

	GENERAL ORDER Effective: 02-28-2022	# 04-01
	Section: Personnel	Replaces or Modifies: GO #04-01
	Title: Hiring, Promotion, and Other Placements Issued by: Chief Deputy Mattie Provost	

Civil Service Statement:

Per Civil Service Rules the Fort Bend County Sheriff’s Office (FBCSO) has authority to implement policy/procedures through the General Order process concerning the application and selection process for hiring (Civil Service Rule 1.05) and civil service classified promotions other than Corporal, Sergeant, Lieutenant, & Captain (Civil Service Rule 2.01 [B]). The Civil Service Rules do not apply to persons who do not meet the definition of a classified employee under Civil Service Rules and/or State Law (as such the FBCSO maintains full policy/procedure and related authority over these employees/positions).

I. Purpose:

Establish procedures for hiring, promotion, and other placements throughout the FBCSO consistent with Civil Service Rules.

II. Policy Statement:

It is the policy of the FBCSO to base hiring upon the standards found in Rule 1.03 [Personnel Selection] of the Civil Service Rules. It is also the policy of the FBCSO to base promotions upon demonstrated merit consistent with the concepts found in the Civil Service Rules.

III. Administration:

The Chief Deputy is charged with oversight and administration of all aspects of this General Order. He/she may delegate specific responsibilities as needed to efficiently implement this General Order. No action under this General Order may commence or continue without authority of the Chief Deputy.

Only the Sheriff or Chief Deputy may hire, promote, or place an employee under this General Order.

Nothing in this General Order is to be construed or implemented in a manner that conflicts with the Budget of the Sheriff’s Office as duly approved through the processes implemented by the Commissioner’s Court of Fort Bend County. All traffic stops are to be documented in this manner. Field contacts are documented in this manner and/or in an Incident/Offense report submitted into the Records Management System.

IV. Definitions:

Unless defined differently within this General Order the definitions of terms found in the Civil Service Rules shall apply to this General Order. The term Rule in this General Order refers to the Civil Service Rules.

The term County Policy in this General Order refers to those policies found in the Fort Bend County Employee Information Manual, unless stated otherwise.

V. Details and Procedures:

Section One – Hiring and Initial Placements:

- A. This Section may be applied to filling vacancies in the following positions
 - 1. All positions that do not require TCOLE licensing or certification
 - 2. TCO Trainee, TCO I, TCO II, TCO III, Communications Shift Coordinator, and Communications Development Coordinator
 - 3. Civilian Detention Officer Trainee, Civilian Detention Officer, and Civilian Detention Officer II
 - 4. Deputy Sheriff (term includes Detention Deputy)
- B. Upon order of the Chief Deputy, a vacancy will be posted consistent with the posting policies found in County Policy 402. The posting will contain the minimum requirements for the position.
- C. A person meeting the minimum requirements must submit a completed initial application to the Human Resources Section of the FBCSO (FBCSO HR) prior to 10:00AM on the next business day following the final day of the posting period.
- D. All initial applications submitted within the timeframe above will be reviewed and if the applicant meets minimum requirements will be moved to the next step in the process. In addition to not meeting minimum posted requirements an application may be rejected due to any reason listed in the Rejection Criteria (as approved by the Chief Deputy).
- E. After review / approval of an initial application the applicant will proceed to any applicable testing. Testing standards will be those determined for the vacant position as approved by the Chief Deputy after consultation with Fort Bend County Human Resources. An applicant who passes the test standard(s) or applicant for a position without a test standard will move to the next step in the process. An applicant not passing the applicable test standard(s) will be rejected.
- F. Applicants forwarded from V preceding, will next be required to fill out a Personal History Statement (PHS) [also referred to as the long application]. This will be obtained from the FBCSO HR. Applicants in a particular process will be given instructions on due dates for the PHS, along with any deadline for picking up a PHS. When a PHS is issued it will be given a due date for return – the due date will be between 7 and 14 working days so long as the time allowed is the same for all applicants in a particular process. If a PHS is not returned in the timeframe allotted the applicant may be rejected.
- G. FBCSO HR will present all the PHS's received in the timeframe allotted to the Captain over the Academy, who will have the PHS's reviewed and determine if they meet any of the Rejection Criteria. The Captain has discretion to allow an applicant to make a correction to his/her PHS if the Captain determines any discrepancy found is not the result of intentional misrepresentation or overall incompetence. The Captain over the Academy will forward applications to the Chief Deputy noting results of his/her review. The Chief Deputy will determine whether an applicant is rejected or proceeds in the process.

