



**Sheriff's Office
COOK COUNTY, ILLINOIS
SHERIFF'S ORDER**

	ISSUANCE DATE 3/9/2015	EFFECTIVE DATE 3/9/2015	NO.
SUBJECT SEAM Article H: Non-Bid Transfers	DISTRIBUTION	RESCINDS SEAM Article H (revised 7/1/2014)	
RELATED DIRECTIVES		AMENDS	

I. Policy

A. The policy for Non-Bid Transfers applies to all Transfers that are not governed by provisions of any Collective Bargaining Agreement (CBA), and includes the Transfer of Sworn Employees to the following Departments or agencies and any other Departments or agencies as determined by the Sheriff/Designee:

1. Sheriff's Training Institute;
2. Sheriff's Office Intelligence Center (SOIC);
3. DOC - Correctional Information and Investigations Division (CIID)
4. Social Security Administration;
5. South Suburban Major Crime Task Force; and
6. Sheriff's Police Specialized Units:
 - a. General Investigations;
 - b. Special Investigations;
 - c. Evidence Technicians;
 - d. Bomb Unit;
 - e. Gang Crimes Unit;
 - f. Narcotics Unit;
 - g. Special Operations; and

3. The Chief Financial Officer/Designee will complete the spreadsheet indicating whether or not there is funding available for the positions and email the completed Budget Funding Report to the requesting Department Head/Designee with a copy to the Chief of Human Resources/Designee.

B. Request to Post

The Department Head/Designee will submit a written request for the Non-Bid Transfer to the Undersheriff/Designee, which will include the following:

1. Need for Non-Bid Transfer and the reason;
2. Number of Vacancies to be filled by the Non Bid Transfer;
3. Completed Budget Funding Report attached (if applicable);
5. Approval signature from other applicable Department Head(s)/Designee(s);
6. Approval signature from applicable Deputy Undersheriff/Bureau Chief;
7. Anticipated posting date of the Non Bid Transfer;
8. Department(s) in which the Non Bid Transfer will be posted;
9. Approval signature line for the Undersheriff/Designee.

C. Upon approval by the Undersheriff/Designee, the Department Head/Designee shall forward copies of the approved request to the Compliance Officer, the Chief of Human Resources/Designee and Chief Financial Officer/Designee.

D. The Department Head/Designee shall prepare a Posting Announcement, which must include the following:

1. General Information
 - a. Tracking Number;
 - b. Title;
 - c. Location of vacancy;
 - d. Available shift(s) (if applicable); and
 - e. Available day-off group(s) (if applicable)

2. Summary;
 3. Minimum Qualifications, including all evaluation processes as documented in this Article H;
 4. Preferred Qualifications;
 5. Requirements;
 6. Application Instructions;
 7. Selection Process; and
 8. Application Period (Start and End Dates).
- E. The Department Head/Designee shall send a memorandum with the posting attached to the applicable Department Heads/Designees requesting them to post the Posting Announcement at each place where an employee may make application pursuant to Section III.B.8 of this Article (H), and on the Sheriff's website. The Department Head/Designee will also send a copy of the Posting Announcement to the Chief of Human Resources/Designee and the Compliance Officer.
- F. Applications will be made available at each location where the employee may make application pursuant to this Article H, Section III.A.8. and on the Sheriff's website. The Department Head/Designee will also ensure that applications are available at the Bureau of Human Resources and on the Sheriff's website. Applications will be accepted by the Department Head/Designee who is conducting the process during the defined period of time indicated on the Posting Announcement. All applications must be time and date stamped upon receipt by the Department Head/Designee. Any applications turned in after the defined time period will be denied. Employees may also submit resumes with their applications.
- G. Applicant List
1. Within ten (10) days of the close of the Posting Announcement, the Department Head/Designee will create an Applicant List. The Applicant List will contain the name and JDE Number of all employees who submitted a timely application for the Non-Bid Transfer. A copy of the Applicant List will be forwarded to the Chief of Human Resources/Designee and the Compliance Officer.
 2. If an Applicant is deemed "Not Qualified" at any point during the evaluation or selection processes, 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 Applicant deemed “Not Qualified”, pursuant to failure to meet the Minimum Qualifications, via e-mail, including the general reason for the disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure that all reasons for disqualification are verified prior to sending the disqualification notices to Applicants.
4. If at any time during the Non-Bid Transfer process an Applicant withdraws from the process or declines the transfer, the Applicant will be required to submit a To/From Memorandum to the Department Head/Designee indicating that the Applicant no longer wishes to be considered for the transfer. Upon receipt of the memorandum, the Applicant shall be deemed “Not Qualified” and the Department Head/Designee shall document the reason for the disqualification on the Applicant List.

