

## **EMPLOYEE SELECTION PROCESS (CALEA 32.1.1)**

It is the policy of the Beaufort County Sheriff's Office to hire, recruit, train and promote employees without discrimination because of race, religion, color, political affiliation, physical disability, national origin, sex, or age.

The selection process used by the Beaufort County Sheriff's Office is designed to ensure applications are evaluated, and interpreted in a uniform and fair manner. The Investigator conducting background investigations will be trained in all aspects of the selection process to ensure consistency in the selection process. The selection process will be based on the minimum qualifications specified in the related job description. **(CALEA 32.1.2, 32.1.3, 32.2.2)**

Individuals seeking sworn positions, dispatch positions, and detention positions with the Beaufort County Sheriff's Office will be asked to complete an application for employment, the North Carolina Sheriff's Education and Training Standards Commission Personal History Statement (For F-3), Authorization and Release to Obtain Information form and fingerprint cards. Individuals seeking employment in civilian positions with the Sheriff's Office will be required to complete an application for employment, Authorization and Release to Obtain Information form and fingerprint cards. Applicants will be provided information about the selection process, the expected duration of the selection process and the Sheriff's policy on reapplication and reevaluation of candidates not appointed. Applications will not be rejected because of omissions or deficiencies that are corrected prior to the interview process or testing. **(CALEA 31.3.4, 31.1.4a,b,c)**

The Chief Deputy or his designee will acknowledge receipt of all employment applications within seven working days of their submission. All applicant contacts will be documented and logged. **(CALEA 31.3.3)**

A review of the applications will be conducted by the Chief Deputy or his designee to ensure that all necessary forms have been submitted. Selection to continue in the process will be based upon the applicant's ability to meet minimum requirements as established by the NC Sheriffs' Education and Training Standards Commission. Preference will be given to those individuals with current North Carolina Basic Law Enforcement Training or Jailer certifications and/or prior experience in a job related field.

Applications for civilian positions will be reviewed by the Chief Deputy or his designee and the selection process will be based upon prior job experience, education and skills. Applications for civilian positions will be interviewed by a board made up of the Chief Deputy, the supervisor of the open position, and one other command staff member.

A Criminal Investigator or private contractor will be assigned to complete a background investigation before any applicant is considered for a Pre-conditional Offer of

Employment by the Sheriff. The Investigator will notify the applicant the background process has begun and the expected duration of the process. **(CALEA 32.1.4b)**

A criminal background check on sworn and civilian applicants will be conducted through NCIC and the Clerk of Court. This information, along with other data that has been submitted by the applicant, will be documented in the Background Summary completed by the background Investigator.

Background investigations will be completed by a Criminal Investigator or private contractor. A written summary of the investigation will be completed and maintained in the Personnel Office. As a minimum, background investigations will consist of a verification of qualifying credentials, a complete criminal and driving history check, verification of at least three personal references and verification of employment history. **(CALEA 32.2.1a,b,c)**

All applicants selected for background investigation must be fingerprinted. Civilian fingerprints will be submitted to the North Carolina State Bureau of Investigation and the Division of Criminal Information for criminal history records check. Fingerprint cards and other data for Deputy and Detention positions will be forwarded to North Carolina Sheriffs' Standards Division to be processed. They will also be forwarded to the North Carolina State Bureau of Investigation. The results will be maintained in the Records Office. The criminal history records check results will be included in the background summary.

Upon completion of the background investigation, the Investigator will submit in writing a Background Summary of the information collected during the investigation. The Investigator will make a recommendation to the Sheriff on employment based on the minimum requirements established by the Sheriffs' Education and Training Standards Commission, prior experience, education, and information collected from references and prior employers.

Upon the recommendation of the Background Investigator, the completion of the background investigation and positions available, the applicant may be made a conditional offer of probationary employment. The conditional offer of employment will be made prior to drug testing, physical examination and psychological assessment.

The Beaufort County Sheriff's Office does not conduct polygraph examination for employment purposes. **(CALEA 32.2.6)**

A physical examination and psychological assessment will be scheduled by the Administrative Secretary with a certified professional provider selected by the Sheriff's Office. The results of these examinations will be maintained in the applicant's personnel file. **(CALEA 32.2.7, 32.2.8, 32.2.9)**

Drug screening will be included with the physical examination. Applicants for civilian positions will receive a drug screening as directed by the Beaufort County Sheriff's

Office. Examination will be at the expense of the County and must be completed prior to probationary appointment. **(CALEA 32.2.7)**

Information concerning an applicant, such as a result of the psychological assessment, physical examination, drug screen or background investigation will remain confidential.

The Personnel Office will notify individuals not selected for employment in writing within 30 days of the decision. These individuals will also be advised they must wait one year before reapplying. **(CALEA 32.1.5)**

If offered probationary employment, the applicant will be asked to sign a probationary statement. Probationary employment will be for a period of six (6) months, which may be extended upon the direction of the Sheriff. **(CALEA 32.2.10)**

The Administrative Secretary and the Chief Deputy shall be responsible for maintaining the security and confidentiality of personnel files, application packets, and selection materials. Cabinets containing personnel files and selection materials will be kept locked and the Personnel Office will be secured when unattended. **(CALEA 32.1.7)**

Employee records and application packets of persons not selected will be disposed of in accordance to the Records Disposition Schedule published by the Division of Archives and History, Department of Cultural Resources, and in a manner that prevents disclosures of the information contained within. **(CALEA 32.1.6)**