

# Special Assignments and Promotions

## 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the St. Mary's County Sheriff's Office.

### 1002.1.1 DEFINITIONS

Definitions related to this policy include:

**Specialized assignments** - Part-time or intermittent functions (collateral duties) performed in addition to regular duties and that require specialized experience, training, or certification prior to assuming the duties associated with the assignment.

## 1002.2 POLICY

The St. Mary's County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Promotions are made by the Sheriff. Re-assignments within a Division are made by the respective Division Commander. Re-assignments between Divisions are made by the Assistant Sheriff.

Following any order of reassignment of agency personnel, the supervision of the affected employee(s) in transition will initiate and complete a Blue Team Transfer Checklist report in accordance with SMCSO Policy 1014: Request for Change of Assignment.

For Review of the related policy, see the St. Mary's County Sheriff's Office LE Policy Manual: [1014.5 Reassignment of Agency Personnel.pdf](#)

## 1002.3 SPECIAL ASSIGNMENT POSITIONS

### 1002.3.1 LAW ENFORCEMENT

The following positions are considered special assignments and not promotions:

- (a) CINT member
- (b) Criminal Investigations Division - Support Team
- (c) Crime Lab - Support Team
- (d) Vice/Narcotics - Support Team
- (e) Motorcycle deputy
- (f) Bicycle Patrol deputy
- (g) K-9 Support Team
- (h) Accident Reconstructionist
- (i) Drug Abuse Resistance Education (D.A.R.E.) deputy
- (j) Honor/Color Guard
- (k) Polygraph Examiners

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- (l) Firearms Instructor - Support
- (m) Drug Recognition Expert (DRE)
- (n) Emergency Services Team (EST)
- (o) Intoximeter Operator

For procedures related to Special Assignment Positions, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Instructor Qualifications](#)

### 1002.3.2 CORRECTIONS

The following positions are considered special assignments and not promotions:

- (a) Contract Correctional Officers, i.e., Transport, Training and Scheduling, Planner Scheduler, Systems Administrator, and Standards and Accreditation.
- (b) Emergency Response Team (ERT).
- (c) Maryland Commission on Correctional Standards (MCCS) Collateral Duty Officer.
- (d) Administrative Corrections Lieutenant.
- (e) Administrative Corrections Sergeant.
- (f) Community Corrections Correctional Officer, i.e., Pre-Trial Supervision, Work Incentive, and Day Reporting (Home Detention).
- (g) Transport Corrections Sergeant.
- (h) Transport Correctional Officers.
- (i) Firearms Certified Instructor Correctional Officers.
- (j) Firearms Certified Correctional Officers.
- (k) Honor/Color Guard

### 1002.3.3 ANNOUNCEMENTS

The St. Mary's County Sheriff's Office will announce anticipated openings for specialized assignments agency-wide, with the exception of undercover or similar assignments which may pose a security risk. The announcement will describe the skills, knowledge, abilities, education, and experience required. Descriptions of the duties for the specialized assignments are contained within each standardized operating procedure for the individual assignment or division.

### 1002.3.4 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Relevant experience
- (b) Probationary status
- (c) Possession of or ability to obtain any certification required by the Maryland Police Training and Standards Commission (MPTSC) or law. School Resource Officers are required to be specially trained as required by Md. Code ED § 7-1508.

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- (d) Exceptional skills, experience, or abilities related to the special assignment

### 1002.3.5 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expresses an interest in the assignment.
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making
  - 4. Personal integrity and ethical conduct
  - 5. Leadership skills
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to office goals and objectives in a positive manner
- (e) Has received a "Meets Standards" or above in all the rating factors of their previous annual performance evaluation, or their two most recent quarterly performance evaluations for probationary employees.

### 1002.3.6 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Sheriff and/or Assistant Sheriff, which may include an interview panel.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, for training, and at the discretion of the Sheriff.

For procedures related to Selection Process, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Specialized Assignment Selection Process](#)

### 1002.3.7 REVIEW

The Sheriff or designee will conduct an annual review/evaluation of each specialized assignment. The purpose of the annual review is to determine whether the specialized assignment should continue.

The review will contain:

- (a) A listing of the agency's specialized assignments
- (b) A statement of purpose of each assignment
- (c) An evaluation of the initial problem or condition that required the implementation of the specialized assignment. The review will be based on the input received from affected

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Division Commanders, who will submit a SMCSO Form #153 for each specialized assignment under their command, directly to the Assistant Sheriff no later than October 1st each year.

#### **1002.3.8 REMOVAL FROM SPECIALIZED ASSIGNMENT**

Specialized assignments are a management prerogative; personnel can be removed from those assignments at any time with the authorization of the Sheriff or Assistant Sheriff. Officers shall maintain all duties, responsibilities, and any related certifications/licenses pertaining to the specialized assignment until request for removal is submitted through Blue Team and is approved.

#### **1002.4 PROMOTIONAL AUTHORITY**

- (a) Promotions are made by the Sheriff
- (b) The Sheriff will promote qualified, eligible Deputy Sheriffs, Correctional Officers, and Station Clerks for job vacancies without regard to race, creed, color, religion, gender, national origin, ancestry, marital status, number or type of dependents, age, sexual orientation, or disability.

#### **1002.5 APPOINTED POSITIONS**

The rank of Major (Assistant Sheriff) is appointed by the Sheriff and serves at the Sheriff's pleasure. This appointment is temporary in nature and a Deputy Sheriff in the position may be removed with or without cause by the Sheriff. Selections to fill this position will be made from the sworn ranks of Captain and Lieutenant within the St. Mary's County Sheriff's Office.

