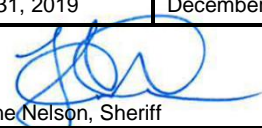




# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Recruitment and Hiring Procedures</b>	Effective Date: March 31, 2016	Policy Number: <b>3.25</b>	
Accreditation Reference: 1.5.1, 1.5.5, 1.5.11	Review Date: March 31, 2019	Supercedes: December 12, 2012	Pages: 5
Attachments:	 L. Shane Nelson, Sheriff		

## I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the recruitment and hiring of employees for the Deschutes County Sheriff's Office.

## II. POLICY

Every position requires specific knowledge, skills, and abilities to successfully perform the duties of that position. The Sheriff's Office will recruit and hire quality personnel for the benefit of the agency and community, regardless of race, color, national origin, religion, sex, ancestry, marital status, sexual orientation, age, or physical or mental disability. The agency is committed to Equal Employment Opportunity in all aspects of its employment practices.

## III. PROCEDURES

### A. Recruitment

All Sheriff's Office recruitment activities will be conducted consistent with applicable Federal and State laws, and as set forth in the County Equal Opportunity/ Affirmative Action Program.

When there is a job opening within the Sheriff's Office, other than internal openings, the Sheriff's Office sends a recruitment notice to the Department of Public Safety Standards and Training (DPSST).

Deschutes County Human Resources delivers or posts recruitment notices at the following locations:

1. Newspapers – The Bend Bulletin and/or the Oregonian
2. Oregon Department of Employment
3. Central Oregon Community College
4. County departments
5. County Web page
6. [www.governmentjobs.com](http://www.governmentjobs.com)

If deemed necessary, additional recruitment notices may be posted or delivered to persons or organizations listed in the resource index, if necessary. These additional locations may include, but are not limited to, community service organizations, the Community Center, and universities.

## B. Hiring

Every entry level testing process must include an examination to ensure the applicants' fitness to perform their duties mentally, emotionally, and physically. Each phase of the testing process must, as closely as possible, replicate the activities that are actually performed by the position being applied for.

All steps in the hiring and promotional process will be administered, judged, and graded fairly and consistently for each candidate. Each hiring board evaluator will be briefed on the criteria and evaluation guidelines to follow during the hiring process.

1. Entry or lateral deputies, corrections deputies, technicians, or reserve deputies testing shall consist of at least the following:
  - a. Application Screening
  - b. Testing (Written/Physical/Assessment)
  - c. Oral Board
  - d. Captain's Interview
  - e. Background Investigation
  - f. Physical Examination
  - g. Psychological Test
  - h. Drug Screen
2. Non-sworn positions shall consist of at least the following:
  - a. Application Screening
  - b. Oral Board
  - c. Captain's Interview
  - d. Background Investigation
  - e. Psychological Test (If Applicable)
  - f. Physical examination and/or drug screen
3. Hiring of volunteers shall consist of the following:
  - a. Application Screening
  - b. Oral Board
  - c. Background Investigation
  - d. Captain/Lieutenant Review
  - e. Drug Screen
  - f. Completion of Citizen's Academy for Community Events volunteers
4. Internal promotional process for law enforcement officers **may** consist of the following:
  - a. Application Screening
  - b. Oral Board
  - c. Assessment Center
  - d. Peer Review
  - e. Sheriff's Interview
  - f. Performance Evaluation

5. Written tests, supplemental questionnaires, personal history statements, internal history and/or physical ability tests may also be required for any of these positions.
6. Upon employment, applicants are required to meet CJIS (Criminal Justice Information Systems) certification eligibilities.

### **C. Test Procedures**

All entry or lateral line level deputies, corrections deputies, technicians, and reserves must meet the same requirements as new hires prior to being appointed to the position. Agency personnel, other than entry or lateral line level deputies, may be subject to one or more of these tests as necessary to meet job requirements.

#### **Oral Board**

The purpose of the oral board is to evaluate the candidate to determine compatibility for the position. Written tests will only evaluate the candidate on an intellectual level. The oral board allows the candidate to be evaluated on a personal level on such job related aspects as appearance, poise, personality, initiative, confidence, and suitability for the position.

The board will consist of at least three oral interviewers. The best interviews include thoughtful questions, adequate time, professional notification, and a panel of interviewers who are knowledgeable regarding the job and able to assess the candidate's response.

