

ARTICLE J

SENIORITY PLUS BID TRANSFER

I. Policy

A. The process in this Article applies to Transfers that are governed in part or in whole by a CBA and is applicable for the following Departments and any other Departments as determined by the Sheriff or his or her Designee:

1. Court Services
 - a. Child Support
 - b. K-9
 - c. Civil Division
 - d. S.W.A.P.

2. Department of Corrections
 - a. ERT
 - b. K-9
 - c. Transportation
 - d. Electronic Monitoring Unit

3. Sheriff's Women Justice Program
 - a. Women's Residential Unit
 - b. Sheriff's Female Furlough Unit

4. Sheriff's Reentry and Diversion Programs
 - a. Pre-Release Center
 - b. Day Reporting Center

c. Boot Camp

i. Drill Instructor Position

- B. The Sheriff respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Employment Plan and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the Employment Plan or SEAM, the language in the CBA governs provided it does not permit or 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 and SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the Employment Plan or SEAM must be followed.

II. Enclosures

Refer to Appendix.

III. Procedures

A. Posting

1. Upon approval by the Deputy Chief of Staff/Designee and the Chief of Staff/Designee, the Department Head/Designee shall forward copies of the approved request to the Compliance Officer and the Director of Personnel.
2. The Department Head shall prepare a Bid Transfer Announcement, which must include the following:
 - a. General Information
 - i. Type of Employment Action, i.e. Seniority Plus Bid Transfer;
 - ii. Tracking Number;

- iii. Title;
 - iv. Location;
 - v. Available shift(s) (if applicable); and
 - vi. Available day-off group(s) (if applicable)
 - b. Summary;
 - c. Minimum Qualifications;
 - d. Requirements;
 - e. Application Instructions; and
 - f. Selection Process.
 3. The Department Head/Designee shall assign a tracking number to the Bid Transfer Announcement and will post the Bid Transfer Announcement at each place where individual may submit a Bid pursuant to Article J, Section III.A.4 and on the website. The Department Head/Designee will also send a copy of the Bid Transfer Announcement to the Director of Personnel and the Compliance Officer.
 4. Bid forms will be made available at each location where the employee may submit a Bid pursuant to this Article J, Section III.A.4. and on the Sheriff's website. The Department Head/Designee will also ensure that Bid forms are available at each Department's personnel office. Completed Bid forms will be accepted by the Department Head/Designee during the defined period of time indicated on the Bid Transfer Announcement. All Bid forms must be time and date stamped upon receipt by the Department Head/Designee. Any Bid forms turned in after the defined time period will be denied. Employees may also submit resumes in addition to the Bid forms.
- B. The Department Head/Designee will submit a written request for the Seniority Plus Bid Transfer to the Deputy Chief of Staff, which will include the following:
1. Need for Seniority Plus Bid Transfer and the reason;
 2. Number of Vacancies to be filled by the Seniority Plus Bid Transfer;
 3. Memorandum attached from the Chief Financial Officer verifying that the vacancies exist and that funding is available;

4. Draft Bid Transfer Announcement attached;
5. Anticipated start date of the Seniority Plus Bid Transfer;
6. Department(s) in which the Seniority Plus Bid Transfer will be posted;
7. Approval signature line for the Deputy Chief of Staff/Designee; and
8. Approval signature line for the Chief of Staff/Designee.

C. Applicant List

1. Within 10 days of the close of the posting, the Department Head/Designee will create an Applicant List, which includes the names of all employees who submitted a timely application for the Seniority Plus Bid Transfer. The Applicant List shall be in the form of an Excel spreadsheet and will include all relevant test scores and data. A copy of the Applicant List will be forwarded to the Compliance Officer.
2. Throughout the evaluation and selection processes, if an Applicant is deemed Not Qualified, the Department Head/Designee will make the notation of "Not Qualified" next to the Applicant's name on the Applicant List. The reason for disqualification shall be documented on the Applicant List.
3. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to failure to meet the Minimum Qualifications via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
4. If at any time during the Seniority Plus Bid Transfer process an Applicant or Candidate declines the transfer, the Applicant or Candidate will be required to submit a To/From memorandum to the Department Head/Designee indicating that the Applicant or Candidate no longer wishes to be considered for the transfer. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

D. Testing Applicants (Optional)

The Department Head/Designee may require all Applicants to complete tests in order to be considered Qualified for any Seniority Plus Bid Transfer.

