

## 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

- Riverside County Ordinance 440;
- Applicable MOUs;
- Prison Rape Elimination Act (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. RCP defers to the applicable employee MOU and Riverside County Ordinance 440 for specific guidelines regarding promotions.

### 311.4 INSTRUCTION AND COMMENT

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

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.

An employee may accept a voluntary reclassification to a position of a lesser hourly rate, 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

The effective date of all promotions shall coincide with the first day of a pay period.

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.

The length of probationary periods can be located in the appropriate MOU.

Date last reviewed: 05/09/2022

# Riverside County Probation Department

Policy Manual

## *Promotions*

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Date(s) revised: 05/09/2022; 05/22/2013; 08/30/2021; and 01/02/2002.

Created: 07/01/1986

Attachment(s):

1. [PREA Promotion Questions](#)
2. [Senior Probation Correction Officer Promotability Form](#)
3. [Senior Probation Officer Promotability Form](#)
4. [Supervising Probation Officer Promotability Form](#)