

Personnel Selection

Non-Sworn (Civilian) Personnel

Index Code: 703.1

Effective Date: 07/01/13 (Revised 7/22/19)

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.

I. 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.

II. 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 **Chief Deputy** 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 **Chief Deputy**:

1. Select members to participate in the interview process and **schedule** oral interviews;
2. **Direct** background investigations **by assigned personnel**
3. Maintain **employment** applications on file for review by the Sheriff or his designee.
4. Notify applicants of testing dates and other critical information relating to applicant processing (if applicable).
5. **Assist** with **arranging** oral interviews.
6. **Setup** the candidate selection review.