1. Physical Ability Test (PAT)
 - a. If the Department Head/Designee requires Applicants to complete a PAT in order to be considered eligible for the Seniority Plus Bid Transfer, he or she will determine the specific PAT Standards in advance and ensure that such standards are included in the Bid Transfer Announcement. PAT standards will be determined based on the job duties and requirements of the Seniority Plus Bid Transfer. The standards will be sent to the Compliance Officer for review prior to inclusion on the Bid Transfer Announcement.
 - b. PAT preparation information must be included in the Bid Transfer Announcement.
 - c. The PAT will be administered by either the Sheriff's Training Institute or the respective Department.
 - d. The Department Head/Designee shall contact the Executive Director of the Training Institute to schedule a date and time for the PAT. The Executive Director of the Training Institute shall assign Cooper Institute Certified personnel to administer the PAT.
 - e. The Department Head/Designee will notify the Compliance Officer of the dates, times and locations of the PATs, and the Compliance Officer may observe the administration of some or all of the PATs in his or her discretion.
 - f. If an Applicant fails to bring a completed medical release packet, he/she will not be allowed to take the PAT.
 - g. All test results shall be forwarded to the Department Head/Designee.
 - h. Applicants that do not take the PAT shall be deemed Not Qualified.
 - i. Applicants who fail the PAT shall be deemed Not Qualified, and they will not be interviewed for the respective Seniority Plus Bid Transfer.
2. Written Examinations (if applicable)
 - a. Written examination standards including the minimum passing score shall be determined by the Department Head/Designee and must be indicated in the Bid Transfer Announcement.

- b. The written examination will be administered, proctored and graded by Sheriff's Training Institute personnel.
 - c. The Department Head/Designee shall contact the Executive Director of the Training Institute in advance to schedule a date, time and location for the written examination. The Department Head/Designee will notify the Compliance Officer of the scheduled date, time and location of the examination and the Compliance Officer may observe the administration of some or all of the examination in his or her discretion.
 - d. The written examination shall consist of a series of questions determined by the Department Head/ Designee that pertain to job knowledge, scenarios and General Orders. The written examination questions shall be reviewed and approved by the Compliance Officer.
 - e. Upon conclusion of the written examination, the Executive Director of the Training Institute/Designee shall forward all Applicants' test scores to the Department Head/Designee and the Compliance Officer.
 - f. Applicants who do not meet the written examination standards indicated in the Bid Transfer Announcement will be deemed Not Qualified.
 - g. Applicants who are deemed Not Qualified based on their failure to pass the written examination will not be interviewed for the Seniority Plus Bid Transfer.
3. Additional tests relating to unique job requirements may be required for positions in highly specialized units, based on the determination of the Department Head/Designee. The Department Head/Designee must create the testing process in advance and will forward the process and all test information to the Compliance Officer for approval at least 72 hours prior to posting. Additionally, the Department Head/Designee will ensure that the test standards are included in the Bid Transfer Announcement.
 4. If a written examination and/or PAT are required, the Department Head/Designee conducting the Seniority Plus Bid Transfer process will send a Notification of Examination(s) Packet which includes the following information to each Applicant in his or her Department or to the Applicant's original Department Head/Designee:
 - a. Date, time and location of test

- b. Test Standards
- c. Test preparation information (if applicable)
- d. Appropriate attire
- e. Medical Release Form (for PAT)
- f. Detailed instructions
- g. Items that must be brought to the test (examples: credentials, completed medical release packet, #2 pencils)

The Applicant's Department Head/Designee will notify the Applicants to report to their respective Department Head's office in person and sign a receipt when they pick up their Notification of Examination(s) Packet. The original signed receipt must be forwarded to the Department Head/Designee conducting the Seniority Plus Bid Transfer process.

