

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-219

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REPLACES: 5/2/2016

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SUBJECT: EARLY PROMOTION

POLICY

San Joaquin County job specifications for the Juvenile Detention Officer classification allows credit for experience if employees meet established criteria.

PROCEDURE

A. General Requirements

1. If a part-time employee has worked 1,040 hours at Juvenile Detention as a Juvenile Detention Officer Assistant, he/she may receive credit for that time, providing performance as a part-time employee was deemed satisfactory.
2. Such an employee after being hired as a full time Juvenile Detention Officer Assistant would be eligible for early promotion after 1040 hours (six months) in their position as a full time Juvenile Detention Officer Assistant.

B. Process

1. The employee should advise his/her immediate supervisor (Juvenile Detention Unit Supervisor) that he/she is requesting an early promotion.
2. The JDUS will submit, in writing, to the Juvenile Detention Facility Supervisor, reasons supporting the early promotion in a Special Evaluation.
3. The request will be discussed at the next scheduled Juvenile Detention Division Management meeting.
4. If the request is approved, the Special Evaluation will be submitted, along with an application to the Office Secretary who will forward that request to Human Resources for approval.
5. Early promotions will not be retroactive.