

**Oakland County Sheriff's Office**  
**GENERAL ORDERS # 2.6**



<b>SUBJECT:</b> Promotion of Sworn Personnel		<b>NUMBER:</b> 2.6
<b>EFFECTIVE DATE:</b> 06/08/2023 <b>REVIEW DATE:</b> Annually	<b>MACP Standard Impact:</b> 2.3.1	
<b>REPLACES AND RESCINDS:</b> N/A	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 2

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

The purpose of this order is to notify sworn personnel of the eligibility requirements and establish procedures used for promotional exams.

**II. POLICY**

It is the policy of the Sheriff's Office to have an equitable selection system that has a primary objective of selecting qualified personnel for advancement, informing employees how selections are determined and ensuring testing procedures are job-related and non-discriminatory. The Sheriff will approve each promotional process before it is announced and is the sole promoting authority. The Oakland County Human Resources Department, in conjunction with the Sheriff's Office Administration, is responsible for administering each promotional exam involving a competitive oral and/or written exam.

**III. DEFINITION**

A. Promotion: A permanent advancement of personnel to a higher rank. Promotions to Deputy II and Sergeant shall require a testing process. Promotional processes are subject to applicable collective bargaining agreements.

**IV. PROCEDURES**

A. Promotion

1. Eligibility requirements for promotion are established by applicable collective bargaining agreements. The promotional process for Deputy II will consist of a competitive written exam and/or a structured oral board exam. The promotional process for Sergeant shall consist of a competitive written exam and a structured oral board exam. The promotion process for Lieutenant and above ranks are at the sole discretion of the Sheriff and agreed-upon requirements in the collective bargaining agreement. (**MACP Standard 2.3.1 a**)

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2. Positions available for promotion are governed by the needs of the agency. Qualifications for each classification shall be listed in a job description and posted prior to the promotional process.
3. The selection process will be defined and posted prior to any promotional exam.
  - a. For the classification of Deputy II, the process will include a written test and/or a structured oral board exam. For the classification of Sergeant, the process shall include a written test and a structured oral board exam. The scoring and weighting of these tests shall be as outlined in Oakland County Merit Rules along with any applicable collective bargaining agreements. **(MACP Standard 2.3.1 b,c,d)**
4. Establishment of Promotional List: Upon completion of each promotional process, a list of eligible candidates will be established. This list will be valid for six months following the completion of the testing process. The Sheriff will have the discretion to extend the list beyond six months as stated in the applicable collective bargaining agreements. **(MACP Standard 2.3.1 f,g)**
5. An employee who wishes to review their test results may do so within thirty calendar days following the mailing of examination results to the candidate by following the procedure outlined in Oakland County **Merit Rule #5.5. (MACP Standard 2.3.1 e)**
6. Administration of Testing Process: The written test for promotion shall be administered by Oakland County Human Resources. Oral board exams for Deputy II and Sergeant shall be conducted by a panel consisting of one representative from Human Resources and two Sheriff's Office Command Officers assigned by the Sheriff or the Sheriff's designee. **(MACP Standard 2.3.1 h)**
7. Administration of Promotional Process: The Sheriff, in conjunction with the Oakland County Human Resources Department, shall administer and oversee the totality of the testing process. The Sheriff will have the sole promoting authority. **(MACP Standard 2.3.1 h)**
8. Probationary Period: All newly promoted sworn personnel shall complete a one-year probationary period. Upon successful completion of the probationary period the employee will have Merit System status in that classification. **(MACP Standard 2.3.1 i)**



**ISSUED BY:** Sheriff Michael J. Bouchard