



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Appointment to Vacant Positions		Article: 1301	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: September 2015	REVIEWED: July 2018	REVISED: September 2015	UPDATED: September 2015

POLICY

When vacant positions occur at the line level the Administrative Services Division Director shall convene an interview board for the purpose of selecting a candidate(s) to fill the vacancy(s). Once the interview board has interviewed and ranked the candidates, they will meet with the Chief Probation Officer, Deputy Chiefs and the Division Director in whose area the vacancy exists to discuss their ranking. The final decision will be made by the Chief Probation Officer.