

ARTICLE \_\_\_\_

**MERIT RANK PROMOTIONAL PROCEDURES**

I. Policy

The Boot Camp, Court Services Department, Sheriff's Police Department and Department of Corrections shall evaluate all Promotion Candidates for the purpose of filling any Vacancy in accordance with the following procedures, which are designed to identify and select the most qualified candidate for the position.

With respect to Shakman Non-exempt Employees, if a CBA contains a specific provision to be followed concerning any Employment Action which is in conflict with the language in the Employment Plan or any of the procedures, including this procedure (Article \_\_\_\_), the language in the CBA governs only to the extent necessary to resolve the conflict and to the extent it does not involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the Sheriff's Employment Plan. If the CBA does not contain a specific procedure or is otherwise silent, the procedure in this Article and the Employment Plan must be followed.

II. Reference

- A. Attendance and the Use of Benefit Time – CSD G.O. 3101.2
- B. Affirmative Attendance – DOC G.O. 3.29
- C. Field Training Program – CCSPD G.O. OPS 09-01-D
- D. Illinois Law Enforcement Training and Standards Board (ILETSB)

III. Enclosures

Refer to Article \_\_\_\_.

IV. Promotional Positions

- A. All Vacancies in Merit Rank Promotional Positions will be filled in accordance with this policy.
- B. Promotion Candidates assigned outside of the Department will be considered for a merit rank promotion at the promoting Department pursuant to the procedures in Section VII. If a Promotion Candidate is selected for a merit rank promotion to a different department from the one to which he or she is are then assigned, the

Promotion Candidate must be assigned to the promoting Department for a period of no less than one (1) year from the Date of Appointment or two (2) years for newly appointed Sheriff's Police Officers. After one (1) year or two (2) years from the Date of Appointment, as applicable, the employee shall be eligible for a Bid or Non-Bid Transfer provided he or she meets the requirements indicated in the posting.

- C. If at any time during a given promotional process a Promotion Candidate declines a promotion, he or she will be required to submit a memorandum to the Department Head/Designee indicating that he or she no longer wishes to be considered for the promotion. Upon receipt of the memorandum, the Promotion Candidate shall be deemed Not Qualified for the applicable Promotional Cycle. The Promotion Candidate shall be re-evaluated for future Promotional Cycles, provided they are within their applicable Merit Board Certification period.

V. Criteria for Promotion Qualification

The following individual performance-related information will be reviewed and assessed uniformly and consistently for each Promotions Candidate in determining whether he or she is qualified for the promotion:

- A. Discipline History
- B. Driving record / valid driver's license (if applicable)
- C. Criminal history
- D. FOID and Weapons Qualification (if applicable)
- E. Score on POWER Test (if applicable)

VI. Criteria for Promotion Selection

The following criteria will be utilized for Promotion Candidates to determine which Promotion Candidates will be selected for the promotion and to rank them in order of their eligibility for selection:

- A. Attendance History
- B. In-Service Training Final Exam Scores
- C. Writing Sample
- D. Work Sample Score (if applicable)
- E. Interview Scores

VII. Promotion Procedure

A. Request to Begin Promotion Process

Upon publication of the Merit Board Eligibility List and upon his or her confirmation that a Vacancy or Vacancies exist in his or her Department in the position related to such list, the Department Head/Designee will:

1. Submit a written request to conduct a promotional process that includes the number of Vacancies to be filled to the Director of Administration or his or her designee. The written request shall contain an approval signature line. Upon approval by the Director of Administration or his or her designee, the Department Head/Designee will forward a copy of written request to the Compliance Officer and the Director of Personnel.
2. Obtain In-Service Training final exam scores for each Promotion Candidate by submitting a written request to the Executive Director of the Sheriff's Training Institute. The final exam scores are prepared by the Executive Director of the Training Institute or his or her designee.

The Department Head/Designee will add the two previous In-Service Training final exam scores together for a total score. The total score shall be the number of points in the In-Service Training Score category.

Example:      Score #1: 95% = 95 points  
                  Score #2: 80% = 80 points

Total Score: 175 points

\*Section VII. A.2 is not applicable to promotions within the Sheriff's Police Department.

