

Personnel Selection

Non-Sworn (Civilian) Personnel

Index Code: 703.1

Effective Date: 07/01/13 (Revised 9/20/16)

I. Purpose

The purpose of this directive is to describe the process of selecting applicants for employment as non-sworn personnel for the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to select the most qualified applicants for non-sworn positions without regard to race, color, religion, political affiliation, marital status, sex, age, physical or mental disability, or any other basis prohibited by State or Federal law.

III. Administrative Responsibilities

A. Department of Human Resources

The overall authority and responsibility for the selection process will reside with the Sheriff. The Queen Anne's County Department of Human Resources will assist the Sheriff in the selection process by conducting the following:

1. Dispense and receive applications from the recruitment effort.
2. Maintain applications on file for review by the Sheriff or his designee.

B. Sheriff

The Sheriff, or Undersheriff when acting on behalf of the Sheriff, is the appointing authority for the Office of the Sheriff and has final authority to:

1. Select candidates who have been placed on candidate eligibility lists.
2. Determine whether candidates will be retained or dismissed during their probationary period (i.e., probationary assessment).

C. Commander of Administrative Services

The Commander of Administrative Services, through the Human Resources Manager, is responsible for administering the selection process, and will upon direction of the

Undersheriff has responsibility for:

1. Selecting members to participate in the interview process and scheduling oral interviews;
2. Initiating background investigations with assistance from the Criminal Investigations Unit when needed; and
3. Participating in the candidate selection review.
4. Maintain hired personnel applications on file for review by the Sheriff or his designee.
5. Notify applicants of testing dates and other critical information relating to applicant processing (if applicable).
6. Assist with developing and administering job related oral interviews.
7. Participate in the candidate selection review.

IV. Legal Requirements

A. Every component of the selection process, singularly and in combination, developed, implemented, and utilized will be based on valid measures of job performance.

B. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

C. All selection materials will be stored in a secure area when not being used.

D. When selection materials are disposed of, the manner of disposal will be performed in a way that prevents disclosure of the information contained therein.

V. Selection Procedures

A. Selection Elements

At the time of their formal application candidates

are informed in writing of all the elements of the selection process, as well as the expected duration of the selection process, and the policy on reapplication.

The selection process includes the following elements, unless stated otherwise in this directive.

1. Application

All potential candidates seeking employment as a non-sworn employee must complete the official Queen Anne's County Job Application and provide a copy to the Department of Human Resources. The application must be legible and completed in its entirety. Failure to do so may be cause for rejection.

2. Oral Interview

An oral interview board consisting of two members from the Office of the Sheriff will present structured questions to qualified candidates. Each candidate will be asked the same questions. At least one member of the interview board will be a representative of the Recruitment and Selection Committee. A representative from the Department of Human Resources may participate as an advisor, and answer any questions concerning employment as it pertains to the Queen Anne's County Government. At the conclusion of the oral interviews a determination will be made by the interview board as to who and how many candidates will participate in the background investigation phase of the selection process.

3. Background Investigation

A background investigation of each candidate is conducted prior to appointment to probationary status. The background investigation will include the verification of a candidate's qualifying credentials, as well as a review of a candidate's criminal and traffic record, if any, and an interview of at least three personal references of the candidate. The results of all background investigations will be maintained on file for at least three years. The results of background investigations for selected candidates will be maintained on file for at least three years after employment is terminated.

4. Polygraph Examination

Depending on the position applied for, non-sworn candidates for employment may be required to submit to a polygraph examination as part of the background investigation. Those candidates who are required to submit to a polygraph examination will be provided with a

list of areas from which questions will be drawn prior to a polygraph examination. Only qualified personnel trained in the administration of polygraph examinations and the evaluation of results will be utilized. The results of polygraph examinations or other instruments for the detection of deception will not be used as the single determinant of employment status. The results of all polygraph examinations will be maintained on file for at least three years. The results of polygraph examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

5. Review Board

A review board consisting of two members, chaired by the Commander of Administrative Services, will convene after completion of the background investigations to determine if the candidates participating in the process have met the minimum qualifications and is eligible to continue in the process. The review board will submit its recommendation(s), via an eligibility list, to the Undersheriff for his approval, who will then advise the Sheriff.

6. Medical Examination

A medical examination of each candidate is conducted as part of the selection process. This examination is conducted after a conditional offer of employment as required by the Americans with Disabilities Act, and prior to the final job offer and appointment to probationary status. The medical examination is based on valid, useful, nondiscriminatory procedures and only licensed physicians will be used to certify the general health of the candidate. The results of all medical examinations will be maintained on file for at least three years. The results of medical examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

7. Drug Testing

Candidates selected for employment are required to undergo controlled substance testing (drug testing) by qualified medical personnel after a conditional offer of employment has been extended. For additional information concerning controlled substance testing refer to § 27-70, Article VII, Queen Anne's County Code.

B. Probationary Period

All candidates for employment, except contractual employees, will serve a probationary period of one year from their date of hire.

Probationary periods may be extended with cause in six month increments. Probationary periods do not pertain to contractual employees who work under individual contracts of employment and may be dismissed under specific terms of the individual contract.

C. Rejection

In addition to not meeting any of the standards described above, candidates may be rejected if they do not meet minimum selection standards. Rejection may be based on any of the following:

1. A military bad conduct discharge or dishonorable discharge from any branch of the U. S. Military Service.
2. Documented evidence of three (3) or more instances of misconduct or disciplinary action in the military service (regardless of the type of discharge).
3. Discharge from employment on two (2) or more occasions during the past five (5) years, or documented evidence of disciplinary action or discharge on three (3) or more occasions.
4. Conviction of any felony.
5. Conviction of a misdemeanor.
6. Any driving record that has current multiple points against the candidate.
7. Participation as a plaintiff or defendant in three (3) or more civil court actions reflecting an inability to interact reasonably well with other people.
8. Patterns of violence toward other persons as evidenced in two (2) or more areas of the background investigation (e.g., military check, arrest(s), etc.).
9. Violations of the Queen Anne's County Drug Use Policy.
10. A high incidence of accidents due to negligence, as evidenced by two (2) or more accidents in which the candidate admitted to their negligence or which was established in a court of law, either civil or criminal.
11. Evidence of alcoholism or serious drinking, including but not limited to a conviction of intoxication, poor work history

related to alcoholism, or repeated intoxication or disorderly conduct.

12. Any felony committed as a juvenile, at the age of fourteen (14) or older, involving violence against another person.

13. Failure to provide evidence of enrollment in an accident and health insurance program that will cover any injuries that may be sustained while obtaining employment.

14. Untruthfulness and/or acts of deception.

D. Reapplication

No individual will be refused employment consideration on the basis of past performance in a prior selection process. All previous applicants will be allowed to reapply and be reevaluated.

E. Notification

Candidates not selected for appointment are informed in writing of such decision. Although a hiring decision is most often based upon a number of factors, the nature of the selection process enables a single procedure (e.g., background investigation, medical examination) to result in the elimination of a candidate from further consideration.

VI. CALEA References: 32.1.1, 32.2.1a, 32.2.1b & 32.2.1c.

VII. Proponent Unit: Administrative Services

VIII. Cancellation: Policy #703.1 dated 7/1/13

Sheriff Gary Hofmann