



**EMPLOYEE PROMOTION  
GENERAL ORDER #8.01**

Adopted: 07/07/2010

Replaces: G.O. # 8.01 dated 1/10/02

Reviewed: 02/22/2010

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**PROCEDURE**

**A. PROMOTION OF SERGEANTS**

**1. Eligibility.**

**a.. Service Requirement:**

All deputy sheriffs who are currently employed by the Sheriff's Office, and who have served the immediate past three years of service in the Sheriff's Office, are eligible to apply if they meet the other basic requirements listed below.

**b. Basic Requirements**

The following Basic Requirements must be met at the time of application for promotion by any candidate before applying for promotion:

- 1. Completion of Field Training program.**
- 2. One continuous year of Patrol Duty in the Santa Clara Sheriff's Office (shall have included FTO. By January 1, 2000, the requirement shall be three years of patrol duty at a POST approved law enforcement agency within the candidate's career.)**
- 3. An Intermediate POST Certificate**

4. Current qualification in Range, First Aid, And CPR
5. AA degree or 60 college units from a college accredited by the regional accrediting agency. (Until January 1, 2000, candidates who do not have 60 units or the AA degree will be allowed to apply. Candidates who already hold the degree will receive credit in their Evaluation Oral Board.)

## 2. Application Process

Every candidate who wishes to apply for promotion' shall complete an application form required by the county, and submit a Resume, and a Application Supplemental Statement..

- a. The resume should contain name, career objectives, both short term and long term, current assignment, and time in service with the Sheriff's Office, formal college education, specialized law enforcement training, community involvement, supervision experience, program development, special projects, special assignments, awards and honors.
- b. Supplemental Statement

The Administrative Services Division shall prepare a list of Critical Issues facing the Office and shall prepare a set of guidelines for responding to those issues. Candidates shall submit a statement, not to exceed five pages double spaced, that responds to one of the Critical Issues. This statement will be evaluated along with all the other material in the candidate's Resume.

## 3. Written Examination.

Every candidate shall take a written examination. The test is to be selected and/or constructed by a committee composed of representatives from the Sheriff's Office administration and the county personnel department. Part of the test may be standardized material applicable to any law enforcement agency, while other material may be customized to the unique needs of the Sheriff's Office. Administrative Services may prepare a suggested reading list, or take other steps to help candidates prepare for the exams. Any test that deals with general law enforcement issues (as distinct from local Sheriff's Office unique issues) shall be obtained from a POST-approved outside vendor. The test shall be administered and graded by the county personnel department. After the exam, the county personnel department shall rank order the exam results and establish a cut-off point that will produce a pool of "passing" candidates. Candidates who are

ranked above the cut off point may proceed to other aspects of the promotion process. Others may not.

**4. Evaluation Oral Board**

**a. Evaluation Oral Board Process**

**1.** If they pass a written test, candidates shall then appear before the Evaluation Oral Board for a discussion of their Resumes and their Application Supplemental Statement. The Evaluation Oral Board will then prepare a report on candidates, rating all the Resume contents and the oral presentation.

**2. Composition of the Evaluation Oral Board**

The Evaluation Board shall consist of internal people from the Sheriff's Office selected by the administration unless otherwise noted, and shall consist of: the Undersheriff or a Commander, a Captain, a Lieutenant, a representative of the County Personnel Department, and a person mutually agreed upon by the administration and the DSA, who shall hold a rank at least as high as the rank being tested.

**5. External Oral Board.**

**a. Oral Board Processes**

Candidates shall appear before an external Oral Board. The Board shall assign each candidate a score between 1 and 100.

**b. Construction of Oral Exam**

The test is to be selected and/or constructed by a committee composed of representatives from the Sheriff's Office and the county personnel department. Part of the test may be standardized material applicable to any law enforcement agency, while other material may be customized to the unique needs of the Sheriff's Office.

**c. Composition of the Oral Board**

Oral Board shall be composed of people who are not members of Sheriff's Office, selected by the administration unless otherwise noted, and shall consist of: a Captain, or equivalent rank, a Lieutenant, or equivalent rank, a representative of the County Personnel Department, two representatives

from the Santa Clara county community, mutually agreed upon by the administration and the DSA.