B. Creation of the Promotion Candidate List

The Department Head/Designee will create a Promotion Candidate List, which will contain the names of all individuals listed on the Merit Board Promotion Certification List. If a Candidate is deemed Not Qualified as a result of the procedures in this Article, the Candidate's name will remain on the Promotion List and an indication of Not Qualified will be placed next to his or her name. The reason for disqualification shall be documented on the Promotion Candidate List.

C. Promotional Interviews

All Promotion Candidates who are on the current Merit Board Eligibility List shall be notified to report for an interview. The following procedure will be followed for setting up interviews of Promotion Candidates:

1. The Department Head/Designee will send a memorandum to the Promotion Candidate's original Department Head/Designee, which will include the following information:
  - a. Name of the Promotion Candidate.
  - b. Date, time and location he or she will be expected to report for the interview.
  - c. Interview attire.
  - d. The specific documents/credentials the Promotion Candidate will be required to present at the interview.
2. The original Department Head/Designee will direct the Promotion Candidate to pick up the interview notice in his or her office in person, and the Promotion Candidate will be required to sign a copy of the notification confirming its receipt. The original signed notification shall be forwarded to the hosting Department Head/Designee.
3. A Promotion Candidates who is on an authorized leave of absence such as Ordinary Disability, Duty Disability, FMLA, Maternity/Paternity or Military Leave may be interviewed while on leave, and the Department Head/Designee will notify such Promotion Candidate via certified letter directed to his or her last address of record, with a copy to the Director of Personnel and the Compliance Officer. In the event that there is not sufficient time to notify the Promotion Candidate by mail, the Promotion Candidate may also be contacted via telephone and the information will be logged.
4. If a Promotion Candidate who is on leave is unable to report to work prior to the interview, the interview will be scheduled and conducted by the interview panel upon the Promotion Candidate's return to work. Interviews will not be conducted if the Candidate returns to work after the Merit Board Eligibility List expires or if a Candidate is on Military Leave, whenever his or her certification extension expires pursuant to the Merit Board Rules and Regulations.
5. The Department Head/Designee will notify the Compliance Officer in writing of the final schedule of promotional interviews at least 48 hours in advance.

6. In the event a Promotion Candidate fails to appear for the scheduled interview or written exam (writing sample and/or work sample), the Promotion Candidate shall have the opportunity to submit a written appeal including a detailed explanation to the Compliance Officer within forty eight (48) hours of the originally scheduled date. If the Compliance Officer receives an appeal from the Promotion Candidate, the Compliance Officer shall request a memorandum from the promoting Department Head/Designee indicating the circumstances regarding the failure to appear. The Compliance Officer shall approve or deny the appeal and submit the findings to the promoting Department Head/Designee and the Promotion Candidate. If the appeal is approved, the interview or written exam shall be rescheduled.

D. Interview Panels

The following procedures will be followed when setting up Promotion Candidate interview panels:

1. All promotion interviews shall be conducted by a panel(s) of three (3) members of the Sheriff's Office. Two (2) members shall be determined by the Department Head and one member shall be determined by the Director of Administration, the Chief of Staff or a designee of either the Director of Administration or Chief of Staff. The panel members must be of a higher rank than the Promotion Candidates being interviewed. No Sheriff's employee may participate in or observe an interview without first receiving interview training as described in the Employment Plan.
2. Panel members' duties include, but are not limited to, asking questions, scoring Promotion Candidates, and completing the Candidate Evaluation Forms, including all No Political Consideration Certifications, at the conclusion of the interview. At least one panel member will be responsible for verifying each Candidate's identification at the start of the interview by checking the Candidate's Sheriff's Identification Card.
3. The Department Head/Designee shall assign substitute panel member(s) to be on-call in the event of a designated panel member's absence or a Conflict of Interest.
4. In the event a Conflict of Interest is discovered prior to or during the interview, the panel member shall notify the Compliance Officer and the other members of the panel prior to the interview or as soon as possible that a Conflict of Interest exists and that a substitution is needed. The panel member will then leave the interview room and will not participate in the interview or the selection process for that Promotion Candidate. Upon conclusion of the interview and any discussion regarding the Promotion Candidate, the panel member will be notified to return to the

interview room to replace the substitute panel member and resume interviews.