- 5. All written examination and PAT testing schedules shall be forwarded to the Compliance Officer no less than 48 hours prior to the test and the Compliance Officer may monitor any tests in his or her sole discretion.

E. Attendance and Discipline Screening

- 1. Attendance: The Department Head/Designee will forward the list of Applicants deemed Qualified pursuant to Article J, Section III.D as applicable to the Director of Personnel or his or her Designee and the Compliance Officer, along with a written request for a copy of the timecards from the previous 12 months and the Seniority dates for each Applicant listed on the Applicant List from his or her respective personnel office.
 - a. Timecards from Previous 12 Months: The Department Head/Designee shall thoroughly review each Applicant's timecards received from personnel pursuant to this Article J, Section III.E.1 to determine if the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article J, Section III.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article J, Section III.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article J, Section III.E.1.a.xii, which are not associated with any Mitigating Circumstances:

- i. No Sick Time (NST/0)
 - ii. Absent Late Call (ALC/0)
 - iii. Absent No Call (ANC/0)
 - iv. No Vacation Time (NVT/0)
 - v. No Personal Time (NPT/0)
 - vi. No Compensatory Time (NCET/0)
 - vii. No Holiday Time (H/0)
 - viii. Unauthorized FMLA (0/FMLA Unauthorized)
 - ix. Unauthorized IOD (IOD/Unauthorized)
 - x. Proof Status (0/Proof)
 - xi. Tardiness Docked Time (O)
 - xii. Attendance Pattern
- b. If the Department Head/Designee determines that the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article J, Section III.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article J, Section III.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article J, Section III.E.1.a.xii, he or she will forward the suspected Unpaid Unauthorized Activities to the Director of Personnel/Designee for verification (in writing).
 - c. If the Director of Personnel gives written verification that a violation pursuant to Article J, Section III.E.1.a exists, the Candidate shall be deemed Not Qualified and will not be interviewed for the Seniority Plus Bid Transfer opportunity.
 - d. The Department Head/Designee will ensure that this Article J, Sections III.E.1.a and c are included as Minimum Qualifications in the Bid Transfer Announcement.

2. Disciplinary History

- a. The Department Head/Designee will submit a written request with a copy to the Compliance Officer for a copy of the disciplinary history from the previous 18 months of each Applicant listed on the Applicant List from the Office of Professional Review. Additionally, the Department Head/Designee shall request disciplinary history from the previous 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 for discipline records must be submitted after approval is received by the Deputy Chief of Staff and Chief of Staff/Designee to conduct the Seniority Plus Bid Transfer process. The request will identify the names of each of the Applicants and the reason for the request, and such history will be taken into consideration in evaluating whether an Applicant is Qualified or Not Qualified.
- b. If the transferring Department Head/Designee identifies a difference between the OPR discipline history and the Candidate's original Department's discipline history, the transferring Department Head/Designee shall forward both documents to the original Department Head/Designee requesting clarification as to each difference. The original Department Head/Designee shall promptly respond to the request in writing. To the extent the discrepancy cannot be resolved between the Department Heads/Designees; the Compliance Officer will be consulted and will make a recommendation to resolve the matter.
- c. An Applicant shall be deemed Not Qualified if he or she has received Discipline from his or her original Department or from OPR resulting in a suspension(s) up to a total of four (4) or more days for a single infraction that occurred within the previous 18 months. The Department Head/Designee is permitted to reduce the number of suspension days including zero (0) and increase the number of months/years as long as such standards are included in the Bid Announcement. If the Department Head/Designee wishes to increase the discipline standard, he or she must submit written request including justification to increase the standard to the Compliance Officer prior to posting. Approval by the Compliance Officer is required.
- d. Written reprimands for minor infractions such as tardiness may disqualify a Candidate, but it is not automatic. Counseling is not considered Discipline for the purpose of this manual (SEAM).
- e. An Applicant shall be deemed Not Qualified if he or she is De-Deputized at the time of appointment.

