

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES 3.02 AGENCY EMPLOYEE RECRUITMENT AND HIRING

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3.02 AGENCY EMPLOYEE RECRUITMENT AND HIRING

POLICY

The goal of every Ohio law enforcement agency should be to recruit and hire qualified individuals while providing equal employment opportunity and consisting of a diverse workforce. The Erie County Sheriff's Office strives to reach this goal. Communities with diverse populations should strive to have a diverse law enforcement workforce that reflects the citizens served.

Non-discrimination and equal employment opportunity are the policies of the Erie County Sheriff's Office. The Sheriff's Office provides equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

The Sheriff's Office utilizes due diligence in ensuring that its prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. The Sheriff's Office has appropriate mechanisms in place in order to achieve this mission. Further, the Sheriff's Office ensures that its employment requirements are related to the skills that are necessary for an individual to be a successful employee of the Sheriff's Office.

DISTRIBUTION, REVIEW, AND TESTING

All agency personnel will receive a copy of this policy, either on paper or electronically.

All agency personnel involved in the recruitment and hiring activities for all agency personnel shall review this agency's directive, recruitment plan, application process and selection process and EEO plan at least annually and revise it when necessary. Employees conducting recruitment and hiring activities shall complete annual proficiency testing over the content of this entire policy.

RECRUITMENT PLAN

The agency maintains a general recruitment plan to attract qualified applicants for selection as agency employees. This plan includes objectives and strategies for recruiting minorities and females.

Generally, since the agency only accepts Ohio Peace Officer Training Commission (OPOTC) certified applicants for Deputy Sheriff positions who have successfully passed a written examination, recruitment efforts are focused on publicizing our employment process on our agency's website and regularly speaking with the commanders of local OPOTC recognized basic police training academies.

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EQUAL EMPLOYMENT OPPORTUNITY PLAN

PROCEDURE

Equal Employment Opportunity:

The Erie County Sheriff's Office is an Equal Opportunity Employer that supports the Americans with Disabilities Act (ADA) and will respond to reasonable requests for job accommodations and take reasonable action to employ qualified individuals with disabilities. This agency is committed to making reasonable, sustained, and diligent efforts to identify and consider such individuals for employment and for possible advancement opportunities arising during employment.

It is the sworn duty of all law enforcement officers to uphold the constitutional rights of all individuals. The Erie County Sheriff's Office strictly prohibits any retaliatory action against an employee for opposing a practice which he or she believes to be discriminatory. This includes the filing of an internal complaint or the filing of a complaint with a state or federal civil rights enforcement agency.

Non-discrimination and equal employment opportunity is the policy of this agency. All applicants for employment and employees will be provided equal terms and conditions of employment regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

All employees will abide by this entire policy. Violation of this policy will subject an employee to disciplinary action, up to and including dismissal.

Employment Requirements:

All persons seeking employment with the agency as a Deputy Sheriff must:

1. Be a United States citizen.
2. Be a resident of Erie County, Ohio or become a resident within ninety [90] days of employment.
3. Possess a valid Ohio Driver's License.
4. Have a high school diploma or GED.
5. Never have been convicted of a felony or misdemeanor involving moral turpitude and must not be currently under indictment for any criminal offense;

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6. Have never been convicted of any family violence offense.
7. Not be prohibited by state or federal law from operating a motor vehicle.
8. Not be prohibited by state or federal law from possessing firearms or ammunition.
9. Agree to be subject to a thorough background investigation and personal interviews by Erie County Sheriff's Office personnel.
10. Have never had a peace officer commission or peace officer license denied or revoked.
11. Not be currently on suspension, or have a voluntary surrender of any job related license currently in effect.
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing.
13. Demonstrate good general medical health as determined by a medical doctor.
14. Be declared in satisfactory psychological and emotional health by a psychologist or Erie psychiatrist.
15. Be fingerprinted and be subjected to a search of local, state, and national criminal records databases and fingerprint files.
16. Be able to successfully pass any applicable written and/or physical agility testing that grades applicants on their ability to perform tasks that an Erie County Sheriff's Office employee could be called upon to routinely perform.
17. Be able to successfully pass a Computerized Voice Stress Analyzer (CVSA) examination.

Acceptance of Applications:

Employment applications are accepted by the Erie County Human Resources Department in accordance with published job postings. The completion of a regular application form and any necessary prescribed written test will ensure that each candidate will be considered for all positions within the agency for which he/she has made application. Applications are kept on file for pursuant to the policies of the Erie County Human Resources Department. Applications of hired individuals are maintained in their employee personnel file.

Disqualification of Applicants:

Applicants may be disqualified for a number of reasons, including, but not limited to:

1. Not possessing the minimum qualifications for the position;
2. Failing to be punctual in taking prescribed tests or undergoing evaluation;
3. Making fraudulent statements during interview, or on any application; or
4. Failing to properly complete the application in the manner prescribed.

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Guidelines for Filling a Vacancy:

Whenever a vacant position is to be filled within Erie County Sheriff's Office, a number of guidelines to ensure all applicants are treated equally will be followed, to include:

1. A position vacancy notice will be posted within the agency. If no successful applicants are selected from within the agency, outside applications will be solicited.
2. Review of applications for suitability will be completed by the Chief Deputy Sheriff and/or the Jail Administrator, dependent upon the division of the agency in which the vacancy exists
3. Once all pre-employment screening and testing is completed, the Sheriff will make the final decision concerning employment of an individual.

Annual Review and Analysis

The Sheriff or his designee shall conduct a documented annual review / analysis of its sworn personnel recruitment and hiring process.