5. The substitute panel member shall be contacted to replace the panel member. The substitute panel member shall assume the panel member's duties (asking questions, scoring, etc.) and will complete the Candidate Evaluation, Writing Sample Evaluation and Certification Forms at the conclusion of the interview.
6. The Compliance Officer may attend and participate in any of the interviews, but he or she will not be included as a member of the interview panel.

E. Writing Samples

The following procedures will apply to obtaining and scoring writing samples from Promotion Candidates:

1. Prior to the interviews, all Promotion Candidates will be required to write a memorandum on a work-related topic that has been issued and authorized by the Department Head/Designee and approved by the Compliance Officer. The page or word limit of the writing sample will be determined by the Department Head/Designee. Only writing sample topics that are issued and authorized by the Department Head/Designee and approved by the Compliance Officer shall be utilized. The Department Head/Designee shall also determine a time limit for completion of the writing sample. The Department Head/Designee shall ensure that the length and time limit of the work sample are the same for each Promotion Candidate in the Promotional Cycle.
2. The Department Head/Designee will assign a monitor to oversee the process to assure that all Candidates complete their writing samples at the same time on their interview date and within the designated time period. If due to operational concerns, the Candidates cannot complete the Writing Samples at the same time or on the same date, the Department Head/Designee shall schedule multiple times for the Writing Samples. If Writing Samples are spread over an entire day, the Department Head/Designee shall use different Writing Sample topics at different points of the day to ensure the integrity of the Writing Sample test. If Writing Samples are spread over multiple days, the Department Head/Designee shall use different Writing Sample topics for each day to ensure the integrity of the Writing Sample test. The monitor will also log the start and end times and ensure that no Candidate is allowed to go over the time limit. The monitor will check the Candidate's Sheriff's Identification Card and instruct the Candidates to identify themselves on the memorandum by JDE or employee number. Memorandums will not be accepted if the memorandum contains the Candidates' name (either

printed or signed) anywhere on the document. The monitor will also ensure that the samples are completed without assistance or outside resource materials other than a department issued dictionary, which the monitor will assure is available to all Candidates.

3. If the volume of Promotion Candidates requires multiple days of interviews, different writing sample topics will be assigned on each interview day to permit a rotation of topics.
4. At the conclusion of the designated period, the monitor will collect the writing samples and submit them to the Department Head/Designee.
5. All writing samples will be scored by the Department Head/Designee(s) utilizing the Candidate Writing Sample Evaluation Form. The Promotion Candidates' writing samples will be evaluated on a series of categories (spelling, grammar, legibility and content). The rankings for each category are: (a) Below Average – 1 point; (b) Average – 3 points; and (c) Above Average – 5 points. The Compliance Officer may oversee the scoring process.
6. The Department Head/Designee shall forward the scored Writing Sample Evaluation Forms and Applicant List to the Director of Personnel. The Director of Personnel or his or her designee will compare the Candidates' JDE or Employee Number to the Candidates' names, record each individual score next to the respective name on the Applicant List, and return the completed Applicant List to the Department Head/Designee. The Compliance Officer may oversee the process.

F. Work Samples (Optional)

1. The submission of work samples, such as case reports or incident reports, is optional at the discretion of the Department Head/Designee. Work samples must be official reports or documents of the Sheriff's Office. If a work sample is required, the Department Head/Designee must ensure that the work sample requirement is included in the interview notice memorandum along with specific instructions.
2. Prior to completing the writing sample, the Promotion Candidate will be instructed to submit two copies of the work sample to the monitor.
3. The Monitor will verify that the copies are identical and will edit out the Promotion Candidates' name anywhere it appears on the document and replace the name with the Promotion Candidate's JDE or employee number.
4. The edited copy will be attached to the Candidate's writing sample and submitted to the Department Head/Designee and the procedures in

Article \_\_\_\_, Section VII.E.5-6 will be followed. The monitor will submit the non-edited work sample copies to the Compliance Officer.

