

Personnel Selection

Index Code: 703

Effective Date: 07/15/05 (Revised 8/3/2022)

I. Purpose

The purpose of this directive is to describe the process of selecting applicants for employment as deputy sheriffs 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 the position of deputy sheriff 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 Administrative Services Division of the Office of the Sheriff, will administer the selection and hiring process by conducting the following:

1. Review applications from the recruitment effort.
2. Maintain applications on file for review by the Sheriff or his designee.
3. Notify applicants of testing dates and other critical information relating to applicant processing.
4. Administer job related testing and interviews.
5. Conduct the candidate selection review board process.

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 assessment period.
3. Create and/or fill a position and may hire any candidate for that position. The Sheriff or his/her designee shall determine the position and applicable grade.

C. Commander of Administrative Services

The Commander of Administrative Services, or their designee, is responsible for managing the hiring process, and will, upon direction of the Chief Deputy, have the responsibility for:

1. Scheduling and administering the physical fitness test and written examinations (non-certified applicants) or physical agility assessment (lateral applicants).
2. Selecting three members to participate on oral interview boards and scheduling oral interviews.
3. Initiating background investigations which includes scheduling candidates for polygraph examinations, psychological evaluations, medical examinations, and drug tests.
4. Selecting two sworn members for the candidate selection review board and chairing that board.

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.