
Promotional Policy

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Yolo County Probation Department.

704.1.1 GENERAL REQUIREMENTS

Employees will be evaluated for promotions based on factors which include, but are not limited to, the following:

- a. Present a professional appearance.
- b. Demonstrate the following traits:
 1. Emotional stability and maturity.
 2. Honesty.
 3. Sound judgment and decision-making.
 4. Personal integrity and ethical conduct.
 5. Leadership.
 6. Initiative.
 7. Adaptability and flexibility.
 8. Ability to conform to organizational goals and objectives in a positive manner.
 9. Special skills and abilities.
 10. Overall performance with the Department.
 11. Overall experience.
 12. Overall communication skills.

Promotions are made considering all of the above, including all applicable MOU provisions. Upon the selection for promotion, the employee will be contacted to verify acceptance of the position. All candidates will be contacted and advised of the decision. Whenever possible, this contact will be made via telephone or in person prior to the formal announcement of the promotion.