H. Physical Ability Test - PAT (Optional)

The Department Head/Designee may require all Applicants to complete a PAT in order to be considered “Qualified” for any Non-Bid Transfer.

1. If the Department Head/Designee requires Applicants to complete a PAT in order to be considered “Qualified” for the Non-Bid Transfer, he or she will determine the specific PAT standards in advance and ensure that such standards are included in the Posting Announcement. PAT standards will be determined based on the job duties and requirements of the Non-Bid Transfer. The standards will be sent to the Compliance Officer for review prior to inclusion on the Posting Announcement.
2. PAT preparation information must be included in the Posting Announcement.
3. The PAT will be administered by the Sheriff’s Training Institute.
4. The Department Head/Designee shall contact the Executive Director/Designee of the Training Institute to schedule a date and time for the PAT. The Executive Director/Designee of the Training Institute shall assign Cooper Institute Certified Personnel to administer the PAT.
5. 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 at his or her discretion.

6. If an Applicant fails to bring a completed medical release packet, he/she will not be allowed to take the PAT, will be marked “Not Qualified” on the Applicant List and will not be interviewed for the Non-Bid Transfer.
7. Applicants that do not take the PAT shall be marked “Not Qualified” on the Applicant List and will not be interviewed for the Non-Bid Transfer.
8. Applicants who fail the PAT shall be marked “Not Qualified” on the Applicant List and will not be interviewed for the Non-Bid Transfer.
9. All PAT test results shall be forwarded to the transferring Department Head/Designee.
10. If a PAT is required, the Department Head/Designee conducting the process will send a Notification of Examination(s) Packet, which will include the following information, to each Applicant’s Department Head/Designee:
 - a. Name and JDE Numbers of each successful Applicant currently assigned to that Department;
 - a. Date, time and location of test;
 - b. Test Standards;
 - c. Test preparation information (if applicable);
 - d. Appropriate attire;
 - e. Medical Release Form;
 - f. Detailed instructions; and
 - g. Items that must be brought to the test (examples: credentials, completed medical release packet, etc.)
11. The Applicant’ Department Head/Designee will notify the Candidate(s) to report to his/her respective Department Head/Designee’s office in person to pick up his/her Notification of Examination(s) Packet. The Applicant(s) will be required to sign a receipt acknowledging he/she is in possession of the Notification of Examination(s) Packet. The Department Head/Designee will forward the original, signed receipt to the Department Head/Designee conducting the Non-Bid Transfer process.
12. In lieu of this Article H, Section III.H.10., the Department Head/Designee may elect to attach the Medical Release Form and test preparation tips to the Non-Bid Transfer application. The Department Head/Designee must ensure that:

- a. Each Applicant signs an acknowledgement of his or her receipt of the Medical Release and test preparation information; and
 - b. Test information (including date, time, location, standards and instructions) are included in the Transfer Posting Announcement.
13. All PAT testing schedules shall be forwarded to the Compliance Officer no less than forty eight (48) hours prior to the test(s) and the Compliance Officer may monitor any tests at his or her discretion.

I. Discipline

1. For each applicant who remains “Qualified” after the PAT and/or pre-POWER/POWER tests, the HR designee will submit a written request to the Office of Professional Review (OPR) for a disciplinary history for the previous 18 months.
2. A applicant will be deemed “Not Qualified” if:
 - a. He or she has received discipline resulting in suspension(s) of a total of four (4) or more days for a single infraction that has occurred within the previous eighteen (18) months;
 - b. He or she is de-deputized at the time of the appointment.
3. In the event an applicant has a pending disciplinary case, the HR designee will submit a request to the Executive Director /designee of OPR to expedite resolution. Applicants with open disciplinary cases may continue through the evaluation process, but no applicant will be considered “Qualified” for an employment action until a conclusion is reached.
4. Applicants who fail to meet the minimum disciplinary standard shall be marked, “Not Qualified” on the Applicant List along with a description. An updated copy of the Applicant List will be forwarded to the Compliance Officer.

