

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.16
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; October 13, 2014; April 11, 2016; August 15, 2016; October 10, 2016; April 20, 2020; March 30, 2023
CHAPTER: Human Resources		Related Policy: G.O. 6.01 (Equal Employment Opportunity/Affirmative Action), G.O. 6.02 (Recruitment and Selection), LCPOA Contract Section 13.6), G.O. 6.23 Non-Reps Premium Pay
SUBJECT: Internal Promotions to Sergeant		Related Laws: Title VII of the Civil Rights Act of 1964

POLICY: The Lane County Sheriff's Office will promote only the highest-qualified applicants to the rank of Sergeant.

RULE: The Sheriff will make the final decision on selection of an applicant for promotion to Sergeant.

PROCEDURE:

I. Promotion to Sergeant

- A. The Division Commander or designee will make a request to Human Resources to post internally for an open position.
- B. Human Resources will work with the Division Commander or designee to develop a job posting based the sergeant job classification specifications. Prequalifying questions and supplemental questions will be reviewed and updated as needed.
- C. Human Resources will notify LCSO employees of the recruitment via email.
- D. Once the posting has closed, Human Resources will screen for minimum qualifications.
- E. Subject matter experts will be assigned to score the supplemental questions. The hiring supervisor may also be involved in the scoring; however, if they score the supplemental questions, they will not participate in the oral interviews.
- F. Human Resources will schedule the written exam and interviews with the candidates.
- G. Once the written exam and interviews are completed, Human Resources provides Command Staff with the ranking of eligible applicants based on score.

- H. The Lieutenant or Captain will notify those candidates not selected to continue in the process.
- I. Those candidates chosen to continue in the process will go through the LCSO Performance Review process. This process will consist of reviewing performance evaluations from the last two years. The candidates' peers and current and recent supervisors will also be contacted to provide recommendations regarding the candidates' suitability for promotion.
- J. After the performance review process, Human Resources will provide Command Staff the eligibility list for their review and recommendation of who should be promoted, who will stay on the eligibility list, and who is not eligible to promote to Sergeant at the current time.
- K. The Lieutenant will notify the candidates of their status.
- L. The Sheriff will notify LCSO staff via email of the results of the promotion process.
- M. Human Resources will confirm start date and create the New Hire/Promotion Memo for Fiscal.
- N. The agency shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.
- O. To comply with the Prison Rape Elimination Act (PREA) of 2003, the Lane County Sheriff's Office will not hire or promote anyone who:
 - 1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
 - 2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - 3. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a) (2) of this section.

II. Promotional Pay Step Level

- A. Pay rate determination for newly promoted Sergeants shall occur according to the Lane County Merit System Schedule up through the top step of the Sergeant Classification pay range.

- B. Employees promoted from Deputy Sheriff to Sergeant shall be placed on the new salary grade at the closest step which results in at least a five percent (5%) increase over the employee's actual pay rate at time of promotion, and shall receive at least the first step of the higher salary grade.
1. The newly promoted Sergeant's pay rate will be determined by using the "actual" hourly pay rate for the employee instead of the "base" hourly pay rate. The Sheriff's Office will interpret the actual hourly pay rate by including:
 - a. The employee's current base pay rate;
 - b. Current specialty "premium" pay benefit(s), to include bilingual, longevity and detective pay;
 - c. Their applicable DPSST 3.0% Intermediate Certification pay;
 - d. Their applicable DPSST 3.0% Advanced Certification pay.
 2. The following pay benefits will not be included in determining the newly promoted Sergeant's pay rate:
 - a. Any upcoming merit/step increases;
 - b. Any additional premium pay benefits, such as FTO, Bomb Tech, IDLRT, Flight, SORT, or On-Call pay;
 - c. Any upcoming certification pay increases;
 - d. Any upcoming cost of living wage increase or de minimus pay designated in a current labor agreement;
 - e. Previous overtime pay;
 - f. "working out of class" step;
 - g. Prior clothing allowances;
 - h. Canine maintenance benefits.
- C. When reviewing promotional applications for Sergeant, the Sheriff's Office reserves the flexibility of placing experienced, qualified applicants at higher steps of the pay scale, contingent upon the applicant's level of related experience and education.

III. Required Certification

- A. Newly promoted Sergeants must be in possession of an Oregon DPSST Basic Certification at the time of appointment.
- B. Current or ability to obtain Firearms Certification is also required.