



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

	ISSUANCE DATE 3/9/2015	EFFECTIVE DATE 3/9/2015	NO.
SUBJECT SEAM Article J: Seniority Plus Bid Transfer	DISTRIBUTION	RESCINDS SEAM Article J (revised 7/1/2014)	
RELATED DIRECTIVES			AMENDS

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. K-9
 - b. Civil Division
 - c. S.W.A.P.

2. Department of Corrections
 - a. ERT
 - b. K-9
 - c. Transportation
 - d. Electronic Monitoring Unit
 - e. Pre-Release Center
 - f. Day Reporting Center
 - g. V.R.I.C - Drill Instructor Position
 - h. Sheriff's Women's Justice Programs

- i. Women's Residential Unit
- ii. Sheriff's Female Furlough Unit

3. Central Warrants Unit

- a. Child Support Enforcement Division
- b. Fugitive Warrants

B. The Sheriff's Office 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 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 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 SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

C. Notifications to Applicants or Candidates such as interview notices, test information, qualification status, etc. shall be sent via CCSO email or posted on the Sheriff's website when applicable and appropriate. In the event that an Applicant or Candidate is on a leave or a long-term absence from the workplace, the notification shall be sent either to the Applicant or Candidate's personal email address (if provided), or sent both certified and regular US mail to their home address on file with Human Resources. Read receipts for all email communication shall be requested and maintained.

II. Enclosures

Refer to Appendix.

III. Procedures

A. Verify Vacancies and Funding (if applicable)

- 1. The Department Head/Designee shall request (via email) verification from the Chief of Human Resources regarding the availability of the positions. The

written request shall include the SEAM Article, job title, number of positions requested, justification and tentative date to start process.

2. The Chief of Human Resources/Designee shall initiate a Budget Funding Report listing the available positions in the form of an Excel spreadsheet. The Chief of Human Resources/Designee shall email the report and attach the Department Head/Designee's request to the Chief Financial Officer/Designee for completion.
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 Seniority Plus Bid Transfer to the Undersheriff/Designee, 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. Completed Budget Funding Report attached (if applicable);
4. Approval signature from other applicable Department Head(s)/Designee(s);
5. Approval signature from applicable Deputy Undersheriff/Bureau Chief;
6. Anticipated posting date of the Seniority Plus Bid Transfer;
7. Department(s) in which the Seniority Plus Bid Transfer will be posted;
8. 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 Bureau of Human Resources, the Executive Director of Human Resources/Designee and Chief Financial Officer/Designee.

1. 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;
 - b. Minimum Qualifications;
 - c. *Minimum Passing Scores (if applicable);
 - d. Requirements;
 - e. Application Instructions; and
 - f. Selection Process.

*Note: The Department Head must determine which optional elements to include in the process (interviews, written exam, etc.) in advance of posting to ensure that all applicable minimum passing scores are included in the Bid Transfer Announcement.

- 2. The Department Head/Designee shall submit the Bid Transfer Announcement to the Undersheriff/Designee for approval prior to posting.
- 3. The Department Head/Designee shall assign a tracking number to the Bid Transfer Announcement and will ensure that the announcement is posted at each place where individual may submit a Bid pursuant to Article J, Section III.B.7 and on the website. The Department Head/Designee will also send a copy of the Bid Transfer Announcement to the Chief of Human Resources and the Compliance Officer.
- 4. Bid forms will be made available at the Bureau of Human Resources and/or each location where the employee may submit a Bid and on the Sheriff's website. The Department Head/Designee will ensure that Bid forms are available at each Department's Bureau of Human Resources. Completed Bid forms will either be accepted by the Department Head/Designee or Chief of Human Resources/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.

D. 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 and JDE numbers 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 withdraws from the process or 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.

E. Physical Ability Test PAT (Optional)

The Department Head/Designee may require all applicants to complete a Physical Ability Test (PAT) in order to be considered Qualified for any Seniority Plus Bid Transfer. The Department Head/Designee shall follow the procedures in Article H, Section III.H regarding the procedure for the Physical Ability Test (PAT).

F. 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. An 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 candidate will be considered “Qualified” for and 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.

G. Attendance

1. The Department Head/Designee will request attendance for those Applicants that are either pending or have not been disqualified based on the disciplinary check with OPR. The Department Head/Designee will forward the Applicant List (minus the disqualified applicants pursuant to section F), in a Microsoft Excel spreadsheet, to the Chief of Human Resources/Designee along with a written request for copies of attendance records from the previous twenty-four (24) months and an Attendance Analysis Report, which includes the Seniority dates and any attendance violations pursuant to this Article J, Section III.G.3 for each Applicant listed on the Applicant List.

*Note: the percentage of unused Medical Time is not required for the Seniority Plus Bid procedure. The Attendance Analysis Report shall be based on the previous Pay Period end date from the date of the written request going backwards. A copy of the written request will be forwarded to the Compliance Officer. The Chief of Human Resources/Designee shall forward the attendance documentation to the requesting Department Head/Designee.

