
Special Assignments and Promotions

1304.1 PURPOSE AND SCOPE

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

1304.2 POLICY

The Montgomery County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills, training and qualifications. Assignments and promotions are made by the Sheriff.

1304.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Training Officer/Instructor
- (b) Range Master
- (c) Field Training Officer
- (d) Special task forces assignments organized by other law enforcement entities such as the FBI, SBI or US Marshals.

1304.3.1 GENERAL REQUIREMENTS

The following requirements should be considered but are not limited to when selecting a candidate for a special assignment:

- (a) One year of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the commission or law
- (d) Exceptional skills, experience or abilities related to the special assignment

1304.3.2 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) Expressed an interest in the assignment
- (d) Demonstrates the following traits:
 - 1. Emotional stability and maturity

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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
9. Possess effective reading and writing skills.

1304.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Sheriff.

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.

1304.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are posted via email and may be posted at other locations within the Office.