
 1. The sheriff may seek recommendations and input from the administration on promotional selections.