- f. In the event an Applicant 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. Applicants with open disciplinary cases may continue through the evaluation process, but no Applicant will be considered qualified for the Employment Action until final resolution of the case or if, at his/her discretion, the Executive Director of OPR releases the pending hold on the Seniority Plus Bid Transfer based upon the facts of the disciplinary case.
 - g. The discipline standards identified in Article J, Section III.E.2.c-e shall be included in the Bid Announcement.
 - 4. The names of all Applicants who were not eliminated as Not Qualified pursuant to Article J, Section III.E.1-2 as described above shall remain on the Applicant List as Candidates.
 - 5. The names of all Applicants deemed Not Qualified after the procedures in Article J, Section III.E.1-2 as described above shall remain on the Applicant List and a notation of "Not Qualified" shall be placed next to their names. The general reason of disqualification such as attendance, discipline, etc. shall be documented on the Applicant List. All attendance and disciplinary records received and reviewed by the Department Head/Designee will be maintained in the Candidate's bid file.
 - 6. After the Initial Evaluation Process, the Applicant List (including the notations) shall be forwarded to the Compliance Officer. The Compliance Officer may review the bid files at his or her discretion.
- F. Interviews for Seniority Plus Bid Transfers (Optional)

Interviews are optional for Seniority Plus Bid Transfers at the discretion of the Department Head/Designee. If the Department Head/Designee elects not to conduct interviews, he or she must notify the Compliance Officer prior to posting for review and approval of the decision. If the Department Head/Designee elects to conduct interviews, he or she will ensure that the minimum passing score is indicated in the Bid Transfer Announcement. Only Applicants that are deemed Qualified pursuant to section III, D and E will be notified to report for an interview. The following procedure will be followed for setting up interviews of Candidates:

1. The Department Head/Designee shall send a memorandum to the Candidate's current Department Head/Designee, which shall include the following information:
 - a. Name of the 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/degrees/certificates the Candidate will be required to present at the interview.
2. The current Department Head/Designee will direct the Candidate to pick up the interview notice in the Department Head's/Designee's office in person, and the Candidate will be required to sign a copy of the notification confirming its receipt. The current Department Head/Designee will maintain documentation that each Candidate was notified. The original signed notification shall be forwarded to the hosting Department Head/Designee.
3. Employees must be in an active duty status at the time of application in order to be deemed Qualified for the Seniority Plus Bid Transfer.
4. The Department Head/Designee will notify the Compliance Officer in writing of the final schedule of interviews at least 48 hours in advance.
5. In the event a Candidate fails to appear for the scheduled interview, test, writing sample and/or work sample, the Candidate shall have the opportunity to submit a written appeal including a detailed explanation to the Compliance Officer within 48 hours of the originally scheduled date. If the Compliance Officer receives an appeal from the Candidate, the Compliance Officer shall request a memorandum from the transferring 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 transferring Department Head/Designee and the Candidate. If the appeal is approved, the interview or test shall be rescheduled. If a timely appeal is not submitted or the appeal is denied, the Candidate shall be deemed Not Qualified, and the Department Head/Designee will make the notation of "Not Qualified" next to the Applicant's name on the Applicant List. The reason for disqualification shall be documented on the Applicant List.

G. Interview Panels

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

1. All Seniority Plus Bid Transfer interviews shall be conducted by a panel(s) of three (3) members.. At least one member must be assigned from outside of the transferring department. A list of all panels must be submitted to the Chief of Staff/Designee for approval at least seven (7) days in advance. The panel members must be of a higher rank than the Candidates being interviewed. No person 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 Candidates, and completing the Candidate Interview Evaluation Form, including a No Political Consideration Certification 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 of a Conflict of Interest 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 nature of the Conflict of Interest should not be discussed with other panel members. The panel member will then leave the interview room and will not participate in the interview or the Selection Process for that Candidate. 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 Form including the No Political Consideration Certification at the conclusion of the interview.
5. Upon conclusion of the interview, scoring, and completion of paperwork, the panel member will be notified to return to the interview room to replace the substitute panel member and resume interviews.
6. Panel members are prohibited from any discussion about the Candidate or non-verbal gestures that may influence the scoring and/or evaluation of a Candidate prior to completion and submission of all interview documentation including scoring, evaluation and certification form. Panel member discussions will be limited to the interview process/procedures. 1.

7. 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.

