

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE August 5, 2024	EFFECTIVE DATE August 5, 2024	NO. 037-24
SUBJECT: GENERAL ORDER Promotional Process		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 15.1, NYSSA Jail 12, 31, 32			RESCINDS 037-18

Purpose: To describe the promotional process for sworn members of the Monroe County Sheriff's Office (MCSO).

Policy: It is the policy of the MCSO that all members be afforded an equal opportunity for advancement. The following system has been established to maximize the opportunity for all members to advance their careers. Those positions which are not subject to the competitive testing process will be filled by qualified personnel consistent with the needs of their respective bureaus.

I. Authority

The promotional process will be administered through the Staff Services Bureau by the Commander of Staff Services. The Commander will have the authority to manage and direct the promotional process in accordance with New York State (NYS) Civil Service Law and Rules. The Commander will also work in unison with the Sheriff's Administration when interacting with the Monroe County Civil Service Commission. In addition, the Commander has primary responsibility for certain key activities such as oral boards, probationary periods, and input into the development of measurement instruments that are used in determining the skills, knowledge, and abilities of employees. The authority to appoint, modify, or revise the system will rest with the Sheriff in conjunction with the applicable sections of NYS Civil Service Law and Rules.

II. General Process

Consistent with the NYS Civil Service Law, the following procedures may be applicable for selected positions in the promotional process.

- A. The selection of the contracted assessment center consultant will be the responsibility of the Monroe County Civil Service Commission in conjunction with the Commander.
- B. Contract preparation for the selected consultant will be originated by the Monroe County Civil Service Commission.
- C. Examination postings will be the responsibility of the Monroe County Civil Service Commission.
- D. A study guide for preparation may be available through NYS Civil Service.
- E. Candidate eligibility verification will be the responsibility of the Monroe County Civil Service Commission.

- F. The written examination will be created by the NYS Civil Service Commission.
- G. Assessment center exercise formulation will be developed by the contracted assessment consultant in conjunction with the Commander.
- H. Assessment center testing will be the responsibility of the Monroe County Civil Service Commission, and the contracted assessment consultant with assistance from the Commander.
- I. An examination review and appeal by the member may be implemented through the Monroe County Civil Service Commission and the NYS Civil Service Commission.
- J. Performance evaluation calculations may be used for evaluating the promotional potential of candidates consistent with existing agency policies and applicable provisions of Civil Service directives, forwarded by the Sheriff's Office to the Monroe County Civil Service Commission.
- K. The listing of candidates on a certified Civil Service Competitive List will be the responsibility of the Monroe County Civil Service Commission.

III. Specific Process

- A. Each promotional announcement specifies certain minimum qualifications which must be met in order for a member to be considered for a particular position. Specific qualifications vary from position to position. Monroe County Civil Service Commission will ensure that members meet the minimum requirements before they are eligible to participate in the promotional process.
- B. All elements used to evaluate candidates for promotion are job related and nondiscriminatory. Accordingly, the NYS Civil Service Commission will be responsible for ensuring that examinations measure components that are shown by job analysis to be significant or necessary to perform within a position. In the event that a locally developed examination is used, the Office of the Sheriff will seek the advice and counsel of a competent personnel specialist to validate the promotional testing process.
- C. Promotional announcements will be posted prominently and in a timely fashion consistent with provisions of the NYS Civil Service Law and Commission Rules. Announcements will include a concise description of the vacancy, including salary, minimum qualifications, description of duties, application deadline dates, scope of exam, and a description of the assessment center, (if applicable), and the numerical weight assigned to each process.
- D. Eligibility lists will be established consistent with NYS Civil Service regulations. Ranking, selection, and duration of lists will be governed by applicable Civil Service rules.
- E. Candidates selected for promotion will be required to serve a probationary period based upon applicable agency directives. Employees placed on probation will be closely observed and frequently evaluated. Unsatisfactory performance will be identified as it becomes evident (during probation) and corrected through counseling, training, or other suitable actions.
- F. Upon successful completion of the employee's probation period, the probation period will count towards the employee's permanent status time.

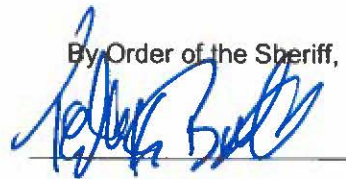
IV. Supervisor Counseling

- A. Direct supervisors should go over the following areas prior to a member taking a promotional exam:
1. The promotional process in this general order.
 2. Recommended study habits.
 3. Applying for any Veteran Service Credits available to Honorably Discharged Veterans.
 4. Any areas of improvement a supervisor deems appropriate for a member to become a stronger candidate.
 5. Strategies to successfully navigate the assessment center, if applicable.
- B. Once a certified Civil Service Competitive List has been established, the member's supervisor should have an informal discussion with the member taking into account; the member's ranking on a certified Civil Service Competitive List. The supervisor should discuss the following areas to include, but not limited to:
1. The banding process of test scores (i.e., 100%, 95%, 90%, etc.).
 2. The member's ability to decline using their Veterans Service Credit by submitting a **Veterans Credit Disposition Form** available at Monroe County Civil Service Commission.
 3. NYS Civil Service Law, Rule of Three (Monroe County link page 9).
<https://www2.monroecounty.gov/files/hr/Civil%20Service%20Reference%20Guide.pdf>
 4. Any areas where a supervisor determines the member may need to improve upon to be promoted.

V. Promotional Candidates

- A. Candidates, who desire an increased role within the MCSO from one rank classification to another should **thoroughly read the exam announcement**, be prepared to answer written test questions in categories identified in the exam announcement, and pass an assessment center, if applicable.
- B. Once an eligible list is established, candidates may request to be considered temporarily unavailable, temporarily decline consideration, or permanently remove their name from the eligible list by filling out Form **MB-169 Withdrawal of Promotional Consideration**, and forward the form to the Commander of Staff Services.

By Order of the Sheriff,



Todd K. Baxter

* Indicates changes from the previous General Order.