

RULE 14

PROMOTIONS AND ELIGIBILITY LISTS

14.01 ELIGIBILITY FOR PROMOTIONS :

To be eligible for promotion, a deputy / detention officer as applicable, must meet the following prerequisites:

(a) For Detention Sergeant (Non-Certified Peace Officer Personnel):

1. Must be licensed by the Texas Commission on Law Enforcement Officer Standards and Education as a County Jailer.
2. Must hold an intermediate county jailer certification, or higher certification
3. Completion of required correspondence and/or supervisory courses as announced in accordance with Rule 14.02
4. Must have a minimum of thirty-six (36) months continuous, full-time employment with the Harris County Sheriff's Department as a detention officer prior to the first day of the month in which the promotional eligibility list becomes effective.
5. Must be presently serving in a rank below that of Detention Sergeant.
6. Must have an average or above average personnel evaluation for each of the last two reporting periods previous to the promotional examination.
7. Must be available for shift work.

(b) For Detention Lieutenant (Non-Certified Peace Officer Personnel):

1. Must be licensed by the Texas Commission on Law Enforcement Officer Standards and Education as a County Jailer.
2. Must hold an intermediate county jailer certification, or higher certification
3. Must have a minimum of thirty (30) months continuous, full-time employment with the Harris County Sheriff's Department as a licensed Jailer prior to the first day of the month in which the promotional eligibility list becomes effective.
4. Must currently be serving as a permanent employee in the rank of Detention Sergeant for a period of not less than twenty-four (24) months prior to the first day of the month in which the promotional eligibility list becomes effective.
5. Must have an average or above average personnel evaluation for each of the last two reporting periods previous to the promotional examination.
6. Must be available for shift work.

(c) For Sergeant (Sworn Peace Officer):

1. Must be licensed by the Texas Commission on Law Enforcement Officer Standards and Education as a peace officer.
2. Must have a minimum of twenty-four (24) months continuous, full-time employment with the Harris County Sheriff's Department as a peace officer prior to the first day of the month in which the promotional eligibility list becomes effective.
3. Must be presently serving in a rank below that of Sergeant.
4. Must have an average or above average personnel evaluation for each of the last two reporting periods previous to the promotional examination.
5. Must be available for shift work.

(d) For Lieutenant:

1. Must be licensed by the Texas Commission on Law Enforcement Officer Standards and Education as a peace officer.
2. Must hold an Intermediate or higher certification.
3. Must have a minimum of thirty (30) months continuous, full-time employment with the Harris County Sheriff's Department as a peace officer prior to the first day of the month in which the promotional eligibility list becomes effective.
4. Must currently be serving as a permanent employee in the rank of Sergeant for a period of not less than twenty-four (24) months prior to the first day of the month in which the promotional eligibility list becomes effective;
5. Must have an average or above average personnel evaluation for each of the last two reporting periods previous to the promotional examination.
6. Must be available for shift work.

(e) For Captain:

1. Must be licensed by the Texas Commission on Law Enforcement Officer Standards and Education as a peace officer.
2. Must hold an Advanced or higher certification.
3. Must have a minimum of forty-two (42) months continuous, full-time employment with the Harris County Sheriff's Department as a peace officer prior to the first day of the month in which the promotional eligibility list becomes effective.
4. Must currently be serving as a permanent employee in the rank of Lieutenant for a period of not less than thirty-six (36) months prior to the first day of the month in which the promotional eligibility list becomes effective.
5. Must have an average or above average personnel evaluation for each of the last two reporting periods previous to the promotional examination.

6. Must be available for shift work.

14.02 **PROCEDURES FOR SELECTION** :

(a) The Harris County Sheriff's Department Civil Service Commission shall distribute a list of promotional study material by the first working day of May to be used for the written examinations to be administered in September of every other calendar year beginning in 1995. The Civil Service Commission will maintain all promotional materials and access will be limited to the Director or his/her designee.

(b) Each eligible Deputy or Detention Officer desiring to take a promotional test shall submit a "Letter of Intent" to the Commission no later than May 31 of the calendar year in which the test is being administered¹.

(c) The Harris County Sheriff's Department Civil Service Commission will conduct a promotional selection process at any other time as may be deemed necessary by the Civil Service Commission for the purpose of maintaining an eligibility list of candidates qualified for promotion.

(d) Notification as to location, date and time for the promotional selection process to be administered will be posted in accordance with Rule 3.06(b).

14.03 **PROMOTIONAL SELECTION PROCESS** :

(a) Written Examination:

1. A written examination will be administered which may include, but not be limited to, questions pertaining to law enforcement practices and procedures; criminal and applicable civil law; supervisory principles and Departmental policies and procedures.

2. The written examination shall be administered by the Harris County Civil Service Commission at the location, date and time designated in the official Civil Service announcement.

3. The written examination requires a minimum score of 70 based upon a total score of 100 points in order for the candidate to be eligible to proceed to the oral interview or assessment phase of the promotional selection process.

(b) Oral Interview and Assessment Center:

1. To determine eligibility for the candidate to proceed to the oral interview phase for the ranks of Detention Sergeant, Detention Lieutenant, Sergeant and Lieutenant, Civil Service will combine the written examination score, years of service credit, and TCLEOSE licensure points, to determine each candidate's preliminary score.

[1] In the rank of Captain, all candidates will be required to participate in the assessment center process.

[2] In the rank of Lieutenant, a minimum of six (6) candidates with the highest preliminary scores will be initially interviewed.

[3] In the rank of Sergeant, a minimum of fifteen (15) candidates with the highest preliminary scores will be initially interviewed.

