



Yuma County Sheriff's Office

Subject: Testing and Promotions	POLICY NO: 209.1 -209.5
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EFFECTIVE DATE: April 29, 2021 REVISION DATE: April 29, 2021	
SPECIAL INSTRUCTIONS: None	

209.1 **PURPOSE:**

The purpose of this policy is to establish guidelines for entry level and promotional testing in the Yuma County Sheriff's Office ("Office") in order to establish eligibility lists for all vacancies and promotions.

209.2 **POLICY:**

This policy defines the application, examination and scoring process, and further defines the duties and responsibilities of employees who administer the examinations. This policy also defines the standards of the Office and explains the documentation required during the hiring process.

209.3 **DEFINITIONS:**

A. Arizona POST: Arizona Peace Officer Standards and Training Board.

B. POPAT: Peace Officer Physical Aptitude Test

209.4 **PROCEDURES:**

A. Job Announcements:

1. Entry Level Positions: Announcements of entry level positions are made by the Yuma County Human Resources Department pursuant to a request from this Office. Thereafter, the Yuma County Human Resources Department advertises the positions for hire.

2. Intra-department Promotions: Announcements of vacancies for intra-department promotions are made by the Human Resources Department. Eligibility standards from promotions are established by the Sheriff.

a. Minimum qualifications for intra-department promotions:

1) Successful completion of original probation in the job classification; except for Detention Officers & Emergency Communications Dispatchers being promoted in a different classification series

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- 2) An employee is not eligible for promotion during original or extended probation; except for Detention Officers & Emergency Communications Dispatchers being promoted in a different classification series
- 3) An employee cannot be under any disciplinary reckoning period for an Administrative Investigation ("AI") at the time the employee applies for promotion.
- 4) An employee shall meet minimum qualifications as stated on the current job announcement.

B. Applications:

Yuma County application forms are required from all applicants for entry level positions and intra-department promotions. All timely applications will be submitted online to the Yuma County Human Resources Department. Yuma County Human Resources will then forward applications to the Yuma County Sheriff's Office Human Resources for review and screening

C. Disqualification of Applicants:

The Sheriff or his designee may remove from consideration any application for reasons including, but not limited to the applicant's failure to meet minimum qualifications for the position, incomplete applications, mis-statements of material facts or deception or fraud regarding the application information.

D. Testing:

After review and screening of applications for all positions, the Office will conduct competitive testing. Testing is subject to change as necessary.

E. Written Examinations:

1. All applicants for entry level positions **must** successfully complete a general knowledge aptitude written examination. The examination is a pass/fail examination. A passing grade for the written examination is 70%.
2. Applicants for promotions **may** be required to successfully complete a written examination, and to appear before a Promotion Review Board. Written examinations will be administered by the Office. A passing grade for the written examination is 80%.

F. Physical Fitness Evaluation:

All candidates for entry level positions as certified peace officers, reserve officers and detention officers are required to complete the POPAT or Modified POPAT.

G. POPAT:

1. The POPAT examination for the position of Deputy includes:
 - a. 99-yard obstacle course;
 - b. chain link fence climb;
 - c. body drag;
 - d. solid fence climb and
 - e. 500-yard run.

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2. Applicants for Deputy **must score** a combined total of **384 points** to pass the POPAT course pursuant to Arizona POST standards.
3. The Modified POPAT examination for the position of Detention Officer includes:
 - a. 99-yard obstacle course;
 - b. body drag; and
 - c. 500-yard run.
4. Applicants for Detention Officer **must score** a combined total of **150 points** to pass the Modified POPAT course.

G. Oral Board Interview

Entry level applicants who pass the written examination and who complete the POPAT or Modified POPAT will be required to submit to an Office Oral Board Interview. The Oral Board will consist of at least two (2) Command level employees.

H. Promotion Interview Boards:

Applicants who are eligible for intra-department promotions will appear before a Promotion Interview Board. Applicants for promotion may be required to submit to other tests and skill evaluations.

I. Preference Points:

Preference points authorized by A.R.S.38-492 will be added to any applicant's score after the final rating is determined, provided that a passing grade or rating is earned without the addition of such preference points. Such preference points shall not be added to promotional evaluation procedures. All Preference Points awarded **must be confirmed** by appropriate documentation.

J. Eligibility List:

After applicant testing, the Office Human Resources Department will prepare an Eligibility List which will be verified by the Office Human Resources Manager. If the eligibility list contains five (5) or less applicants, the Sheriff may request another testing process be completed.

209.5 AMENDMENT:

This policy is subject to amendment, revision and/or rescission as required.

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