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## Promotional and Transfer Policy

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Shasta County Sheriff's Office.

#### 1002.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Presents a professional, neat appearance;
- (b) The member maintains a physical condition which aids in their performance;
- (c) Demonstrates:
  - 1. Emotional stability and maturity
  - 2. Sound judgment and decision making
  - 3. Personal integrity
  - 4. Honesty
  - 5. Leadership
  - 6. Initiative
  - 7. Ability to confront and/or deal with issues both positive and/or negative
  - 8. Ability to conform to organizational goals and objectives

### 1002.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- (a) Special Weapons and Tactics (SWAT) team member
- (b) Detective
- (c) All Terrain Motor Unit (ATMU) Deputy
- (d) Accident Investigator
- (e) Field Training Officer
- (f) K-9 Officer
- (g) D.A.R.E. Officer
- (h) School Resource Officer

#### 1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) Experience will vary with each assignment

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- (b) Off probation at time of appointment
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Complete any training required by POST or law

### **1002.3 SELECTION PROCESS**

The selection process will vary depending on the position.

The following criteria will generally apply to transfers.

- (a) An oral board
- (b) A fitness or written test
- (c) A review of the candidates files (Personnel, IA, Etc.)
- (d) Administrative evaluation as determined by the Sheriff. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate may submit these recommendations.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

### **1002.4 PROMOTIONAL SPECIFICATIONS**

Specifications for promotional opportunities are on file with the Shasta County Department of Human Resources.