2. The Department Head/Designee shall analyze each Applicant’s attendance records from the previous twenty-four (24) months and Attendance Analysis Report received from the Chief of Human Resources/Designee.

3. The Applicant shall be considered “Not Qualified” if he/she has incurred two (2) or more of any of the following Unpaid Unauthorized Activities within the previous twenty-four (24) months:

- 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)

4. The Applicant shall be considered “Not Qualified” if he/she has incurred eight (8) or more instances of Tardiness/Docked Time (0) within the previous twenty-four (24) months, which are not associated with any Mitigating Circumstances.

5. The Department Head/Designee must obtain verification of attendance violations pursuant to this section from the Chief of Human Resources/Designee prior to sending a notice of disqualification to an Applicant.

6. The Department Head/Designee shall identify and note whether each Candidate has incurred Attendance Patterns within the previous twelve (12) months pursuant to the definition of Attendance Pattern in the Glossary of SEAM. This existence of Attendance Patterns will not automatically disqualify a Candidate; however the information will be available for questioning by the panel during the interview process (if applicable). Note: this provision is only applicable if interviews are included in the process.

6. The Department Head/Designee will ensure that this Article J section G pertaining to attendance is referenced as Minimum Qualifications in the Bid Transfer Announcement.

H. Screening of Candidates / Update of Applicant List

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 of the Notification 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 candidate 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.

I. 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 adhere to the following procedures. Such inclusion must be indicated in the Bid Transfer 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 candidate 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.

J. Scheduling (Optional)

1. Interviews and written exams 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 or a written exam, 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 as set forth in this Article J and the Bid Transfer Announcement shall be notified to report for a written exam and an oral interview.
2. 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.

Applicants 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 Applicant 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.

K. Written Exam Part 1 & 2 (Optional)

If interviews are included in the process, then Written Exam Part 2 (Operations) is required. Written Exam Part 1 (Writing Sample) is optional. The minimum passing scores for the written exam, parts 1 and 2 as applicable must be included in the Seniority Plus Bid Transfer bid announcement.

- 1. 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.
- 2. Part 1: (If applicable) 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: (If applicable) All candidates will sit for a written exam and be given at least five (5) 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.
 - b. 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.
 - c. 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 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.

L. Oral Interview Panels (if applicable)

All Seniority Plus 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.

M. Oral Interview Questions (if applicable)

If interviews are conducted, the minimum passing score for the oral interview questions must be included in the Seniority Plus Bid Transfer Bid Announcement.

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.

- b. 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.

- c. The highest possible score from each panel member is 100.

- d. The final Candidate Interview Evaluation Form shall be forwarded to the Compliance Officer for review and final approval.

N. 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.

O. Update of Applicant List

- 1. Upon conclusion of all written exams and interviews as applicable, the Department Head/Designee will total the scores on the Candidate Interview Evaluation Forms, Operations test and writing sample for each Candidate. If a Candidate receives below the minimum passing score

indicated in the Bid Transfer Announcement for any of the applicable scored elements, 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.

P. 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 approved 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 Seniority Plus 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 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 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 Seniority Plus 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 optional for all units applicable to this Article J. If a financial background check is conducted, the following procedure shall be followed:

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 Seniority Plus Bid Transfer. If after the second round interview, the panel determines that the Candidate is not well suited for the Seniority Plus 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.

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 J, Section III.P.2-7.
9. The Department Head/Designee shall create an Awarded Bid List of Selected Candidates and forward to the Undersheriff/Designee and a copy to the Compliance Officer. In the event, the Undersheriff/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.
10. When the Department Head makes the final determination, under the authority of the Undersheriff/Designee, 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 Chief of Human Resources with a copy to the Compliance Officer.

Q. Appointment

1. The 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 Compliance Officer indicating the name(s) and JDE number(s) of the Selected Candidate(s), applicable SEAM Article, the Transfer's effective date and the date, time and location to report no later than seven (7) calendar days prior to the transfer effective date. 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. 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 Chief of Human Resources/Designee and the Compliance Officer.
3. 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.
4. The Department Head/Designee shall not disclose the final Seniority Plus Bid Transfer List to any person(s) other than the person(s) required pursuant to this article.

R. Notification to Disqualified Candidates

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

S. Notification to Qualified, Not Selected Candidates

For all Candidates that are deemed Qualified, however not selected due to their rank on the Seniority Plus 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 (by Seniority) on the final Seniority Plus Bid Transfer list and the total number of ranked Qualified Candidates. The Department Head/Designee must ensure that the procedures are referenced in the notification

T. 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 Seniority Plus Bid Transfer List of Qualified Candidates ranked by Seniority, as amended, for subsequent Seniority Plus Bid Transfer processes, for a period of up to one (1) year from the transfer effective date from 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 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 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.

U. 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.

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