The rank of Corrections Major (Warden) is appointed by the Sheriff and serves at his/her pleasure. This appointment is temporary in nature and the incumbent in the position may be removed with or without cause by the Sheriff. Selections to fill this position will be made from the sworn ranks of Captain, Corrections Captain, or a Civilian appointment.

The highest permanent rank within the agency is Captain. Those persons who are appointed to a position above the rank of Captain are entitled to retain their tenure in the last permanent rank held. They may return to the last permanent rank in the event of removal from an appointed rank, provided they are not the subject of a disciplinary action or were not terminated from the agency for cause.

#### **1002.6 PROMOTIONAL REQUIREMENTS**

Requirements and information regarding any promotional process are available at the Personnel Department.

Promotional opportunities are based on approved positions and funding.

The St. Mary's County Sheriff's Office will ensure that promotional decisions are in accordance with the principles of equal employment opportunity, by imposing only valid requirements for promotional opportunities.

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The St. Mary's County Sheriff's Office establishes high standards for promotional eligibility to ensure law enforcement and correctional services are delivered in the most efficient and effective manner possible.

For procedures related to Promotional Requirements, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Promotions](#)

For forms related to the promotional process, see: [SMCSO Form 57 - Request to Participate in Promotional Process.pdf](#)

#### 1002.6.1 TRAINING

- (a) Upon promotion to the rank of Sergeant, the deputy sheriff will successfully complete an MPTSC-approved first-line supervisor school within one year of the promotion.
- (b) Upon promotion to the rank of Lieutenant, the deputy sheriff will successfully complete an MPTSC-approved first-line administrator program within one year of the promotion.
- (c) Upon promotion of a professional staff employee to a supervisory position, the SMCSO will provide commensurate training with his/her new duties within the first year of the promotion.

## **Attachments**

## **1014.5 Reassignment of Agency Personnel.pdf**

#### **1014.5 REASSIGNMENT OF AGENCY PERSONNEL**

Following any order of reassignment of agency personnel, the supervision of the affected employee(s) in transition will initiate and complete a Blue Team Transfer Checklist report. The Transfer Checklist is an essential component for all personnel transfers. Its completion, overseen by the current supervisor of the transitioning employee, requires preceding the transfer of all agency personnel. Upon completion of the Transfer Checklist, it will be forwarded via Blue Team to the employee's new first-line supervisor for review. The new first-line supervisory official will review the Transfer Checklist contents. Following their review, the new first-line supervisory supervisor will forward the Transfer Checklist via Blue Team to their respective squad/unit Lieutenant. The squad/unit Lieutenant is responsible for ensuring the Transfer Checklist is completed in its entirety and that both the current and new supervisors have completed a debriefing with one another. Following the Lieutenant's review, the Transfer Checklist will be forwarded to OPR.



## **SMCSO Form 57 - Request to Participate in Promotional Process.pdf**



Steven A. Hall  
SHERIFF

## Office of the Sheriff St. Mary's County

**Headquarters**  
23150 Leonard Hall Drive  
Leonardtown, MD 20650  
301-475-4200 Ext. 1900  
301-475-4047 Fax

**Detention Center**  
41880 Baldrige Street  
Leonardtown, MD 20650  
301-475-4200 Ext. 3200  
301-475-4095 Fax



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TO: \_\_\_\_\_  
[Date]  
St. Mary's County Sheriff's Office Human Resources Manager

SUBJECT. Candidate - \_\_\_\_\_  
[Full Name/ID]

Request to Participate in the \_\_\_\_\_ Promotional Process  
[YEAR]

I am eligible for, and requesting to participate in the \_\_\_\_\_  
Promotional Process for the rank of \_\_\_\_\_ [YEAR]

**NOTICE:** *Per Procedure 1011.2, Criteria for Promotions, it is the responsibility of the candidate to submit a written request (SMCSO Form #57) prior to the start of the next promotional cycle, directly to the human resources manager, to be received no later than 4:00 p.m. on the second Tuesday of December preceding the promotional testing year.*

*The SMCSO Form #57 will verify employee's eligibility to participate in the promotional process. Candidates must ensure a copy of his/her military DD214 (if applicable), record of service in the Reserves or National Guard - NGB Form #22 (if applicable), and a sealed copy of his/her college transcripts (if applicable) are submitted. Resumes must be submitted to the candidate's Division Commander for approval before being submitted to the Human Resources Manager no later than the second Tuesday of January of the promotional testing year.*

All the information below will be verified by the Human Resources Manager and any intentionally false information provided could lead to ineligibility for the promotion process.

### **Educational Component**

Check the appropriate line(s):

- ☐ **No.** I have no formal post high school education.
- ☐ **Yes.** I have formal post high school education as indicated below:
- ☐ 30 - 59 collegiate credit hours
- ☐ Associates of Art Degree
- ☐ Bachelors Degree
- ☐ Masters Degree

## Military Component

Check the appropriate line(s):

- ☐ **No.** I have not served in the military.
- ☐ **Yes.** I have the following military service as indicated below:
- ☐ Active Military - total years of service \_\_\_\_\_
- ☐ Active Military Reserves - total years of service \_\_\_\_\_

I understand I may only receive a total of four (4) points (combined) for the "Education/Military" component of the promotional examination, and that these are an accurate representation of this component of the examination.

My eligibility date is: \_\_\_\_\_

Month Day Year

Reviewed by Human Resources Manager:\_\_\_\_\_ Date: \_\_\_\_\_

Approved by Administrative Captain: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee	Date
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