

## Armed Staff Selection

### 636.1 PURPOSE AND SCOPE

To set forth guidelines and procedures for the timely and efficient selection and replacement of armed staff. This policy applies to all sworn staff.

### 636.2 AUTHORITY AND REFERENCES

- Executive Team;
- 830.5 PC.

### 636.3 POLICY

Sworn staff selected for assignment in an armed position requires authorization by the Chief Probation Officer (pursuant to PC 830.5). Sworn staff must meet and maintain all qualifications set by the Chief Probation Officer.

### 636.4 PROCEDURE

- (a) Recruitment
  1. The Department personnel office will advise staff by written announcement of recruitment for armed positions. Recruitments will occur on an as-needed basis.
  2. Staff must have a minimum of two years employment as a Deputy Probation Officer in Riverside County prior to requesting a transfer to an armed position.
  3. Staff desiring consideration must submit their request in writing, outlining their prior training, experience and reasons for desiring an armed position.
- (b) Psychological Evaluation
  1. Selected applicants shall pass a psychological examination, coordinated by the Department Personnel Office.
- (c) Training
  1. Selected applicants will complete required firearms qualification and STC training as outlined in the Armed Probation Officer Training and Qualification Policy.
- (d) Selection
  1. A Selection Committee comprised of at least two Field Managers and a Supervisor of an armed unit shall review the written applications and interview applicants.
  2. Selection criteria shall include the interview, contents of the written application, years of service, field supervision or previous armed experience, training, past evaluations, and any other relevant factors which may assist in the selection process.

# Riverside County Probation Department

## Policy Manual

### *Armed Staff Selection*

---

3. Following the interview phase, selected applicants will complete a psychological evaluation and required training and qualification.
  4. The selection committee will establish a list of applicants for consideration to an armed assignment. Those not selected for consideration may reapply after a period of one year.
  5. When a vacancy occurs in an armed assignment, the Chief Probation Officer or designee will select staff to fill the position.
- (e) Acceptance
1. Selected applicants agree to accept any armed position which is offered in a pre-specified geographical area for a period of two years.

#### Dates Revised:

12/17/2010

04/24/2008

07/12/2006

09/11/1996

03/27/1995

05/14/1994

Created: 06/07/1993