H. Writing Samples (Optional)

Writing samples for Seniority Plus Bid Transfers are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to incorporate a writing sample into the evaluation process, the following procedures will apply:

1. A description of the writing sample, including the minimum passing score must be included in the Bid Transfer Announcement.
2. Prior to the interviews, all 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 Candidate.
3. For video writing samples, Candidates may be allowed to take notes during the viewing of the video. All notes must be attached to the writing sample and submitted to the writing sample monitor.
4. 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.
5. The Department Head/Designee will assign a monitor to oversee the process to ensure that all Candidates complete their writing samples at the same time on their scheduled date and within the designated time period. 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 Photo Identification Card and instruct the Candidates to identify themselves on the memorandum by JDE or employee number only. Memorandums will not be accepted if the memorandum contains the Candidates' name (either printed or signed) anywhere on the document. If a Candidate writes his/her name on the writing sample, the monitor will make every effort to ensure that the name is not legible and that only the JDE or employee number remains to identify the Candidate. 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.

6. At the conclusion of the designated period, the monitor will collect the writing samples and submit them to the Department Head/Designee.
7. All writing samples will be scored by the Department Head/Designee(s) (whom may not be the Writing Sample monitor) utilizing the Candidate Writing Sample Evaluation Form to evaluate the Candidates' writing samples based on relevant criteria including 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 Department Head/Designee will make every effort to score the writing samples consistently and objectively. The Compliance Officer may oversee the scoring process.
8. 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' name and 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.
9. If a Candidate's score is below the minimum passing score indicated in the Bid Transfer Announcement, the Candidate shall be deemed Not Qualified.

I. Work Samples (Optional)

The submission of work samples, such as case reports or incidents reports is optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to include a work sample in the evaluation process, the writing sample is also required and the following procedures will apply:

1. In addition to a writing sample, the Department Head/Designee may require the Candidate to bring in two (2) copies of a work sample to the interview. 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 Bid Transfer Announcement and that specific instructions are included in the interview notice memorandum.
2. Prior to completing the writing sample, the Candidate will be instructed to submit both copies of the work sample to the monitor.
3. The monitor will verify that the copies are identical and will edit the Candidates' name anywhere it appears on the document and replace the name with the Candidate's JDE or employee number. If a Candidate writes his/her name on the work sample, the monitor will make every effort to ensure that the name is not legible and that only the JDE or employee number remains to identify the Candidate.
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 J, Section III.H.6-8 will be followed. The monitor will submit the non-edited work sample copies to the Compliance Officer.

J. Interview Procedure

The following procedures will be followed for interviewing Candidates for the Seniority Plus Bid Transfers:

1. Only the items/documents listed in the interview notification may be accepted by the interview panel.
2. Interview questions asked during the oral interview will be selected from a pre-determined group of at least 10 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 prior to the first interview to ensure they are job-related and appropriate.
3. The Department Head/Designee will also create an interview script for the panel members to follow while interviewing each Candidate. The Department Head/Designee will submit the interview script along with the interview questions to the Compliance Officer prior to the scheduled interviews with sufficient time for the Compliance Officer to review. The interview script shall include the following:

- a. Introduction that includes a greeting and verification of the Candidates' identification/credentials.
 - b. Explanation of interview format/process, specifically the Operational and Personal Attribute Questions.
 - c. Instructions, i.e. Candidates may not give a response to a question that has been previously asked.
 - d. Conclusion that includes notification to Candidate that s/he will be notified in writing whether or not the Candidate is selected or not selected.
4. The Panel Members shall meet immediately prior to the interview to review all interview questions and interview script and divide up the components of the interview, i.e. introduction, conclusion, questions, ID verification and collection/submission of interview documentation.
 5. At least five (5) of the interview questions will be operational in nature and derived from Sheriff's Orders, General Orders and other written Department policies. These questions are designed to determine the Candidate's familiarity with the operations of the respective Department. Operational questions will be based on operational scenarios requiring specific responses covered by General Orders or other Sheriff's written directives. At least one (1) 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 Candidate possesses the characteristics necessary to work in the applicable Department of the Sheriff's Office. At least one (1) 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 Candidate being interviewed for the Seniority Plus Bid Transfer.
 6. The Department Head/Designee will make every effort to conduct all interviews on the same day. However, if operational concerns do not permit same-day interviews and multiple days of interviews are required, an appropriate number of questions will be drafted to permit a rotation of questions to ensure the integrity of the interview process.
 7. Benchmark points will be assigned to each of the operational questions, which are derived from Sheriff's Orders, General Orders and other written Department policies. 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.