J. Attendance

1. For each applicant who has cleared the discipline history review, the HR designee will conduct an attendance review. The HR designee will request:
 - a. Copies of attendance records from the prior twenty-four (24) months;
 - b. An Attendance Analysis Report which includes seniority dates, percentage of unused medical time and any attendance violations; and

- c. The period under review will be the 24 months preceding the ending date of the last pay period.
- 2. The applicant will be considered “Not Qualified” if he or she has incurred two (2) or more of any of the following unpaid/unauthorized activities within the period under review:
 - a. No Sick Time;
 - b. Absent Late Call;
 - c. Absent No Call;
 - d. No Vacation Time;
 - e. No Personal Time;
 - f. No Compensatory Time;
 - g. No Holiday Time;
 - h. Unauthorized FMLA;
 - i. Unauthorized IOD.
- 3. The candidate will be considered “Not Qualified” if he or she has incurred eight (8) or more instances of tardiness/docked time within the review period, which are not associated with mitigating circumstances.
- 4. Applicants who fail to meet the minimum attendance standard shall be marked, “Not Qualified” on the Applicant List along with a description. An updated copy of the Applicant List will be forwarded to the Compliance Officer.

K. Screening of Applicants / Update of Applicant List

All Notifications of Disqualification shall be sent via email. The HR designee shall notify each applicant deemed “Not Qualified” using the Notification of Disqualification Template Letter including the general reason for disqualification and referencing the applicable SEAM article.

- 1. The HR designee shall send a copy of each letter to the Compliance Officer.
- 2. The HR designee shall ensure that there is at least a two (2) week time period from the date the Notice of Disqualification letters and the interview notices are disseminated.

In the event the applicant is disqualified due to an attendance violation or discipline, the applicant may appeal the disqualification by contacting the HR designee in writing and submitting any supporting documentation.

1. The HR designee shall conduct due diligence by contacting Payroll, the Legal Department and/or OPR. Any reversal of the applicants status must be supported by documentation.
2. If the applicant is deemed “Qualified” after the appeal, the HR designee will submit their findings in writing to both the applicant and the Compliance Officer.
3. The Applicant List will be corrected to reflect the reversal of the dismissal and the HR designee will ensure that the applicant receives an interview notification.

L. Education / Outside Training / Military Points (Optional)

If the Department Head/Designee elects to include points for education, outside training and military, the Department Head/Designee shall follow the following and such inclusion must be indicated in the Posting Announcement.

1. Applicants may receive up to 60 points for the completion of post-secondary education in accordance with the following:
 - a. Associate Degree –20 points;
 - b. Undergraduate Degree – 40 points;
 - c. Post Graduate – 60 points;
 - d. The applicant will receive credit for only the highest level of education achieved, not a cumulative total for all degrees;
 - e. Points will be awarded only for degrees verified by an original transcript or through primary source verification, such as an education clearing house.
2. Applicants may receive 20 points for work-relevant training received outside of the CCSO.
 - a. The training must be for a minimum of 40-hours and be verified by a certificate or credential.
 - b. A maximum of 20 points will be awarded regardless of the number of trainings completed.
3. Applicants will be given 20 points for an honorable discharge from at least 2 years of military service, verified through DD214 documentation.
4. The maximum number of points an applicant may receive in total for education, training and military service is 100.

5. Copies of all documents verifying education/training and military service shall be placed in the applicant's file.
6. Education/training/military service is weighted at 10%.
7. The HR designee will enter the total points for education, training and military service on the Applicant List and forward a copy to the Compliance Officer.

M. Scheduling

All candidates who meet the Minimum Qualifications as set forth in this Article H and the Posting Announcement shall be notified to report for a written exam and an oral interview. The Department Head/Designee shall ensure that there is at least a two (2) week time period from the date the Notification of Disqualification letters are mailed and the notices are sent out in the event a timekeeping error or other error is discovered.

Candidates who are not disqualified by attendance, discipline, PAT or Pre-POWER or POWER tests shall be notified, by email, to report for a written and oral examination.