G. Interview Questions

The following procedures will be followed for interviewing Promotion Candidates:

1. Each Promotion Candidate will be asked at least ten (10) interview questions during the oral interview. The questions will be selected from pre-determined job-related questions created by the Department Head/Designee. Only interview questions that are issued and authorized by the Department Head/Designee shall be utilized. The Compliance Officer will be given the opportunity to review all interview questions before interviews are conducted to ensure they are job-related and appropriate.
2. At least five (5) of the interview questions will be operational in nature, which are derived from Sheriff's Orders, General Orders and other written Department policies and designed to determine the Promotion Candidate's familiarity with the operations of the Sheriff's Office. Operational questions will be based on operational scenarios requiring specific responses covered by General Orders or other Sheriff's written directives. At least one of the operational questions must pertain to Use of Force. At least five (5) of the interview questions will be related to personal attributes and will be designed to elicit information relevant to determining whether the Promotion Candidate possesses the characteristics necessary to work in the applicable merit rank position of the Sheriff's Office. At least one of the personal attribute questions may pertain to discipline history at the discretion of the Department Head/Designee. If the Department Head/Designee elects to include a question(s) pertaining to discipline history during the interview, the question(s) must be consistent for each Promotion Candidate being interviewed.
3. If the volume of Promotion Candidates requires multiple days of interviews, an appropriate number of questions will be drafted to permit a rotation of questions.
4. All Promotion Candidates interviewed will be asked to respond to each of the approved interview questions. Additional follow-up questions are permitted and encouraged, provided they are related to a determination of the Promotion Candidates' suitability for the position for which they are applying.
5. Benchmark points will be assigned to each of the operational questions. Each of the five operational questions will have between three (3) and six

(6) benchmarks as determined in advance and in writing by the Department Head/Designee. Depending upon the Candidate's response, each interview panel member will individually determine how many points will be awarded based on the response. If a Candidate during his/her response fails to meet all benchmarks, he/she will receive points only for those which have been mentioned. Each benchmark is worth one (1) point. After all questions have been asked and responses documented, the points earned from each question will be totaled for each Candidate.

6. Responses to the personal attribute questions will be scored utilizing the Candidate Interview Evaluation Form. The Department Head/Designee will determine a minimum of ten (10) categories for the Candidate Evaluation Form that will encompass the characteristics necessary for the respective Merit Board promotion. The Department Head/Designee will attempt to ensure that each of the categories indicated in the Candidate Interview Evaluation Form can be evaluated from the questions. The Department Head/Designee will also ensure that the attribute categories on the Candidate Interview Evaluation Form are consistent for each promotional position and questions are consistent for each Candidate in a given Promotional Cycle.
7. At the conclusion of each interview, each panel member will do the following for each Promotion Candidate:
  - a. independently and personally complete the Candidate Interview Evaluation Form,
  - b. total the personal attribute points on the Candidate Interview Evaluation Form.
  - c. total the benchmarks obtained from the operational questions.
8. All completed Candidate Interview Evaluation Forms shall be forwarded to the Department Head/Designee.

#### H. Evaluation Process

The Department Head/Designee shall evaluate each Promotion Candidate based on the following factors:

1. Attendance:
  - a. The Department Head/Designee shall obtain a copy of the timecards from the previous eighteen (18) months and the Attendance History Report for each Applicant listed on the Applicant List from his or her respective personnel office. The Attendance History Report will include each Promotion

Candidate's percentage of cumulative unused medical time for the Promotion Candidate's (1) entire length of service with the Sheriff's Office (career history), and (2) from the previous eighteen (18) months. If time off is verified as due to a Mitigating Circumstance, it will be added to the actual hours on the Attendance History Report. The percentage of cumulative unused medical time is calculated from the previous pay period end date from the date of request for attendance.

- b. The Promotion Candidate shall receive one point for each percentage point of unused medical time indicated in the Attendance History Report for both career history and the previous eighteen months.