8. Each Panel Member will use his/her judgment to ensure that the Candidate has substantially answered the Operational Question when determining whether or not the Candidate has met each benchmark.
9. Responses to the personal attribute questions will be scored utilizing the Candidate Interview Evaluation Form. The Department Head/Designee will determine a minimum of 10 categories for the Candidate Interview Evaluation Form that will encompass the characteristics necessary for the Seniority Plus Bid Transfer. The Department Head/Designee will ensure that all categories will be consistent for each Seniority Plus Bid Transfer process. The Department Head/Designee will take steps 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 Candidate Interview Evaluation Form is consistent for each Candidate in a given Seniority Plus Bid Transfer process.
10. All 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 Candidate's suitability for the position for which they are applying. Follow up questions may be asked on a case-by-case basis and need to be asked for every Seniority Plus Bid Transfer Candidate.
11. At the conclusion of each interview, each panel member will perform the following procedure to score each Candidate:
 - a. independently and personally completes the Candidate Interview Evaluation Form;
 - b. total the personal attribute points on the Candidate Interview Evaluation Form; and
 - c. total the benchmarks obtained from the operational questions.
12. All completed Candidate Interview Evaluation Forms shall be forwarded to the Department Head/Designee.

K. Acknowledgement

1. At the conclusion of each interview, the Candidate will be asked to sign and date the Bid Transfer Announcement acknowledging that he or she has read and understands all information pertaining to the Seniority Plus Bid Transfer.
2. If the Candidate refuses to sign the Bid Transfer Announcement, a notation will be made on the Bid Transfer Announcement and each of the panel members will initial next to the notation. The Candidate will be automatically deemed Not Qualified.

L. Update of Applicant List

1. Upon conclusion of all interviews, The Department Head/Designee will total the scores on the Candidate Interview Evaluation Forms for each Candidate. If a Candidate receives below the minimum passing score indicated in the Bid Transfer Announcement, the Candidate will be deemed Not Qualified and the Department Head/Designee will update the Applicant List accordingly.
2. All Candidates deemed Qualified based on the standards listed in the Minimum Qualifications section of the Bid Transfer Announcement shall remain on the Applicant List in order of Seniority. All Candidates deemed Not Qualified based on the standards listed in the Minimum Qualifications sections of the Bid Transfer Announcement shall be moved to the bottom of the Applicant List and a notation of Not Qualified along with the general reason for disqualification shall be placed next to their name.
3. If more than one Candidate has the same Seniority date, they will be placed on the Applicant List in order of their JDE number or employee number if the JDE number does not exist. The Candidate with the lowest JDE or employee number will be placed first.
4. A copy of the updated Applicant List, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

M. Final Evaluation Process and Identification of Selected Candidates

1. Candidates who have been deemed Qualified will be identified for potential Seniority Plus Bid Transfer from the Applicant List in order of highest Seniority and based on the number of Vacancies to be filled.
2. The Department Head/Designee will submit a memorandum to the Director of OPR requesting copies of 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 candidate's character, honesty or integrity will be deemed Not Qualified, and the next Candidate(s) with the highest Seniority on the Applicant List shall be selected for the Seniority Plus Bid Transfer.

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 Candidate on the Applicant List with the highest Seniority shall be identified as a Selected Candidate for a potential Seniority Plus Bid Transfer. 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 Seniority Plus Bid Transfer based upon the facts of the case.
4. If the Seniority Plus Bid Transfer requires the employee to possess a valid driver's license, the requirement must be stated in the Bid Transfer Announcement and the following procedure will be followed:

The Department Head/Designee will request a current Driver's License Abstract for each of the Selected Candidates. Any Selected Candidate who in the previous 10 years (i) had his or her driver's license suspended for a serious violation or revoked at any time; (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 most senior Qualified Candidate on the Applicant List shall be selected.

