

# Recruitment

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## I. Purpose

The purpose of this directive is to establish a recruiting program to attract qualified applicants for the Office of the Sheriff. The recruiting effort is shared with the Queen Anne's County Department of Human Resources. The commander of Administrative Services is responsible for administrative control and implementation of the recruiting efforts, and for maintaining liaison with the Department of Human Resources.

## II. Policy

It is the policy of the Office of the Sheriff to assign recruitment activities to employees who are knowledgeable in personnel matters, and who actively seek out potential candidates for employment.

Of those individuals that have been identified as potential candidates for employment, it is the policy of the Office of the Sheriff to hire those individuals whose attributes and values are consistent with the Office, and that would best serve the Office and the citizens of Queen Anne's County 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. Equal Employment Opportunity

The Office of the Sheriff is an equal employment opportunity employer. Qualified persons with a disability, or persons who have a known association with a disabled person, will be given equal consideration with other applicants for positions in which their known physical and mental limitations can be reasonably accommodated.

## IV. Community Outreach

Because cooperative assistance from community organizations and key leaders increase and broaden exposure within the service community, the Office of the Sheriff may seek recruitment assistance, referrals, and advice from community organizations, particularly those that are believed

to be in contact with individuals who are likely candidates for recruitment.

## V. Position Vacancy Announcements and Advertisements

The electronic distribution of job announcements are a critical aspect of seeking qualified candidates. These announcements contain, at a minimum, the following information:

A. The period during which the announcement will be posted unless the posting is for continuously open positions such as deputies.

B. The title, rate of pay, and location of the position.

C. The closing date of the announcement unless the posting is for continuously open positions such as deputies.

D. A summary of the duties of the position.

E. A summary of the basic qualifications required.

F. The procedures for making application.

G. A statement of equal employment opportunity.

Position vacancy announcements are prepared and distributed electronically by the Department of Human Resources.

## VI. Application Process

The Office of the Sheriff Office adopts the following practices as they relate to recruitment and the application process (For additional information refer to Chapter 27, Article VI, Recruitment and Selection, Code of Queen Anne's County):

A. An official application form is made available to all applicants for all position listings,