Example: Career History: 80% = 80 points  
Previous 18 months: 30% = 30 points

- c. The two attendance scores shall be utilized by the Department Head/Designee to rank the Promotion Candidate pursuant to Section VII.I

## 2. Disciplinary history

- a. The promoting Department Head/Designee will submit a written request for a copy of the disciplinary history from the previous eighteen (18) months of each Promotion Candidate listed on the Promotion Candidate List from the Office of Professional Review. Additionally, the Department Head/Designee shall request disciplinary history from the previous eighteen (18) months including the status of all cases that have not been fully adjudicated through the appeals process from the Candidates' original Department Head/Designee. The request will identify the names of each of the Promotion Candidates and the reason for the request, and such history will be taken into consideration in evaluating whether a Promotion Candidate is Qualified or Not Qualified.
- b. If the promoting Department Head/Designee identifies a difference between the OPR discipline history and the Promotion Candidate's original department's discipline history, the Department Head/Designee shall forward both documents to original Department Head/Designee requesting clarification as to each difference. The original Department Head/Designee shall promptly respond to the request in writing.
- c. A Promotion Candidate shall be deemed Not Qualified if he or she has received a disciplinary action resulting in a suspension(s) of a

total of four (4) or more days for a single infraction that occurred within the previous eighteen (18) months.

- d. Written reprimands for minor infractions such as tardiness will not automatically disqualify a Candidate.
- e. A Promotion Candidate shall be deemed Not Qualified if he or she is De-Deputized at the time of appointment.
- f. In the event a Promotion Candidate(s) has a Pending Disciplinary Case, the Department Head/Designee will submit a request to the Executive Director of the Office of Professional Review to expedite the process and reach a conclusion as soon as possible. Promotion Candidates with open disciplinary cases may continue through the evaluation process, but no Promotion Candidate will be considered qualified for promotion until final resolution of the case or if the Executive Director of OPR releases the pending hold on the promotion based upon the facts of the disciplinary case.

- 3. The names of all Promotion Candidates deemed Not Qualified after review of their attendance and disciplinary records as described above shall remain on the Promotion Candidate List and a notation of "Not Qualified" shall be placed next to their names. All attendance and disciplinary records received and reviewed by the Department Head/Designee will be maintained in the Candidate's Promotion File. All Candidates deemed Not Qualified shall be re-evaluated for future Promotional Cycles within their respective Merit Board certification period.
- 4. The Promotion Candidate List (including the notations) shall be forwarded to the Compliance Officer.

I. Update of Promotion Candidate List

Promotion Candidates deemed Qualified will be ranked and included on the Promotion List as follows:

- 1. Upon conclusion of all interviews, the Department Head/Designee shall update the Promotion Candidate List, numerically ranking all Promotion Candidates from Highest Qualified (number 1) to Least Qualified (the last position) according to the total number of points from the following categories and percentages:
  - a. In-Service Training Score - (previous two (2) final exam scores) – 15% of total score (not applicable to Sheriff's Police promotions)
  - b. Attendance – Career History: 10% of total score.

- c. Attendance – Previous 18 months: 5% of total score.
- d. Writing Sample – 15% of total score.
- e. Work Sample (if applicable) – 15% of total score.
- f. Oral Interview
  - i. Operational Questions – 10% of total score.
  - ii. Personal Attribute Questions – 30% of total score.

- 2. If one or more categories in Article \_\_, Section VII-I.do not apply, the percentage values assigned to those categories will be distributed in equal amounts to all categories that do apply.
- 3. The Department Head/Designee shall total all scores pursuant to Section VII.I.1-2 utilizing a Promotion Score Sheet. The Department Head shall assign a designee to proof the completed Promotion Score Sheet. Both scorers shall sign the Promotion Score Sheet, which will include the NPCC language. The scoring process identified in Article \_\_\_\_, Section VII.I.1-2 must be consistent for each Promotion Candidate in a given Promotional Cycle.
- 4. If more than one Promotion Candidate receives the same score, they will be placed on the Promotion Candidate List in order of Seniority. If more than one Promotion Candidate receives the same score and have the same Seniority date, they will be placed on the Promotion List in order of their Employee Number. The Promotions Candidate with the lowest Employee Number, as applicable, will be placed first.
- 5. A copy of the updated Promotion Candidate List, along with all related tests and scores, will be forwarded to the Compliance Officer for review.

J. Final Evaluation Process and Identification of Selected Candidates

- 1. The top Promotion Candidates who have been determined Qualified will be identified as Selected Candidates in rank order based on a number equal to the number of approved Vacancies to be filled. The remaining Promotion Candidates who have been deemed Qualified shall remain on the Promotion Candidate List in rank order.
- 2. The Department Head/Designee will submit a memorandum to the Director of OPR requesting copies of the entire criminal histories for the Selected Candidates. Each will be evaluated individually, and any Selected Candidate with a criminal conviction involving a crime that reflects negatively on the Selected Candidate’s character, honesty or

integrity will be deemed Not Qualified, and the next highest ranked Promotion Candidate(s) on the Promotion Candidate List shall be identified as a Selected Candidate for potential promotion.