1. The letter will be sent no earlier than two (2) weeks after the dissemination of disqualification letters.
2. The interview notice shall be in the form of a memo and contain:
 - a. The date, time and location of the 2-Part written exam;
 - b. The date, time and location of the oral (panel) interview;
 - c. The appropriate attire for the exam and interview;
 - d. A list of the policies/general orders, by title and reference number only that would make up the source material for the operational questions on the written exam. The list should contain at least twice as many of polices/orders than what will be used for questions;
 - e. Specific documents /credentials the candidate will present at the exam and interview;
 - f. Notification to provide documentation to prove eligibility for education, training and military service.
3. Candidates who fail to appear for scheduled testing and/or interviews will be considered "Disqualified" and so noted on the Promotion Candidate List.
4. The Compliance Officer :

- a. Will receive written notice of the final schedule at least forty-eight (48) hours in advance;
- b. Will be copied on communication to candidates who are on approved LOAs; and
- c. Will receive and adjudicate appeals by candidates who fail to appear for scheduled testing/interviews, provided such an appeal is received within 48 hours of the missed appearance.

N. Written Exams (Part 1 and 2)

1. All candidates must complete a 2 part written exam consisting of:
 - a. A writing sample, weighted at 20% of the total score; and
 - b. An operational test, weighted at 20% of the total score.
2. The HR designee will assign a monitor to oversee the testing. Their duties will include:
 - a. Maintaining a log of the start and finish time;
 - b. Verifying the candidate's identity by checking their CCSO Photo ID;
 - c. Ensuring the work is completed without assistance or the use of outside resource materials;
 - d. Providing dictionaries; and
 - e. Collecting exams at the end of the allotted time.
3. Part 1: All candidates will be required to write a memorandum on a work-related topic that has been issued and authorized by the HR designee in conjunction with the Department Head/designee and approved by the Compliance Officer.
 - a. The HR designee will determine the word and/or page limit for the writing sample.
 - b. If a video is used as part of the exercise, the candidates will be allowed to take notes.
4. A panel consisting of three (3) people will be assembled by the HR designee to score all writing samples, utilizing the candidate's Writing Sample Evaluation Form.
 - a. The panel will be responsible for scoring writing samples from all candidates to assure consistent and objective standards are applied to all tests.

- b. Writing samples will be scored on the Candidate Writing Sample Evaluation Form in five (5) categories:
 - i. Ability to follow instructions;
 - ii. Spelling;
 - iii. Grammar;
 - iv. Legibility; and
 - v. Content.
 - c. Each category will be graded according to the following:
 - i. Below Average – 5 points.
 - ii. Average – 10 points.
 - iii. Good – 15 points.
 - iv. Excellent – 20 points.
 - d. The highest possible score is one hundred (100) points. The final score awarded will be the average of the three (3) scores received from each panel member. Each panel member shall sign the Candidate Writing Sample Evaluation Form
 - e. The Compliance Officer will oversee the scoring process and audit a minimum of 5% of the writing samples to assure consistency and objectivity.
5. Part 2: All candidates will sit for a written exam and be given at least five operational questions culled from CCSO Polices/General Orders.
- a. The Department Head/designee will submit to the HR designee no less than 10 questions designed to determine the candidate's familiarity with CCSO Operations.
 - b. The HR designee will work collaboratively with the Department Head/designee and the Compliance Officer to assure that:
 - i. At least one (1) question pertains to use of force;
 - ii. All questions require answers in essay format;
 - iii. Each question contains measureable benchmarks which will, without ambiguity, validate the candidates' subject matter expertise; and
 - iv. The preference is to have multiple benchmarks for each question to ensure that each question can be evenly weighted.

- c. The HR designee may additionally select additional CCSO stakeholders to review, edit and improve the clarity and content of the questions.
 - d. The HR designee will, in confidence, select from the approved list, the final questions to be used on the written exam and provide a written copy to the Compliance Officer.
6. The HR designee will be responsible for the scoring of all written exams. Scoring may be delegated to one or more content experts who are qualified to assess the candidate's responses.
- a. Candidates can receive up to one hundred (100) points for the operational written test.
 - a. Each question will include measureable benchmarks.
 - i. The minimum number of correct answers/benchmarks for the entire test must be twenty (20).
 - ii. The value of each benchmark is determined by dividing the total possible points (100) by the total number of benchmarks.
 - b. The Compliance Officer will audit a minimum of 5% of the written tests to assure that consistent and objective standards have been applied to the grading of the exams.
7. The HR designee will enter the total points for Parts 1 and 2 of the written exam on the Applicant List and forward a copy to the Compliance Officer.

O. Oral Interview Panels

The following procedures will be followed when setting up a Non-Bid Transfer interview panel:

All Non-Bid Transfer interviews shall be conducted by a panel(s) of three (3) members. At least two (2) members must be assigned outside of the transferring Department. All panels must be submitted to the Undersheriff/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.