- H. Applications and PHS's not rejected in Section One IV – VII will then be processed under this subsection.
1. A Review Board will be selected by the Chief Deputy. It will consist of a total of 5 members. A Lieutenant or higher ranking officer will be named to chair the Board. The Board will all be of equal or higher rank to the position being reviewed. No member of the Board may be a relative of any applicant being reviewed (see Civil Service Rule 2.01 (L) for definition of relative). FBCSO HR will provide support to the Board Chairperson.
 2. The same Review Board may be used on more than one hiring / placement process at the discretion of the Chief Deputy.
 3. The Review Board will meet and review the applications and PHS's. Based upon this review, the Board will compile a list of all applicants they determine suitable to continue in the process – ranking them in order of preference. This action will require a majority vote of the Board. If the Board by majority vote recommends that an applicant be rejected, this will be communicated to the Chief Deputy along with reason for rejection. The Chief Deputy may accept the recommendation and in this case the applicant will be rejected. If the Chief Deputy does not accept the recommendation for rejection, the applicant will be placed on the suitable list in lowest order of preference (in cases where more than one applicant fits this situation order of preference between these applicants will be determined by the Chief Deputy). The number of applicants being reviewed will be determined on a case by case basis by the Chief Deputy.
 - a. The order of preference will then be adjusted by the following:
 - 1.) The applicant with the highest preference will be assigned the number 50, as the list goes to the lowest preference this base number of 50 will be reduced by 1 for each candidate (ex 50, 49, 48, 47, etc...)
 - 2.) If an applicant meets following criteria, the associated number will be added to the preference number
 - (a). Currently employed by the FBCSO – 1 per year full time paid service based on seniority definition in the Rules to a maximum of 5.
 - (b.) The highest one of the following [only one allowed]:
 - (1.) TCOLE Intermediate Certification - 2
 - (2.) TCOLE Advanced Certification – 4
 - (3.) TCOLE Master Certification – 5
 - (4.) Associates Degree – 2
 - (5.) Bachelors Degree – 4
 - (6.) Masters Degree – 6
 - (7.) Doctorate Degree – 8
 - (c.) Military Service [Reserve or Active Duty] (currently serving or Honorably Discharged) – 4
 - (d.) If the position requires licensing from TCOLE as a Peace Officer – 1 per year full time licensed peace officer experience to a maximum of 5 points. Applicants whose job description does not require a TCOLE Peace Officer License do not qualify for these points.
 4. Based on the order of preference in preceding element (from highest final number to lowest number), the Chief Deputy will determine the number of positions that will move forward in the process and order applicable background investigations.
 5. If the Chief Deputy orders that a review board conduct an oral interview of applicants in a particular hiring process –
 - a. The process for formulating questions and scoring will follow that found in Section Two

(III)(B)(2) of this General Order.