3. The Department Head/Designee will conduct a final pending disciplinary check with OPR and the Selected Candidate's respective Department. In the event of a pending discipline case within the Selected Candidate's respective Department, the Selected Candidate shall be deemed Not Qualified and the next ranked Promotion Candidate on the Promotion Candidate List shall be identified as a Selected Candidate for a potential promotion. In the event of a pending discipline case at OPR, the Executive Director of OPR shall make the decision whether or not to release the pending hold on the promotion based upon the facts of the case.
4. The Department Head/Designee will request a current Driver's License Abstract for each of the Selected Candidates. Any Selected Candidate who (i) had his or her driver's license suspended or revoked at any time during the preceding ten years; (ii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving an alcohol related offense or an offense involving controlled substances; or (iii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving serious injury or death will be deemed Not Qualified, and the next ranked Promotion Candidate(s) on the Promotion Candidate List shall be identified as a Selected Candidate for potential promotion.
5. Candidates for promotion to Sheriff's Police Officer, Sheriff's Police Sergeant or Sheriff's Police Lieutenant must possess a valid Driver's License. Candidates without a valid Driver's License will be deemed Not Qualified.
6. The Department Head/Designee will obtain verification from the Sheriff's Personnel Department that the Selected Candidate(s) has a valid FOID and a current weapons qualification. In the event that a Promotion Candidate(s) is De-Deputized as a result of the FOID and weapons qualification requirement, the next ranked Promotion Candidate shall be identified as a Selected Candidate for a potential promotion.
7. Selected Candidates for promotion to the position of Sheriff's Police Officer will be required to take the POWER Test, which will be administered and scored by the Sheriff's Police Training Academy staff, within forty-five (45) days of the start date of the training period
8. Selected Candidates for promotion to the position of Sheriff's Police Officer who fail the POWER Test pursuant to the State of Illinois Law Enforcement Training Standards shall be deemed Not Qualified, and the next highest ranked Promotion Candidate(s) on the Promotion Candidate List shall be identified as a Selected Candidate for potential promotion.

9. A mandatory drug test will be conducted upon the Selected Candidate's notification of appointment. A copy of all Department appointment notifications will be distributed to the Director of the Sheriff's Drug Testing Unit. In the event a Selected Candidate fails the drug test, he or she shall be deemed Not Qualified and the next ranked Promotion Candidate on the Promotion Candidate List shall be identified as a Selected Candidate for potential promotion.
10. The Department Head/Designee will immediately notify the Sheriff or his or her designee and the Compliance Officer of all alternate Promotion Candidates.
11. The Department Head/Designee shall create a Final Promotion List containing the names of all Selected Candidates, i.e., all Promotion Candidates who remain Qualified after completion of the procedures described in this section J. The Selected Candidates will be listed in rank order and the Department Head/Designee will forward the Final Promotion List including the scores to the Sheriff or designee and the Compliance Officer.
12. The Sheriff or his or her designee will give final approval of the Final Promotion List to the Department Head/Designee. In the event, the Sheriff or his or her designee elects to increase or decrease the number of positions to be promoted, he or she shall submit a written request including justification to the Compliance Officer. The Compliance Officer shall approve or deny the request.

K. Appointment

1. After following the applicable guidelines in this article, the Department Head/Designee will initiate steps to appoint Selected Candidates from the Final Promotion List in rank order based on the number of Vacancies to be filled or pursuant to Article \_\_\_\_, section VII.J.12 as applicable.
2. The Department Head/Designee will submit a Request to Hire/Fill Open Position(s) to the Director of Personnel and a copy to the Compliance Officer including the names of the highest ranked Selected Candidate(s) from the Final Promotion List who will be appointed.
3. The promoting Department Head/Designee will send a memorandum to the Candidate's original Department Head/Designee indicating the name(s) of the Selected Candidate(s), the promotion effective date and the date, time and location to report within ten (10) days prior to the Date of Appointment. The Department Head/Designee will also ensure the appropriate Collective Bargaining Unit(s) are notified in writing of the promotions. The Final Promotion List will also be posted on the Sheriff's website.