1. The Department Head/designee will work with the HR designee to appoint interview panels. The number of panels convened shall be determined by the quantity of candidates with the objective of ensuring that all candidates are interviewed in a timely fashion.
2. Interview Panels shall consist of three (3) members:
 - a. No more than two (2) members from the hiring department;
 - b. Sworn members of the panel must hold a rank higher than the rank for which the candidate is applying;
 - c. At least one (1) additional panel member should be selected in the event of a conflict of interest; and
 - d. All members of the selected panel must have received interview training prior to the candidate interviews.
3. The list of panel members shall be submitted to the Undersheriff/Designee for approval no less than seven (7) days in advance of convening the panel.
4. The Compliance Officer will receive the approved list of panel members. The Compliance Officer may, at his/her discretion:
 - a. Selectively audit the panel members' understanding of the interview process and address knowledge gaps in advance of the candidate interview.
 - b. Submit names of panelists to the Undersheriff/Designee for reconsideration in the event that said panelist has been named in a prior compliance complaint, has a known conflict of interest or does not meet the minimum standards for a panel member.
 - c. If the Undersheriff/Designee disqualifies a panel member after a challenge by the Compliance Officer, the alternate panelist will be called into service.

P. Oral Interview Questions

1. The HR designee shall create a script for panel members which will include:
 - a. A greeting and introduction;
 - b. Verification of the candidates' identification and credentials;
 - c. Explanation of the interview format and process; and
 - d. Specific instructions about the interviews:
 - i. Procedural instructions about the interview; and

- ii. Closing statements that includes notification to the candidate that he/she will be notified in writing whether or not selected and their rank on the Promotion Candidate List and total score.
2. The Panel Interview will consist of two (2) tiers of questions: introduction/background questions and personal attribute questions.
3. The Department Head/designee will work collaboratively with the HR designee to create a list of introductory and background questions.
 - a. The questions will be designed to solicit factual information about the candidate's employment history, previous assignments, military experience, training and recognition.
 - b. The Compliance Officer will receive and approve all introductory and background questions.
 - c. The questions presented by the panel shall be consistent for every candidate.
4. The Department Head/designee will work collaboratively with the HR designee to create at least fourteen (14) personal attributes questions to be used in the oral interview.
 - a. The HR designee will select at least seven (7) questions to use during the panel interviews.
 - i. At least one (1) question must pertain to the candidate's discipline record.
 - ii. At least one (1) question must pertain to the candidate's attendance record.
 - b. The Compliance Officer will receive and approve all personal attribute questions.
 - c. Questions presented at panel interviews shall be consistent for all candidates.
5. The Department Head/designee will work collaboratively with the HR designee to define the ten (10) characteristics/attributes on which each candidate will be rated. These will be placed on a Candidate Interview Evaluation Form.

- a. The characteristics/attributes will be germane to the position, avoid any language that might imply discriminatory intent, and be appropriate to the breadth and body of panel interview questions and the overall suitability of the candidate.
- b. The characteristics/attributes will be rated as:
 - i. Poor – Two (2) points.
 - ii. Below Average – Four (4) points.
 - iii. Average – Six (6) points.
 - iv. Above Average – Eight (8) points.
 - v. Excellent – Ten (10) points.
- c. Appropriate characteristics/attributes may include, for example:
 - i. Knowledge;
 - ii. Confidence;
 - iii. Organized thoughts;
 - iv. Appropriate attire/appearance; and
 - v. Energy.
- d. The HR designee and/or the Compliance Officer will be responsible for assuring that the selected characteristics/attributes are not in violation of Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans with Disabilities Act, Immigration Reform and Control Act, National Labor Relations Act, Uniformed Services Employment and Reemployment Rights Act, Bankruptcy Act and/ or the Child Support Enforcement Amendments.
- e. The highest possible score from each panel member is 100.
- f. The final Candidate Interview Evaluation Form shall be forwarded to the Compliance Officer for review and final approval.

