


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 2.02</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: RECRUITMENT</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Recruitment</p>	<p>State Certification Standards: 3.2, 3.3, 3.4</p>		

PURPOSE

The purpose of this general order is to establish guidelines and standards for Rabun County Sheriff's Office personnel on the recruitment process.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to recruit qualified applicants, while ensuring appropriate minority representation on the staff. Recruiting practices have been established to assure fair treatment of applicants and employees without regard to race, gender, color, national origin, religion, age, disability, political beliefs, marital status, or veteran status.

DISCUSSION

All departmental personnel are considered a part of the recruiting process so as to establish the best possible field of applicants. Emphasis on quality recruitment, in full compliance of the law, will yield benefits in terms of lower rates of personnel turnover, fewer disciplinary problems, better community relations, and more efficient and effective service.

The Rabun County personnel program shall, at all times, comply with the guidelines of the U.S. Civil Service Commission and the regulatory provisions of the Civil Rights Acts. Additionally, it is the intention of Rabun County to fully comply with the Americans with Disabilities Act of 1990.

I. ADMINISTRATIVE PRACTICES AND PROCEDURES

- A. The Rabun County Human Resources Department shall be vested with the authority and responsibility of administering the recruitment and selection process, under the guidance of the Director, Human Resources.
- B. With delegated authority from the Sheriff, the Commander of each respective division will make all final selection decisions.
- C. The Sheriff, or his designee, shall manage all aspects of the process that are under the authority and control of the Sheriff's Office, such as the background investigation, polygraph examination, oral interviews, etc.
- D. The Chief Deputy or its designee shall coordinate with the Human Resources Department on those matters relating to recruitment, applicant selection and recommendations for hiring procedures.

II. RECRUITMENT PROCEDURES

- A. All personnel who engage in recruitment practices must be knowledgeable in human resources matters; affirmative action as it effects the management and operations of the Department; Federal and state rules, regulations and laws concerning recruitment and selection of employees; the needs and desires of different ethnic groups and subcultures; and medical requirements.
- B. Members of the Department, especially minority representatives of the service area, shall participate in recruitment and selection activities whenever possible. Minority personnel who are fluent in the community's languages and aware of the cultural environment shall also be utilized. All members of the Department are encouraged to seek out and identify potential applicants and encourage them to apply.
- C. A community outreach effort shall be integrated into personnel recruitment and will include, but not be limited to:
 - 1. Visits to colleges and universities in the area;
 - 2. Visits to high schools, on-site recruitment and educational programs for educational institutions and community organizations in the Rabun County area;
 - 3. Ads in newspapers, including minority publications;
 - 4. Visits to minority colleges and universities;
 - 5. Contacts with state and federal employment services;
 - 6. Contacts with church and civic groups;
 - 7. Recruitment assistance, referrals and advice from community organizations, and key community leaders; and
 - 8. Posting of job announcements with community service organizations.

- D. The Rabun County Human Resources Department advertises for recruitment of personnel for the Sheriff's Office as the need arises.
1. Advertisements for personnel may appear in local newspapers, magazines, or those local publications in other jurisdictions where recruiting will take place.
 2. Job postings for vacancies shall be publicized at least 14 calendar days prior to the application filing deadline. Job vacancy notices shall be posted in all departments of Rabun County. The deadline shall be indicated in bold type on the job announcement.
 3. Local radio and television stations may also be utilized as a means to announce vacancies within the Department. Vacancies will be posted on the local television Government channel, TV18, and the Rabun County Government website.
 4. Recruitment of candidates shall be planned to meet the immediate and long range needs of the County. The Assistant Division Commander or designee shall use such information as turnover, budgeted positions, future departmental needs and under representation of minorities and females in any job class. Recruitment efforts shall be directed to assure that all segments of the public have the opportunity to apply and be considered for positions. The recruitment plan will be reviewed and updated annually.
- E. The Chief Deputy, or designee, shall submit an annual report to the Sheriff to include information on the following topics:
1. Recruitment activities of the prior three (3) months;
 2. Positions for which there was recruitment activity;
 3. Number of applications received; and
 4. Expenditures incurred during the recruitment program for that quarter.
- F. The Rabun County Human Resources Department shall conduct job task analysis, position descriptions, and class specifications for all Sheriff Office positions. When deemed necessary by the Human Resources Department Director **and** the Chief Deputy, the existing class specifications/position descriptions may be updated, revised, re-evaluated, and forwarded to the County Administrator for final approval with initial approval from the Sheriff.
- G. On an annual basis the Chief Deputy or designee, will prepare a written evaluation of the recruitment process containing the following elements:
1. A measurement of recruitment activities against objectives listed in the annual recruitment plan;
 2. An analysis of the effectiveness or ineffectiveness of recruitment; and
 3. Recommendations for improvement.
- H. The completed evaluation will become a part of the following year's annual plan.

III. JOB ANNOUNCEMENTS, PUBLICITY AND THE APPLICATION PROCESS

- A. Public announcements of vacancies shall specify the job title, salary, general duties to be performed, minimum and/or necessary qualifications, final date on which applications will be received, a statement that Rabun County is an Equal Opportunity Employer, and applications are subject to public disclosure under the Georgia Open Records Law.
- B. The Human Resources Department will accept and pre-screen applications for completeness and minimum qualifications of applicants.
- C. The following records shall be required of the applicant and will become part of the application:
 - 1. Certified copy of birth certificate;
 - 2. Copy of High School Diploma or G.E.D. certificate;
 - 3. Federal Form DD214 indicating honorable service discharge, if applicable;
 - 4. Georgia Peace Officer Standards and Training certificate, if applicable; and
 - 5. U.S. Citizenship.
- D. The Human Resources Department shall notify the applicant in writing of all components involved in the selection process at the time the applicant submits a formal application, as well as the expected duration. It is the responsibility of the Human Resource Department to review the application upon completion by the applicant to ensure any minor omissions or deficiencies are corrected prior to the testing process.
- E. Notification shall advise the candidate that, if in the event he/she is not selected for employment, the candidate may reapply after one year from the date of the last application, or, if applicable, one year from the test date of the Law Enforcement exam.
- F. The applicant will be provided, if selected for an interview, with a list of areas from which polygraph questions will be drawn.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County