4. The Department Head/Designee shall notify each Promotion Candidate deemed Not Qualified pursuant to Article \_\_, Section VII.J via memorandum or certified letter including the general reason (e.g. attendance or discipline) for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum and that the Promotion Candidate is instructed to contact the Compliance Officer to obtain additional information pertaining to the disqualification. The Department Head/Designee shall ensure receipt of the notification.
5. Selected Candidates for promotion to the position of Sheriff's Police Officer will be scheduled to attend the Sheriff's Police Academy, and they must complete a Leave of Absence Request prior to the first day of the Academy. The Leave of Absence Requests must be submitted to the Director of Personnel or designee.
6. The Director of Personnel or his or her designee shall submit credentials with the newly appointed merit rank to the respective Departments on the first day of the appointment. The Department Head/Designee will be responsible for distributing new credentials and collecting and returning old credentials to the Sheriff's Personnel Office. Selected Candidates promoted to Sheriff's Police will be issued new credentials on the first day they attend the Academy. All previously issued credentials must be returned to the Director of the Training Institute or his or her designee and forwarded to the Director of Personnel. The new credentials will identify the employees as Police Recruits that are NOT Authorized to Carry a Firearm.

L. Probationary Period

1. Newly-appointed Selected Candidates shall be in probationary status for a period of one (1) year of active duty in that rank from the Date of Appointment, or as otherwise provided by the rules and regulations of the Cook County Sheriff's Merit Board.
2. In the event a newly appointed Selected Candidate wishes to return to his or her previous merit rank during the probationary period, he or she will be required to submit signed written notification to the Department Head (or through Department chain of command), which includes the date and the reason for return. The probationary Selected Candidate will then be required to report to the Sheriff's Personnel Office to complete the required paperwork to resign the merit rank.
3. In the event that the Immediate Supervisor and the Department Head/Designee agree that a newly appointed Selected Candidate has failed to meet the requirements of the position during the probationary period, the Department Head/Designee will notify the Director of Personnel via

memorandum to request that the Selected Candidate be returned to his or her previous merit rank. The specific reason(s) for the demotion must be documented in a memorandum signed by the Immediate Supervisor and the Department Head/Designee. The memorandum must be sent to the Director of Personnel, with a copy to the Compliance Officer.

4. In the event that a newly-appointed Selected Candidate resigns or fails to meet the requirements of the position during the probationary period, he or she will be eligible for return to his or her previous Department, and the Department Head/Designee of that Department will determine the Candidate's assignment based on the Department's Operational Needs. The Department Head/Designee will make an effort to return the Candidate to his or her previous assignment. If the position is filled, the employee will be assigned to the next highest merit rank available during the interim until an opening becomes available in his or her merit rank, provided the terms of any applicable CBA will be observed.

M. Promotion List Maintenance

1. The Department Head/Designee will maintain the Promotion Candidate List, Final Promotion List and all other promotional documentation for the duration of the Merit Board certification period.
2. The Department Head/Designee shall utilize the same Promotion Candidate List and Final Promotion List for subsequent Promotional Cycles, for so long as the Promotion Candidate's Merit Board certification remains valid; provided that the then-current attendance records, disciplinary history, driving records and criminal history of the Candidates will be requested, reviewed and taken into consideration. Adjustments to the Promotion Candidate List and Final Promotion List will be made by the Department Head/Designee based on such updated records; provided all such updates will be sent to the Compliance Officer.
3. No documentation pertaining to interviews or rankings from previous promotional processes shall be utilized after expiration of a Merit Board Eligibility List.

N. Certification of Promotional Process

The Department Head/Designee, panel members and all other individuals involved in any aspect of the promotional process will complete and sign a No Political Consideration Certification (NPCC) on all lists, and promotional documentation affirming that all promotional decisions were made in accordance with the procedures set forth in this order and the Employment Plan.

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All Candidates will complete and sign an NPCC affirming that all employment decisions were made in accordance with the procedures set forth in this Article and the Employment Plan.