Questions used during the oral board will be kept confidential and the forms used will be stored in a secure area throughout the test period. The questions may be changed or altered periodically, but shall remain consistent during any one specific hiring session. Human Resources should be considered as a resource in preparing for interviews and providing ideas for a successful interview process.

#### **Psychological Test**

The psychological test will be administered by a qualified psychologist to determine the emotional and psychological stability and compatibility for the position.

#### **Background Investigation**

Members used to conduct background investigations will have completed the DPSST Background Investigators Course or other equivalent training, or a combination of experience, background, and training which demonstrates an equivalent level of expertise.

A background investigation will be completed on all personnel prior to appointment to probationary status and will include the following:

- a. verification of qualifying credentials;
- b. a review of any criminal record; and
- c. verification of at least three personal references

This investigation will be conducted on candidates who have advanced through the testing process and are being considered for the position. The investigation will be an all-encompassing, detailed investigation. Personal references, previous employment, and criminal history will be thoroughly checked and verified. The preferable form of verification is in person, however, the telephone and mail may also be utilized.

#### **Physical Examination**

All candidates being offered a position shall pass a drug screen and the DPSST Medical Examination, to be performed by a licensed physician or surgeon prior to appointment.

#### **Personal History Statement**

The personal history statement is a form filled out by the candidates to help the investigator who is performing the background investigation. It will contain all of the necessary information for a complete and accurate investigation.

### **Written Test**

This is a test, or series of tests, designed to ensure new employees meet minimum reading, writing, math, and comprehension skills required for the position. To facilitate fairness during the written exam, the test shall be kept in a secured area where access is limited.

### **Aptitude Test**

This can include, but is not limited to, a typing test, filing ability test, and a grammar test.

### **Physical Ability Test**

This test is designed or approved by DPSST to ensure candidates meet the minimum required physical ability needed to perform the duties of a particular position.

## **IV. PROCEDURES**

Upon the decision by the Sheriff's Office to open or fill an entry or lateral line level position, the agency will, if the position is to be opened to other than agency personnel, post the position stating the position, salary range, closing date, testing date, and an address for picking up applications and submitting resumes. All candidates applying for a position will be required to submit a County application form. Resumes will not be accepted in lieu of a County application.

### **A. Opportunity to Test**

Certified law enforcement, technician, and reserve deputy applicants who turn in an application by the established cut-off date and time may be offered an opportunity to test. Applications may be screened and disqualified by information provided or omitted on the application form.

### **B. Recruitment Inquiries**

When a person inquires at the agency he will be given recruitment information. He will also be directed to the Deschutes County Human Resources web site for job descriptions and/or a job interest card.

### **C. Initial Cut-off**

If administered, all certified deputy, correction deputy, technician, and reserve deputy positions must score at least 70% in each section on the written test and pass the physical ability test before moving on in the process. Applicants may also be screened and eliminated, based on supplemental questionnaire responses. At this point, applicants will receive either rejection notifications or emails inviting the candidates to the oral board. All rejection notifications will state the agency or County re-application policy.

### **D. Second Cut-off**

The second cut-off point is after the oral board when applicants will either be requested to fill out a personal history application or receive a rejection letter. The chosen candidates will be offered the position contingent upon passing a thorough background investigation, physical examination, psychological test, and drug screen. Successful completion of these tests concludes the hiring process.

## **V. RECRUITMENT AND SELECTION RECORDS**

Records documenting the recruitment and selection of compensated employees shall be retained in a secure location and according to the Archives Division, Oregon Administrative Rules. Minimum retention shall be:

1. Recruitment summary records: 10 years (at County Human Resources)
2. Unsolicited applications and resumes: 3 months (at County Human Resources)
3. Unsuccessful applications and other records: 3 years after position filled or recruitment canceled. (at Sheriff's Office)

## **VI. CONFIDENTIALITY**

All results from tests administered during the hiring process are confidential. The results of these tests shall be kept in a locked file in the personnel records if the candidate is hired. Human Resources will keep medical and psychological reports in a sealed envelope separate from the employee's personnel file.

If a candidate is not hired, the results shall be kept in a secure area by Sheriff's Office Human Resources until such time as they are disposed of per the ORS retention period. Disposal of the records will be done by shredding. If a candidate has a background investigation and is not offered or does not accept the position, the background investigation will be kept in a secure file.