[4] In the rank of Detention Sergeant, a minimum of fifteen (15) candidates with the highest preliminary scores will be initially interviewed.

¹ An interim "Detention Sergeant" promotional examination will be administered in mid February 2009 with the oral interview portion of the selection process to be conducted in late March 2009. The effective date of the "Detention Sergeant" interim promotional list is March 2009.

[5] In the rank of Detention Lieutenant, a minimum of six (6) candidates with the highest preliminary scores will be initially interviewed.

2. The oral interview or assessment center will commence at the location, date and time designated in the official Civil Service announcement to those candidates who successfully passed the written examination.

3. A Board of Examiners and alternates or panel of assessors shall be appointed by the Sheriff with the concurrence of the Director of the Civil Service Commission.

4. The Board of Examiners shall assess each candidate appearing before them a numerical rating based upon his/her problem solving ability, communication skills and presentation. The panel of assessors shall examine each candidate based upon selected critical work factors or dimensions.

5. Civil Service will monitor and electronically record each individual interview or assessment.

6. Upon completion of each review board, Civil Service will add each candidate's oral interview score to his/her preliminary score to give each candidate his/her cumulative score. Not applicable for the rank of Captain.

7. Civil Service will then determine if any other candidate could possibly attain an equal or higher total cumulative score, through the oral interview, than any candidate in the initial interview. If this is possible any such candidate will be interviewed and given his/her total cumulative score. Not applicable for the rank of Captain

8. The eligibility lists for the ranks of Detention Sergeant, Detention Lieutenant, Sergeant and Lieutenant will be formed based on the total cumulative scores of those candidates interviewed. The eligibility list for the rank of Captain will be formed by the overall assessment center score.

9. The scores of the candidates not interviewed will be retained for use should the eligibility list for that rank fall below four (4) candidates. Not applicable for the rank of Captain.

(c) Service Credit Computation:

1. The Sheriff or his staff will make available to the Director of the Civil Service Commission each candidate's date of hire.

2. Candidates will receive one (1) point per year of creditable service or prior creditable service with the department not to exceed fifteen (15) years of service. Not applicable for the rank of Captain.

(d) T.C.L.E.O.S.E. Licensure Credit:

1. The Civil Service Director will verify with TCLEOSE the current license status of each candidate.

2. Licensure requirements must be met prior to the first day of the month in which the promotional eligibility list becomes effective. Candidates shall provide the Director of Civil Service proof of required licensure prior to the posting of the promotional eligibility list.

14.04 COMPUTATION OF PROMOTIONAL SELECTION SCORING :

The Director of the Civil Service Commission will determine an eligibility score for promotion for the ranks of Detention Sergeant, Detention Lieutenant, Sergeant and Lieutenant using the following criteria:

	Possible Points
(a) Written exam score: 70-100 points	100
(b) Oral interview:	20
(c) Service credit: 1 point per year up to maximum of 15 years	15
(d) TCLEOSE licensure: 5 points per level for the following peace officer licensures: Intermediate, Advanced, Master Peace Officer	15
(d) TCLEOSE licensure (Detention Sergeant and Detention Lieutenant Only): 5 points per level for the following county jailer licensures: Advanced, Master	10

14.05 **ELIGIBILITY LIST** :

(a) Candidates for the ranks of Detention Sergeant, Detention Lieutenant, Sergeant and Lieutenant will be ranked on an eligibility list, in descending order based upon the total cumulative score. Ties on the list for candidates of all ranks will be decided by the candidate with the most creditable months of service with the Sheriff's Department.

(b) Eligibility lists shall be posted on the first working day of January, effective January 1st of that year or on such other date that supplemental eligibility lists are prepared. All such eligibility lists shall specify the dates upon which the lists go into effect and the expiration date.

(c) If an eligibility list for Detention Sergeant, Detention Lieutenant, Sergeant or Lieutenant falls below four (4) candidates before the scheduled expiration date, the Civil Service Commission shall call for the oral interview a minimum of the next five (5) candidates who have the highest preliminary score. Upon completion of this review board Civil Service will add each candidate's oral interview score to his/her preliminary score to give each candidate his/her total cumulative score.

(d) Civil Service will then determine if any other Detention Sergeant, Detention Lieutenant, Sergeant or Lieutenant candidate could possibly attain an equal or higher total cumulative score, through the oral interview, than any other candidate in this interview. If this is possible any such candidate(s) will be interviewed. Civil Service will then add his/her interview score to their preliminary score to give each candidate his/her total cumulative score.

(e) The new eligibility lists for Detention Sergeant, Detention Lieutenant, Sergeant and Lieutenant will be formed based on the total scores of the candidates interviewed. The scores of the candidates not interviewed will be kept for use should the new eligibility list for that rank fall below four (4) candidates.

(f) Reasons for Removal from Eligibility List shall be:

1. Promotion
2. Declining promotion
3. Resignation or termination from Department
4. Voluntary request of employee
5. Expiration of the list.

(g) Any employee on Leave of Absence will maintain his position on the eligibility list, but will not be eligible for promotion until he returns to active duty.

14.06 **PROMOTION** :

(a) The Sheriff shall select from the appropriate promotional list a candidate from the top three ranked employees on the list.

(b) Any candidate passed over two successive times on the current eligibility list shall have the right to appeal to the Civil Service Commission.

(c) If the passed-over candidate is successful, the candidate shall automatically receive the next promotion when a vacancy to that rank may occur.

(d) If the passed-over candidate is unsuccessful, the candidate shall be removed from the appropriate eligibility list.

Amended 4/04, Amended 7/05, Amended 5/07, Amended 9/08, Amended 02/10,
Amended 4/13