Q. Acknowledgement

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

R. Scoring and Ranking of Qualified Candidates

1. Upon conclusion of all interviews, the Department Head/Designee shall use a Score Sheet for each Candidate and update the Applicant List numerically ranking all 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. Attendance – Previous 24 months: 30% of total score
 - b. Written Exam Part 1 – 20% of total score;
 - c. Written Exam Part 2 – 20% of total score;
 - d. Oral Interview – 20% of total score;
 - e. Higher Education/Outside Training/Military (Optional) – 10%
2. If the optional category (Section III.R.1.e) above does not apply, the percentage points will be added equally to the other required categories to the extent they can be distributed equally. The remaining percentage point(s) will be distributed to an applicable category at the Department Head/Designee's discretion. The Department Head/Designee shall ensure that the categories and percentages pursuant to Article H, Section III.S are indicated in the Selection section of the Posting Announcement.
3. The Department Head/Designee shall total all scores pursuant to Section III.R.1-2 utilizing a Score Sheet, which is tailored to the applicable Non-Bid Transfer process (Article H). The Department Head/Designee shall assign a Designee to proof the completed Score Sheet, which will include the NPCC language. Both scorers shall sign the Score Sheet, which will include the NPCC language. The scoring process identified in Article H, Section III.R.1-2 must be consistent for each Candidate.
4. If more than one (1) Candidate receives the same score, the Candidates will be placed on the Applicant List in order of Seniority.
5. If more than one (1) Candidate receives the same score and/or has the same Seniority date, the Candidates will be placed on the Applicant List in order of his/her JDE Number. The Candidate with the lowest JDE Number will be placed first.
6. All Candidates deemed "Qualified" based on the standards listed in the Minimum Qualifications section of the Posting Announcement shall remain on the Applicant List in numerically ranked order. All Candidates deemed "Not Qualified" based on the standards listed in the Minimum Qualifications sections of the Posting Announcement shall remain on the

bottom of the Applicant List and a notation of “Not Qualified”, along with the general reason for disqualification, shall be placed next to the Candidate’s name.

7. A copy of the updated Applicant List, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

S. Final Evaluation Process and Identification of Selected Candidates

1. Candidates who have been deemed “Qualified” will be identified for a potential Non-Bid Transfer from the Applicant List in rank order and based on the number of Vacancies to be filled.
2. The Department Head/Designee will submit a memorandum to the Executive Director/Designee of OPR requesting copies of the entire criminal history 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 ranked Qualified Candidate(s) on the Applicant List shall be selected.
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 Candidate on the Applicant List shall be identified as a Selected Candidate for a potential Non-Bid Transfer. In the event of a Pending Discipline Case at OPR, the Executive Director/Designee of OPR shall make the decision whether or not to release the pending hold on the Non-Bid Transfer based upon the facts of the case.
4. If the Non-Bid Transfer requires the employee to possess a valid Driver’s License, the requirement must be stated in the Posting 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 ten (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 highest ranked Candidate(s) on the Applicant List shall be selected.

5. Firearms Owners Identification Card (F.O.I.D.) and Weapons Qualification (if applicable): If the Non-Bid Transfer requires a current Firearms Owners Identification Card (F.O.I.D.) and weapons qualification, the requirement must be stated in the Posting Announcement. The Department Head/Designee will verify with the Sheriff's Bureau of Human Resources that the Candidate has a valid F.O.I.D. and a current weapons qualification. In the event the Candidate is Not Authorized to Carry a Weapon as a result of the F.O.I.D. and/or weapons qualification requirement, the Candidate will be deemed "Not Qualified".
6. Financial Background Checks A financial background check is required for Non-Bid Transfers to the following units: SOIC, CIID, CCSPD Gang Crimes, Narcotics and Special Operations. A financial background check is optional for all other units applicable to this Article H. If a financial background check is conducted, the following procedure shall be followed:
 - a. The Department Head/Designee shall require the top ranked Qualified Candidates to obtain and provide their credit report within a designated period of time. The Department Head/Designee shall forward the credit report to the CFO/Designee. The CFO/Designee shall review the credit report including the credit score and determine if the Candidates' financial background is acceptable or if there are any questions or concerns. If the CFO/Designee has questions or concerns surrounding the Candidate's financial background, he or she shall notify the Department Head/Designee of the concerns. The Department Head/Designee shall notify the Candidate to report for a second round interview where the Candidate will be given the opportunity to clarify the results. Second round interviews shall be conducted by the Department Head/Designee and two (2) individuals designated by the Undersheriff/Designee. Immediately following the interview, the panel shall discuss and reach a consensus as to whether the Candidate would be suitable for the Non-Bid Transfer. If after the second round interview, the panel determines that the Candidate is not well suited for the Non-Bid Transfer, the Candidate shall be deemed Not Qualified and the next ranked Candidate shall be screened pursuant to this section. If the panel determines that the Candidate is well suited, the Candidate will be considered a Selected Candidate barring the results of any additional background checks. If the panel cannot reach a consensus, the Compliance Officer shall make the final decision.
 - b. The Compliance Officer may oversee the Financial Background Check process.

