

Special Regulation 7.03. Written promotional examinations for the Police or Fire **[Bureau]** *Department* shall be conducted by the Office of Personnel. Such promotional examinations must be given in a manner to code the identity of each employee taking such examination.

Special Regulation 7.04. The identification of the scores of all such written examinations shall be done in the presence of no less than three of the following: a member of the **[Bureau]** *department* for which the examination was given; the Director of Personnel, **[Director of Public Safety]** *Administrative Officer* and a member of the Personnel and Salary Advisory Board. In the event of the inability of any one of the three to be present, the County Administrative Officer shall appoint a person to act as substitute.

Special Regulation 7.05. Employees taking promotional fitness tests shall be required to attain at least such minimum score in the written examination, as shall be established by the Director of Personnel and the **[Director of Public Safety]** *department chief* before other credits will be considered. When the minimum score required in the written examination is not attained by an employee, he shall be considered to have failed in promotional fitness tests and any other component parts of the promotional fitness tests will not be rated. No employee shall be placed on the promotional list whose general average is less than 70 on a scale of 100. The general average rating shall determine the order of relative standing of the employee on the promotional list. Ties will be decided by seniority within the **[Bureau]** *department*, measured from the date of appointment, to the Police or Fire **[Bureau]** *Department*, and seniority ties will be decided by the employee whose surname comes first in the alphabet.

Special Regulation 7.06. When a vacancy is to be filled in the Police or Fire **[Bureau]** *Department*, the **[Director of Public Safety]** *department chief* shall request the Director of Personnel to certify the names of the persons eligible for promotion. The Director of Personnel shall certify the names of the three numerically highest employees on the promotional eligibility list for the rank in which the vacancy exists, provided, however, that in case more than one vacancy is to be filled, the number of names certified shall be two greater than the number of vacancies. The **[Director of Public Safety]** *department chief*, in his written request for certification, may specify qualifications of a special nature of candidates for appointment to the position; that is to say, qualifications relating to specialized training, experience, or knowledge involving factors of a special nature required in the position and not required of all positions in the class. Upon any such request for selective certification as outlined above, the Director of Personnel shall certify the names of the three numerically highest employees on the promotional list possessing such qualifications of a special nature as are required for the rank in which the vacancy exists; provided, however, that in case more than one such vacancy is to be filled, the number of names certified shall be two greater than the number of vacancies.

Special Regulation 7.08. Members of the Police and Fire **[Bureaus]** *Departments* certified as eligible for promotion under Special Regulation 7.06 must, prior to appointment, satisfactorily pass a physical examination to establish that he is physically qualified to perform the duties of the higher rank.

Special Regulation 8.02. All employees of the Fire and Police **[Bureaus]** *Departments* will earn sick leave at the rate of 15 days per year accruable according to the following schedule: