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## Promotions

### 311.1 PURPOSE AND SCOPE

To set forth the guidelines for promotion and comply with federal law. This policy applies to all employees.

### 311.2 AUTHORITY AND REFERENCES

- Executive Team;
- Riverside County Ordinance 440;
- Employee MOU;
- PREA.

### 311.3 POLICY

All employees are afforded an equal opportunity to apply for promotion to any position for which the employee meets the minimum qualifications. When applying for promotion, promotional candidates shall complete all documentation deemed necessary by this and related policies, applicable MOU and/or state and federal law.

### 311.4 PROCEDURE

- (a) All applicants are evaluated objectively and all promotions shall be made solely with regard to overall qualifications for the position, or as outlined in the current Memorandum of Understanding.
- (b) As required by the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), all promotional candidates will be required to complete the attached PREA Promotional Questionnaire regarding any previous sexual misconduct described in Juvenile Facility Standard 115.317 section (a) at the completion of the promotional interview or as otherwise designated.
- (c) Internal promotional recruitments for Senior Probation Corrections Officer, Senior Probation Officer, Supervising Probation Officer, Assistant Probation Division Director, Probation Division Director, and Chief Deputy Probation Officer:
  1. Minimum requirements: Minimum requirements are listed in the class specifications for these positions.
  2. Schedule for recruitments: Recruitments will be conducted on an as-needed basis as determined by Probation Administration.
  3. General Procedure:
    - (a) The Department Human Resources Coordinator or designee will request a recruitment announcement from the County Human Resources.
    - (b) During the specified recruitment period, any employee may apply for the position(s) by having a current resume on file in the County's resume

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system. Resumes can be submitted to County Human Resources via e-mail or through their online resume building system. To be considered current, a resume must be active and have submitted within the last 12 months. Employee's current, valid California driver's license and the number of college units completed should be noted on the resume.

- (c) A performance evaluation, prepared and submitted by the employee's supervisor within the last 12 months, must be on file. If an applicant has transferred to a new unit within the preceding thirty (30) days the evaluation will be prepared by his/her former supervisor. If an applicant has transferred to a new unit within the preceding six (6) months, the evaluation will be prepared jointly by the current and former supervisor.
  - (d) Applicants will be evaluated based on the knowledge, skills, and abilities required for the job for which they are applying. The evaluation may consist of one or more of the following: panel interview; writing exercise; evaluation of education, experience, and/or work performance; other valid assessment techniques; or as outlined in current MOU.
  - (e) Candidates will be notified of their results by mail. In addition, a list of those eligible for promotion will be established.
  - (f) General feedback on performance will be provided by the chairperson of the promotional interview panel or as designated by the Chief Probation Officer.
  - (g) When a promotional opportunity occurs, the director of the affected division will recommend candidates for promotion, and the Chief Probation Officer shall make the final selection, or as outlined in the current MOU. The Chief Probation Officer or designee will make an offer of promotion.
  - (h) The offer of promotion may be contingent upon a background investigation, physical exam, and/or psychological exam.
  - (i) The Department Human Resources Coordinator or designee will prepare and send a letter of appointment from the Chief Probation Officer and will notify staff of the appointment by memorandum.
- (d) Recruitment for Deputy Probation Officer I/II Probation Corrections Officer I/II.
    - 1. Refer to Recruitment and Hiring Policy, in this manual. A departmental promotional recruitment is not conducted for these classes.
  - (e) Other Job Classifications
    - 1. Promotional opportunities occurring in other job classifications described above will be processed through County Human Resources in accordance with the procedures outlined in Recruitment and Hiring Policy, in this manual.

### 311.5 INSTRUCTION AND COMMENT

- (a) An individual who anticipates being absent from work for any reason and who might wish to be considered for any promotional opportunity which might occur during said

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absence is responsible for informing the immediate supervisor as to how and where contact can be made.

- (b) An individual applying for promotion is responsible for meeting all deadlines and other requirements set forth in these promotional procedures. Additional information including documentation of valid California driver's license, course work completed, and proof of citizenship is required at time of application.
- (c) The Deputy Probation Officer, Senior Probation Officer and Supervising Probation Officer are covered by the current Memorandum of Understanding.
- (d) An employee may accept a voluntary reclassification to a position of lesser pay per hour, such as when moving from the Probation Corrections Officer series to the entry level of the Deputy Probation Officer series. Prior to accepting such a demotion, the employee will sign a letter requesting voluntary reclassification and declaring his or her awareness of the nature and effect of the transaction
- (e) The effective date of all promotions shall coincide with the first day of a pay period.
- (f) The Chief Probation Officer reserves the prerogative to depart from these procedures when he/she deems it to be in the best interest of the department, unless outlined in current MOU.

Date(s) revised:

05/22/2013

08/30/2010

01/02/2002

Created: 07/01/1986

Attachments:

[1. PREA Promotion Questions](#)

# PREA PROMOTION QUESTIONS

The Prison Rape Elimination Act (PREA) of 2003 requires the Riverside County Probation Department to directly ask all applicants and employees who may have contact with detained youths the following questions in written applications or interviews for hiring or promotions.

1. Have you ever engaged in sexual abuse<sup>1</sup> in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

Yes \_\_\_\_\_ (initials)

No \_\_\_\_\_ (initials)

2. Have you been convicted of engaging or attempting to engage in sexual activity outside of work and which was facilitated by force, overt, or implied threats of force, or coercion, or if victim did not consent or was unable to consent or refuse?

Yes \_\_\_\_\_ (initials)

No \_\_\_\_\_ (initials)

3. Have you been civilly<sup>2</sup> or administratively<sup>3</sup> adjudicated to have engaged in or attempting to engage in sexual activity in the community facilitated by force, overt, or implied threats of force, or coercion, or if victim did not consent or was unable to consent or refuse?

Yes \_\_\_\_\_ (initials)

No \_\_\_\_\_ (initials)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

<sup>1</sup> "Sexual abuse" for these purposes is defined as "Contact between the penis and the vulva or the penis and the anus, including penetration, however slight; Contact between the mouth and the penis, vulva, or anus; Contact between the mouth and any body part with the intent to abuse, arouse, or gratify sexual desire; Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, unrelated to official duties or with the intent to abuse, arouse, or gratify sexual desire; Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or with the intent to abuse, arouse, or gratify sexual desire; Any attempt, threat, or request to engage in the activities described above; Any display of genitalia, buttocks, or breast in the presence of youth; and Voyeurism."

<sup>2</sup> As used here, "civilly adjudicated" means a verdict or judgment rendered in a civil law suit.

<sup>3</sup> As used here, "administratively adjudicated" means a decision or award in an administrative hearing such as a civil service hearing, arbitration, etc.