7. Additional Background Checks

Additional background checks such as but not limited to home checks and reference checks are optional at the discretion of the Department Head/Designee based on specific 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 Posting Announcement and shall be conducted for only the Selected Candidates. If the Department Head/Designee has questions regarding the results of the additional background checks, the Candidate will be notified to report for a second round interview where the Candidate will be given the opportunity to clarify the results. Second round interviews shall be conducted by the Department Head/Designee and individual designated by the Undersheriff/Designee.

8. The Department Head/Designee shall ensure that the next ranked Candidates are processed pursuant to Article H, Section III.S.2-7.

9. The Department Head/Designee shall create a Final Non-Bid Transfer List of Selected Candidates and forward to the Undersheriff/Designee with a copy to the Deputy Undersheriff and the Compliance Officer. In the event the Undersheriff/Designee elects to increase or decrease the number of positions for the Non-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.

10. When the Department Head/Designee makes the final determination, under the authority of the Undersheriff/Designee, the Department Head/Designee will submit a memorandum signed by the Undersheriff/Designee listing the names and JDE numbers of the Selected Candidate(s) from the Final Non-Bid Transfer List and the title of the applicable SEAM Article to the Chief of Human Resources/Designee and the original Department Head(s), with a copy to the Compliance Officer no later than seven (7) calendar days prior to the transfer effective date.

T. Appointment

1. The transferring Department Head/Designee will send a memorandum to the Candidate's original Department Head/Designee with a copy to the Chief of Human Resources/Designee and applicable Human Resources Manager indicating the Human Resources Memorandum Number, the name(s) and JDE numbers of the Selected Candidate(s), applicable SEAM Article, the transfer effective date (the beginning of a Pay Period) and the date, time and location to report, 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 Selected Candidates for the Non-Bid Transfer.

2. The final list of Selected Candidate(s) will also be posted on the Sheriff's website.
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 Posting Announcement, the Department Head/Designee shall submit written notification to the employee's previous Department Head/Designee and the employee will be transferred back to his or her previous Department. The Department Head/Designee will also send written notification that includes the specific job-related reasons for his or her determination, to the Chief of Human Resources/Designee and the Compliance Officer.
5. 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/Designee (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. If the Department Head/Designee approves the request, the Selected Candidate will be required to report to his/her original Department Head/Designee for assignment.
6. The Department Head/Designee shall not disclose the final Non-Bid Transfer List to any person(s) other than the person(s) required pursuant to this article.

U. Notification to Disqualified Candidates

The Department Head/Designee shall send each Candidate deemed Not Qualified pursuant to this Article H a Notification of Disqualification letter via email including the general reason for disqualification (examples: attendance, discipline, etc.). The Department Head/Designee must ensure that the procedures are referenced in the notification.

V. Notification to Qualified, Not Selected Candidates

For all Candidates that are deemed Qualified, however not selected due to their rank on the Non-Bid Transfer List and the number of available positions, the Department Head/Designee shall notify each Candidate via email (using the Notification of Qualification Template Letter) including the Candidate's individual rank on the final Non-Bid Transfer List, the Candidate's overall score and the total number of ranked Qualified Candidates.

W. Applicant List Maintenance

1. For record keeping purposes, the Department Head/Designee will maintain the Applicant List, Final Non-Bid Transfer List and all other Non-Bid Transfer documentation.
2. After all appointments are made or upon determination that there are no Qualified Candidates for the applicable Non-Bid Transfer process, the applicable Non-Bid Transfer process is considered closed and the Applicant List shall not be utilized for subsequent openings. The process for creating a Non-Bid Transfer List shall be repeated and new postings, applications, interviews and documentation pertaining to applicant evaluation and rankings shall be utilized for all subsequent openings.

X. Certification of Non-Bid Transfer Process

The Department Head/Designee, panel members and all other individuals with material involvement with respect to screening, interviewing, testing and selecting Applicants or Candidates for the Non-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 Article and the Employment Plan.

All Applicants must complete and sign an Applicant Certification, which is located on the Internal Application, in order to be considered for the Non-Bid Transfer opportunity.