


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 2.03</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: SELECTION</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Hiring Personnel Process Selection</p>	<p>State Certification Standards: 3.1, 3.2, 3.3, 3.4</p>		

PURPOSE

The purpose of this general order is to establish guidelines and procedures for Rabun County Sheriff's Office personnel to fairly and efficiently administer selection and hiring process.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to select personnel in a manner that is consistent with applicable local and state laws. The Sheriff's Office will identify and employ the most qualified candidates available, not merely eliminate the least qualified, while ensuring appropriate minority representation on the staff.

DISCUSSION

Employment 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. The Rabun County selection/hiring program shall, at all times, be conducted in accordance 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. SELECTION REQUIREMENTS & RESPONSIBILITIES

- A. The Rabun County Sheriff's Office has the responsibility for the administration of the selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. All procedures used in the selection process for sworn personnel shall be administered in a uniform fashion, to include evaluation, scoring and interpretation of results of the process.

A. Selection Material Requirements

1. All elements of the employee selection/hiring process shall test the applicant's ability to demonstrate specific tasks. These tasks shall be directly related to the position for which the applicant is testing.
2. All elements of the employee selection/hiring process shall conform to the requirements of adverse impact, utility and validity.
3. All selection materials shall be stored in a secure manner when not utilized. When selection materials are to be disposed of, the materials shall be burned or shredded.

B Sheriff's Office Responsibilities

1. Upon receipt of eligible candidate applications the Sheriff's Office will conduct a screening process of the eligible candidates to determine their suitability for employment.
2. The hiring Divisional Commander or his designee will be responsible for coordinating the initial oral interviews-designed in such a way as to adequately measure personal attributes, characteristics, qualities, knowledge, skills, and abilities.
3. Whenever possible, personnel that are representative of the service area's race, sex, and ethnic groups will be utilized in the recruitment and selection process.

Note: Only individuals who are trained and knowledgeable in the personnel process and the requirements of utility, validity, and minimum adverse impact may be utilized to score, evaluate, interpret, or administer components of the selection process.

II. SELECTION PROCESS

A. Background Investigations

1. A background investigation will be conducted on each candidate to ensure that only highly qualified individuals of proven ability and high moral character are selected for employment.
2. Any member of the Sheriff's Office assigned to conduct background investigations shall be trained in collecting the required information.
3. Elements of the investigation may include, but are not limited to, the following:
 - a. Verification of the candidate's qualifying credentials, educational achievements, employment history, residence, citizenship, and drivers license;

- b. Review of the candidate's criminal and traffic history, (a criminal record check is conducted on all new employees, contractors, and volunteers prior to their assuming duties to identify whether there are criminal convictions that have a specific relation to job performance); and
 - c. Interviews with prior and current employers, and at least three (3) personal references.
 4. A summary of the background investigation will be forwarded to the Chief Deputy, or his designee, for review to determine the suitability of the candidate for further consideration.
 5. A record of each candidate's background investigation will be maintained for five (5) years for rejected candidates and retained permanently for accepted candidates.
- B. Polygraph / Voice Stress Examinations
 1. The Chief Deputy, or his designee, is responsible for coordinating the polygraph examinations or Voice Stress examination with a certified examiner.
 2. All polygraph or voice stress examinations shall be conducted by an examiner certified by the State of Georgia.
 3. The polygraph / voice stress component of the selection process shall include a pre-polygraph interview of the candidate, conducted by the examiner.
 4. The candidate shall be provided with a list of areas from which polygraph / voice stress questions will be drawn.
 5. Admissions concerning illegal activities made during polygraph testing/Voice Stress testing will be reviewed as to their acceptability.
 6. The results of polygraph tests/Voice Stress test shall not be used as the single determinant of employment status, although deception to relevant questions during any part of the polygraph examination that is corroborated by other investigative means may eliminate the candidate from further consideration.
- C. Other factors beyond that of the tests and evaluations conducted by the Sheriff's Office in considering an applicant for employment may include, but are not limited to:
 1. The applicant's current status as to certification as a Peace Officer by the State of Georgia;
 2. Previous law enforcement/public safety experience;
 3. Education and training level beyond high school;
 4. Areas in which education and training was received;
 5. Expertise in skills, knowledge and abilities applicable to law enforcement or support functions;
 6. Past work experience;

7. Knowledge of the service area; and
8. Other factors appropriate to law enforcement or support functions including the time worked at the Rabun County Detention Center.

D. Medical Review

1. Candidates offered conditional employment with the Sheriff's Office will be required to successfully complete a medical examination prior to the actual hire date. The examination will be at the expense of the Sheriff's Office.
2. Candidates for sworn positions may complete a medical examination according to the guidelines set for Georgia P.O.S.T. Certification. The exam will include physical fitness and physical agility tests as well as a drug screen.
3. Candidates for civilian positions may complete a general physical examination, which will also include drug screening.
4. All disabilities will be assessed with regards to the Americans with Disabilities Act (ADA). The Rabun County Sheriff's Office, following the provisions of the ADA, will not discriminate against a qualified individual with a disability.
5. Medical examinations will be administered by licensed physicians.
6. All medical examinations will be based upon valid, useful and non-discriminatory methods and procedures.

Note: All medical examination reports (physician's affidavit and drug screen) will be maintained in a secure file, separate from other employment records by the Human Resource Department for an indefinite period of time.

III. PROBATIONARY PERIODS

- A. All members appointed to positions in the Sheriff's Office shall be considered on probationary status for a period of one year from the date of employment or one year from the date of appointment to a new classification (Civilian to Detention Center Officer, Officer to Sergeant, etc.).
- B. All entry-level training must be complete, where applicable.
- C. All other qualifications must have been met and the job tasks performed in a satisfactory manner as reflected in performance evaluations.
- D. The annual probationary performance evaluation is utilized as a determining factor in the appointment of an employee from probationary to regular status.
- E. Upon successful completion of the probationary period, members are classified as regular status employees. Regular status is granted upon receiving satisfactory performance evaluations during the probationary period.

- F. Unsatisfactory performance evaluations during the probationary period may be grounds for disciplinary action, up to and including termination.
- G. The work performance of each probationary employee will be evaluated using valid, useful, and nondiscriminatory procedures.
- H. Extensions or exceptions to the probationary period may be granted at the discretion of the Rabun County Detention Center Commander, the Chief Deputy, and/or the Sheriff. Utilizing documented performance indicators, the Commander, Rabun County Jail may extend the probationary period of an employee to provide remedial services, such as professional counseling or specialized instruction.

IV. NON-SELECTED CANDIDATES

- A. Hiring decisions are based upon a number of different factors. The nature of the selection process enables a single procedure (e.g. test scores, background investigation, etc.) to result in the elimination of a candidate for further consideration.
- B. Candidates not selected on the basis of a single test, examination, interview, or investigation are informed, in writing, of the specific reason within thirty (30) calendar days of the decision.
- C. All rejected applications will be maintained in a secure file by the Office of Professional Standards for a period of five (5) years.

V. ANNUAL EVALUATION

The entire selection process shall be reviewed annually by the Chief Deputy, or designee, in terms of its effectiveness in selecting the best candidates.



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