2-07/080.65 - Staffing Unit

This section has the following responsibilities:

Sworn Staffing Detail

- plan, schedule and monitor DST academy classes and all sworn new hires;
- process Sworn promotions;
- produce management biographies and demographic statistics for executives;
- maintain Patrol and Custody Assistants transfer seniority lists; and
- schedule and conduct all sworn deployment breakups.

Certification Detail

- receive and maintain Certification Lists for the Department;
- ensure eligible candidates on lists are referred to requesting Units;
- ensure Department compliance with Civil Service Rule 11, certification and appointment;
- maintain the Certification Desk Management System (CDMS);
- respond to CDMS users regarding CDMS database problems;
- respond to candidates on certification lists regarding their status on a list, or to update personal information; and
- respond to notices received from the Certification Unit.