**6. Final Selection Process**

**a. Percentage weights of the various examination stages:**

ITEM	WEIGHT
Written Exam	30%
Evaluation Oral Board	40%
Outside Oral Board	30%
Total weights	100%

**b. Eligible Pool**

Based on the entire process, the candidates will be rank ordered by the County Personnel Department.

**c. Selection for actual promotions from the pool**

The Sheriff shall select persons from the pool, using the “Rule of Seven” in her/his choice. The Rule of Seven, a Santa Clara County mandate, allows an executive to pick anyone from the seven highest ranked candidates for the job, and this selection need not be the highest ranked individuals. When multiple promotions are to be made, six candidates are added to the number of promotions to be made to compose the pool. (Examples: if one promotion is needed, the Sheriff can select from the top seven candidates; if three promotions are needed, then the Sheriff can select from the first nine ranked candidates; if five promotions are needed the Sheriff can select from, the top eleven candidates.)

**d. Use of Personnel File in Final Selection**

The Sheriff is encouraged to consider the candidate's personnel file in making final selections. Matters such as sick leave, disciplinary actions, and other issues will be considered.

**B. PROMOTION OF LIEUTENANTS**

**1. Eligibility.**

**a.. Service Requirement:**

All individuals who have served the required time in rank of sergeant in the Santa Clara Sheriff's Office are eligible to apply if they meet the other basic requirements listed below.

**b. Basic Requirements**

The following Basic Requirements must be met by any candidate before applying for promotion:

1. Qualified for and applied for POST Supervisory Certification.
2. Qualified for and applied for an Advanced POST Certificate
3. Current qualification in Range, First Aid, And CPR
4. As of January 1, 2000, 90 college units from a college or university accredited by the regional accrediting agency, are required to apply. As of January 1, 2002, a Bachelor's degree from a regionally accredited college or university is required to apply. Candidates with current college work will be given credit at the Evaluation Oral Board.

**2. Application Process**

Every candidate who wishes to apply for promotion shall complete an application form required by the county, and submit a Resume, and an Application Supplemental Statement..

- a.** The resume should contain name, career objectives, both short term and long term, current assignment, and time in service with the Sheriff's Office, formal college education, specialized law enforcement training, community involvement, supervision experience, program development, special projects, special assignments, awards and honors.

**b. Supplemental Statement**

The Administrative Services Division shall prepare a list of Critical Issues facing the Office and shall prepare a set of guidelines for responding to those issues. Candidates shall submit a statement, not to exceed five pages double spaced, that responds to one of the Critical Issues. This statement will be evaluated along with all the other material in the candidate's Resume.

**3. Evaluation Oral Board**

**a.** Evaluation Oral Board Process

Candidates shall appear before the Evaluation Oral Board for a discussion of their Resumes and their Application Supplemental Statement. The Evaluation Oral Board will then prepare a report on candidates, rating all the Resume contents and the oral presentation.

**1.** Composition of the Evaluation Oral Board

The Evaluation Board shall consist of internal people from the Sheriff's Office selected by the administration unless otherwise noted, and shall consist of: the Undersheriff or a Commander, a Captain, a Lieutenant, a representative of the County Personnel Department, and a person mutually agreed upon by the administration and the DSA, who shall hold a rank at least as high as the rank being tested.

**4.** Combined Written and Oral Exam, With External Board.

**a.** Three Components of the Exam:

A committee composed of people from Administrative Services and the County Personnel Office shall construct the following exam, which shall be in three parts.

**1.** Written exercise:

A written exercise, based on a critical incident or problem. The candidate will be given the choice of selecting between two different problems, and shall be given one hour to write a plan of action that addresses one of the issues. The written document will be handed to the review panel.

**2.** Oral defense of written exercise:

The review panel will then conduct an oral which deals directly with the candidates plan of action, as expressed in the written response.

**3.** Oral response to scenario(s):

The review panel will then conduct an oral exam on some situational scenario(s).

**c. Ranking**

The Review Board will rate every candidate from 1 to 100, combining their evaluation of the three components on an equal basis

**d. Composition of the Oral Board (Personnel From Outside the Office)**

An Undersheriff or Commander, a Captain, a Lieutenant, a representative of the County Personnel Department, two representatives from the Santa Clara county community, mutually agreed upon by the administration and the DSA.

**5. Final Selection Process**

**a. Percentage weights of the various examination stages:**

ITEM	WEIGHT
Evaluation Oral Board	60%
Oral/Written Exam	40%
Total weights	100%

**b. Eligible Pool**

Based on the entire process, the candidates will be rank ordered by the County Personnel Department.

**c. Selection for actual promotions from the pool**

The Sheriff shall select persons from the pool, using the “Rule of Seven” in her/his choice. The Rule of Seven, a Santa Clara County mandate, allows an executive to pick anyone from the seven highest ranked candidates for the job, and this selection need not be the highest ranked individuals. When multiple promotions are to be made, six candidates are added to the number of promotions to be made to compose the pool. (Examples: if one promotion is needed, the Sheriff can select from the top seven candidates; if three promotions are needed, then the Sheriff can select from the first nine ranked candidates; if five promotions are needed the Sheriff can select from, the top 11 candidates.)

**d. Use of Personnel File in Final Selection**

The Sheriff is encouraged to consider the candidate's personnel file in making final selections. Matters such as sick leave, disciplinary actions, and other issues will be considered.

**C. PROMOTION OF CAPTAINS**

**1. Eligibility.**

**a. Service Requirement:**

All individuals who have served the required time in rank of lieutenant in the Santa Clara Sheriff's Office are eligible to apply if they meet the other basic requirements listed below.

**b. Basic Requirements**

The following Basic Requirements must be met by any candidate before applying for promotion:

- 1. Qualified for and applied for the POST Management Certification**
- 2. Qualified for and applied for an Advanced POST Certificate.**
- 3. Current qualification in Range, First Aid, And CPR**
- 4. As of January 1, 2000, 90 college units or an AA degree from a regionally accredited college or university, are required to apply. As of January 1, 2002, a Bachelor's degree is required to apply. Candidates with current college work will be given credit at the Evaluation Oral Board.**

**2. Application Process**

Every candidate who wishes to apply for promotion shall complete an application form required by the county, and submit a Resume, and an Application Supplemental Statement.

**a.** The resume should contain name, career objectives, both short term and long term, current assignment, and time in service with the Sheriff's Office, formal college education, specialized law enforcement training, community involvement, supervision experience, program development, special projects, special assignments, awards and honors.

**b. Supplemental Statement**

The Administrative Services Division shall prepare a list of Critical Issues facing the Office and shall prepare a set of guidelines for responding to those issues. Candidates shall submit a statement, not to exceed five pages double-spaced, that responds to one of the Critical Issues. This statement will be evaluated along with all the other material in the candidate's Resume.

**3. Evaluation Oral Board**

**a. Evaluation Oral Board Process**

Candidates shall appear before the Evaluation Oral Board for a discussion of their Resumes and their Application Supplemental Statement. The Evaluation Oral Board will then prepare a report on candidates, rating all the Resume contents and the oral presentation.

**1. Composition of the Evaluation Oral Board**

The Evaluation Board shall consist of both external and internal people selected by the administration unless otherwise noted, and shall consist of: the Undersheriff or a Commander, a Captain from outside the Sheriff's Office, an Undersheriff from another office, a representative of the County Personnel Department, and the Director of Administrative Services.

**4. Final Selection Process**

**a. Percentage weights of the various examination stages:**

ITEM	WEIGHT
Evaluation Oral Board	100%

**b. Eligible Pool**

Based on the entire process, the candidates will be rank ordered by the County Personnel Department.

**c. Selection for actual promotions from the pool**

The Sheriff shall select persons from the pool, using the "Rule of Seven" in her/his choice. The Rule of Seven, a Santa Clara County mandate, allows an executive to pick anyone from the seven highest ranked candidates for the job, and this selection need not be the highest ranked

individuals. When multiple promotions are to be made, six candidates are added to the number of promotions to be made to compose the pool. (Examples: if one promotion is needed, the Sheriff can select from the top seven candidates; if three promotions are needed, then the Sheriff can select from the first nine ranked candidates; if five promotions are needed the Sheriff can select from, the top 11 candidates.)

**d.** Use of Personnel File in Final Selection

The Sheriff is encouraged to consider the candidate's personnel file in making final selections. Matters such as sick leave, disciplinary actions, and other issues will be considered.

A handwritten signature in cursive script that reads "Laurie Smith".

**LAURIE SMITH  
SHERIFF**