- b. The number of applicants before any review board will be determined by the Chief Deputy.
 - c. An applicant scoring below 70 on the oral interview may be rejected by the Chief Deputy.
 - d. The review board will rank the candidates based upon the scoring assigning a number as in Section One (VIII)(C)(1)(a) above and the process will follow from there as described under Section One (VIII).
- I. The results of the background investigation (including any polygraph exam) will be presented to the Chief Deputy for final approval. Applicants not rejected will move forward in the process.
 - J. The Chief Deputy will consult with the Bureau Commanders on those applicants who have passed all of the processes in Section One preceding. The Chief Deputy may also seek input from Division Commanders as applicable. The Chief Deputy will then authorize a conditional job offer to the applicant(s) chosen to fill the vacancy(ies). Once the process reaches this point, provisions of County Policy 402.08 (Job Offers) apply.
 - K. Rejections and exclusion periods resulting from a rejection will be those found in the Civil Service Rules or the Rejection Criteria. If an exclusion period is not defined for a rejection, then the period is one year from the date of application. In addition any person who is rejected twice (in consecutive attempts) in the Review Board Process (VIII preceding) will not be allowed to participate in the process for one year. The Chief Deputy may issue a waiver or modify a Rejection Criteria issue on a case by case basis.
 - L. The provisions of Civil Service Rules 1.04 through 1.12 will apply to the process in Section One unless there is conflict. In cases where the applicant is currently employed by FBCSO some of these processes will not be applicable. In cases of conflict or questions of applicability the Chief Deputy will determine the course of action to follow based upon the best interests of the FBCSO.
 - M. If the Chief Deputy determines it is in the best interest of the FBCSO, vacancies in positions described in Section One (I)(A)(B)(C)(D) above may be filled without a Review Board Process (VIII preceding) or a modified review board process. In these cases the Chief Deputy will determine a process on a case by case basis consistent with the concepts found in Civil Service Rule 1.03.
 - N. If the Chief Deputy determines it is in the best interests of the FBCSO, an eligibility list may be created from a process. If a list is created, the duration and other criteria of the list will be stated on its face.

Section Two – Promotions:

- A. This Section applies to the positions described in Civil Service Rule 2.01 (B). These include but are not limited to Investigator [includes any assignment in this rank such as CID, Narcotics, Warrants, ID, etc...].
- B. The Chief Deputy will order a promotional posting be done by FBCSO HR. The posting will include the minimum qualifications of the position (as detailed in the Job Description). All requirements must have been met at least five (5) working days prior to the posting date.
 - 1. In addition to the minimum qualifications applicants for promotion under this Section must have completed at least twenty-four (24) months of cumulative service within the past thirty (30) months as an employee of the FBCSO.
 - 2. A person who is not an employee of the FBCSO may be eligible to participate in the promotional

process if they have completed at least twenty-four (24) months of cumulative service within the past thirty (30) months in a position equivalent to the requirement in II.A preceding within a Law Enforcement Agency similar in scope to the FBCSO. Outside employee eligibility will be determined on a posting by posting basis as determined by the Chief Deputy. Equivalency and similarity in scope will be determined on a case by case basis by the Chief Deputy. If a person who is not a current FBCSO employee is placed into the promotional spot under this Section applicable actions concerning new hires must be met prior to actual employment (including but not limited to minimum standards for hiring).

3. Applicants for promotion must not be on any form of probation, unless the Chief Deputy issues a waiver determined on a case by case basis.
4. The process and timelines for making application for promotion will be detailed in the posting.
5. Challenges to eligibility will be addressed to the Chief Deputy, who will make final determination on action.
6. Only applicants meeting the initial minimum requirements may move on to the Competitive Process.

C. Competitive Process

1. Written Testing

- a. After consultation with Fort Bend County Human Resources the Chief Deputy will determine if a written test will be included in a particular promotional process. If testing is to be done the candidates will be given at least 14 calendar days preparation time prior to the test being conducted.
- b. If a written test is to be conducted, the Chief Deputy will assign responsibility for creation and review of the test for his/her approval. This test may be created by FBCSO personnel or may be from an outside vendor.
- c. Written examinations will consist of questions formulated to test the applicant in overall and job specific knowledge. Depending on the position involved, questions may include, but are not limited to: Criminal Law, Traffic Law, Law Enforcement Practices and Procedures, Civil Law as Applicable, Texas Jail Standards, Departmental Policies and Procedures, Supervisory and Managerial Philosophies and Current Events. A list of any relevant study materials and sources will be published by the FBCSO HR. Test construction shall be not less than fifty (50) questions, nor more than two hundred (200) questions.
- d. The Captain over the Academy, assisted by FBSCO HR will administer the written test and present results to the Chief Deputy.
- e. A candidate may file an appeal regarding any question on the test. To do so, he or she must first answer the question. Upon completion of the test the candidate must submit his or her appeal in writing to the Chief Deputy by the first working day after the test is administered. The Chief Deputy will review the issue and make a determination. Should a change be approved, it will be made for all those testing.