5. FOID and Weapons Qualification (if applicable)

If the Seniority Plus Bid Transfer requires a current weapons qualification, the Department Head/Designee will verify from the Sheriff's Personnel Department that each Selected Candidate has a valid FOID and a current weapons qualification. In the event that a Selected Candidate is Not Authorized to Carry a Weapon as a result of the FOID and weapons qualification requirement the Selected Candidate will be deemed Not Qualified, and the next most senior Qualified Candidate on the Applicant List shall be selected.

6. The Department Head/Designee may institute further background checks as he/she deems appropriate such as but not limited to credit and financial

checks, polygraph examination, home checks and employer reference checks, based on specific special considerations related to the job and the Department. If the Department Head/Designee requires additional background checks, he or she must request approval from the Compliance Officer and such background checks and specific standards must be clearly identified in the Bid Transfer Announcement and must be conducted for all Selected Candidates.

7. The Department Head/Designee shall ensure that all replacement candidates are processed pursuant to this Article J, Section III.M.2-6.
8. The Department Head/Designee shall create an Awarded Bid List of Selected Candidates and forward to the Sheriff/Designee and a copy to the Compliance Officer. In the event, the Sheriff/Designee elects to increase or decrease the number of positions for the Seniority Plus Bid Transfer, he or she shall submit a written request including justification to the Compliance Officer. The Compliance Officer shall approve or deny the request.
9. When the Department Head makes the final determination, under the authority of the Sheriff, he or she will submit a Request to Hire / Fill Open Position(s) form and a memorandum listing the names of the Selected Candidate(s) from the Awarded Bid List to the Director of Personnel with a copy to the Compliance Officer.

N. Appointment

1. The 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 Transfer's effective date and the date, time and location to report within 10 days prior to the Date of Appointment. The Department Head/Designee will also ensure the appropriate Collective Bargaining Representative(s) are notified in writing of the Seniority Plus Bid Transfers. The Selected Candidates identified by JDE number will also be posted on the Sheriff's website.
2. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to this Article J, Section III.M via memorandum or certified letter including the general reason for disqualification (e.g. attendance or discipline). The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
3. In the event the Department Head/Designee determines that a newly appointed Selected Candidate has failed to meet the requirements of the

position as identified in the Bid Transfer Announcement, the employee will be transferred back to his or her previous Department and the Department Head/Designee will submit written notification to the employee's previous Department Head/Designee. The Department Head/Designee will also send written notification that includes the specific job-related reasons for his or her determination, to the Director of Personnel/Designee and the Compliance Officer.

4. In the event a newly appointed Selected Candidate wishes to return to his or her previous assignment, he or she will be required to submit written notification to the Department Head (or through Department chain of command), which includes the date and the reason for return. The Department Head/Designee will approve or deny the request based on the Operational Needs of the Department.

O. Applicant List Maintenance

1. The Department Head/Designee will maintain the Bid List, Awarded Bid List and all other Transfer documentation.
2. The Department Head/Designee shall utilize the same Applicant List, as amended, for subsequent Seniority Plus Bid Transfer processes, for a period of up to one (1) year from the start date of the first Seniority Plus Bid Transfer process, provided that the attendance records, disciplinary history, driving records, criminal history will be updated, requested, reviewed and taken into consideration prior to the selection of any Selected Candidate for a Seniority Plus Bid. Adjustments to the Applicant List will be made by the Department Head/Designee based on the updated records; provided all such updates will be sent to the Compliance Officer.
3. After the one (1) year period from the start of the first Seniority Plus Bid Transfer, or at the point the Applicant List is exhausted, the process for creating a Seniority Plus Bid Transfer List shall be repeated and new postings, applications, interviews and documentation pertaining to applicant evaluation and rankings shall be obtained and utilized.

P. Certification of Seniority Plus Bid Transfer Process

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

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In order to be considered for a Seniority Plus Bid Transfer, a Candidate must sign an Applicant No Political Consideration Certification (NPCC).