

## Promotions and Transfers

### 1004.1 PURPOSE AND SCOPE

- (a) The Clay County Sheriff's Office provides members an opportunity to indicate their interest in open positions and advance within the agency according to their knowledge, skills, abilities, and experience. In general, notices of all regular, full-time job openings are posted, although the agency reserves its discretionary right to not post a particular opening.
- (b) ***Note: This policy does not apply in the case of an administrative transfer. The policy and procedures for all positions may be waived for temporary assignments, critical positions, emergency situations, or for training.***
- (c) Any eligible member of the Clay County Sheriff's Office may request a transfer to another position/division. Employment decisions regarding transfers for all positions will be made without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

### 1004.2 JOB POSTING

- (a) Job posting is a way to inform members of openings and to identify qualified and interested applicants who might not otherwise be known to the Sheriff. Other recruiting sources may also be used to fill open positions in the best interest of the Clay County Sheriff's Office.
- (b) Job openings will be posted on the member bulletin board(s) and in the email system, and normally remain open for 10 days. Each job posting notice will include the dates of the posting period, job title, division, location, pay range, job summary, essential duties, and qualifications (required knowledge, skills, abilities, and experience). (34.1.1)
- (c) A non-exclusive listing of some of the conditions used in evaluating members for promotion and transfer are:
  - 1. Presents a professional and neat appearance.
  - 2. Maintains a physical condition that aids in his/her performance.
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making
  - 4. Personal integrity and ethical conduct
  - 5. Leadership Initiative
  - 6. Ability to confront and deal with issues both positive and negative
  - 7. Ability to conform to organizational goals and objectives

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- (e) Transfers within a pay grade are considered lateral transfers and are not considered promotions.
- (f) Generally, vacant positions will be posted outside of the Human Resources Office.
- (g) The Human Resources Manager or their designee will coordinate all aspects of the job posting process. (34.1.1)

#### **1004.2.1 ELIGIBILITY**

- (a) To be eligible to apply for a posted job, members must have performed competently in their current position. Members who have received a 2nd Reminder, Decision Day or a Letter of Reprimand within the previous 365 days, disciplinary probation, or suspension are not eligible to apply. Eligible members can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.
- (b) Job postings will include a detailed list of the desired qualifications of position applicants.

#### **1004.3 APPLICATION AND EVALUATION (34.1.1)**

- (a) To apply for an open position, members should submit a letter of interest to the Human Resources Manager listing job-related skills and accomplishments. It should also describe how their current experience with the Clay County Sheriff's Office and prior work experience and education qualifies them for the position.
- (b) For certain positions eligible applicants will be required to perform a physical fitness assessment. Applicants who have successfully passed the assessment may be placed on an eligibility list for future openings dependent on the needs of the organization.
- (c) Once an opening is identified, applicants from the eligibility list will again be evaluated in several areas including, but not limited to, work performance, education, training, disciplinary actions, and length of service.
- (d) An interview will be conducted by three Clay County Sheriff's Office members who will be selected based on the rank of the position being filled. The following will make up the composition for each interview (34.1.1):
  - 1. Division Commander, Direct Supervisor, and Human Resources
    - i. Deputy Sheriff
    - ii. Detention Officer
    - iii. Other Civilian Staffing
  - 2. Bureau Commander, Division Commander, and Human Resources
    - i. Sergeant
    - ii. Corporal
  - 3. Sheriff, Undersheriff, Bureau Commander, and Human Resources
    - i. Captain
    - ii. Lieutenant

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- (e) If the above personnel are not available, the Sheriff will appoint their designee.

#### **1004.4 ASSIGNMENT**

- (a) After all evaluations are complete, the Human Resource Manager or their designee will forward the results to the Undersheriff along with any recommendations. The Undersheriff will notify the Bureau Commander of the results and the recommendations for the appointment. The Sheriff is the final authority in all job offers and has complete discretion in all employment decisions. (34.1.1)
- (b) Each job posting will state a minimum time in position, generally two (2) years, a member must work before they will be eligible for future job postings, with the exception for a promotion to corporal or higher.

#### **1004.5 NEWLY PROMOTED EMPLOYEE TRAINING (33.8.2)**

- (a) Training for newly promoted members will be provided that corresponds with assigned duties and responsibilities. The training is preferred to be provided prior to promotion but shall be completed within one (1) year following promotion. In-service or outside agency training may be utilized to obtain or enhanced the required skills, knowledge, and abilities for the new position.