

Personnel Selection

Index Code: 703

Effective Date: 07/15/05 (Revised 3/15/17)

I. Purpose

The purpose of this directive is to describe the process of selecting applicants for employment as deputy sheriffs for the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to select the most qualified applicants for the position of deputy sheriff without regard to race, color, religion, political affiliation, marital status, sex, age, physical or mental disability, or any other basis prohibited by State or Federal law.

III. Administrative Responsibilities

A. Department of Human Resources

The overall authority and responsibility for the selection process will reside with the Sheriff. The Queen Anne's County Department of Human Resources, in conjunction with personnel from the Administrative Services Division of the Office of the Sheriff, will assist the Sheriff in the selection process by conducting the following:

1. Dispense and receive applications from the recruitment effort.
2. Maintain applications on file for review by the Sheriff or his designee.
3. Notify applicants of testing dates and other critical information relating to applicant processing.

B. Sheriff

The Sheriff, or Chief Deputy when acting on behalf of the Sheriff, is the appointing authority for the Office of the Sheriff, and has final authority to:

1. Select candidates who have been placed on candidate eligibility lists.
2. Determine whether candidates will be retained or dismissed during their probationary period (i.e., probationary assessment).

C. Commander of Administrative Services

The Commander of Administrative Services, or their designee, is responsible for administering the selection process, and will upon direction of the Chief Deputy have the responsibility for:

1. Scheduling and administering written examinations with assistance from members of the Recruitment and Selection Committee (that is comprised of the Commander of the Administrative Services Division or his/her designee, a mid-level supervisor and a deputy/DFC.)

2. Selecting three members to participate on oral interview boards and scheduling oral interviews.

3. Scheduling and administering the physical fitness test, with assistance from members of the Recruitment and Selection Committee.

4. Initiating background investigations through the Criminal Investigations Unit, which includes scheduling candidates for polygraph examinations, psychological evaluations, medical examinations, and drug tests.

5. Participating on the candidate selection review board.

IV. Legal Requirements

A. Every component of the selection process, singularly and in combination, developed, implemented, and utilized will be based on valid measures of job performance.

B. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

C. All selection materials will be stored in a secure area when not being used.

D. When selection materials are disposed of, the manner of disposal will be performed in a way that prevents disclosure of the information contained therein.

V. Selection Procedures

A. Selection Criteria

1. Applicants applying for the position of deputy sheriff who have not been certified by the Maryland Police Training Commission will be required to complete the entire process, including the written examination.

2. Applicants applying for the position of deputy sheriff as a comparative compliance or lateral (MPTC certified applicant) will not be required to take the written examination nor the physical fitness test.

B. Reapplication

No individual will be refused employment consideration on the basis of past performance in the competition for the position of deputy sheriff. All previous applicants will be allowed to reapply and be retested and reevaluated.

C. Selection Elements

The selection process includes the following elements, unless stated otherwise in this directive.

1. Application

All potential candidates seeking employment as a deputy sheriff must complete the official Queen Anne's County Job Application and submit it to the Department of Human Resources. The application must be completed in its entirety. Failure to do so may be cause for rejection.

2. Written Examination

A written examination is administered to all eligible candidates (except those listed in Section V. A.2.) who meet the minimum criteria for employment as a deputy sheriff, based upon State requirements and the information contained within their respective application. Personnel from the Office of the Sheriff and the Department of Human Resources will administer and grade the examinations. The examination consists of approximately one hundred general knowledge questions, and a minimum passing score of seventy percent (70%) must be realized in order for a candidate to continue in the selection process. The results of all written examinations will be maintained on file for at least three years. The results of

written examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

3. Physical Fitness Test

The Office of the Sheriff recognizes that certain job functions of a deputy sheriff in the performance of his or her duties may require a certain level of physical fitness. Due to this fact, reduce the propensity for work related injuries, and promote the general well-being of employees a physical fitness test is included as part of the selection process.

The physical fitness test will be based on components to test for upper body muscular endurance, core body muscular endurance, and aerobic capacity, and is a validated test based on research conducted by the Cooper Institute. The test will consist of the following components, which must be successfully completed in order to continue in the selection process:

a. Push Ups

Twenty-five (25) continuous push-ups are required as a test for upper body muscular endurance.

b. Sit ups

Thirty (30) sit ups within one minute are required as a test for core body muscular endurance.

c. 1.5 Mile Run

A 1.5 mile run within fifteen minutes and thirty seconds (15:30) is required as a test for aerobic capacity.

Prior to participating in the physical fitness test, a waiver of liability (see Index Code 703, Appendix A) must be submitted and signed by a licensed physician.

4. Oral Interview

An oral interview board consisting of three members (if possible representing diversity of race and gender) from the Office of the Sheriff will present structured questions to qualified candidates. Each candidate will be asked the same questions.

5. The Commander of Administrative Services, or their designee, will rank all applicants by averaging their scores of testing to this point in the process and determine which applicants will continue with those who are high enough on the eligibility list to provide three applicants if possible for every open position

6. Personal History Statement

A personal history statement form will be sent to all applicants for them to complete and return within a week.

7. Background Investigation

A background investigation of each candidate is conducted prior to appointment to probationary status. The background investigation will include the verification of a candidate’s qualifying credentials, as well as a review of a candidate’s criminal and traffic record, if any, and an interview of at least three personal references of the candidate. A home visit with the candidate is also a part of the background investigation, unless extensive travel is required. The results of all background investigations will be maintained on file for at least three years. The results of background investigations for selected candidates will be maintained on file for at least three years after employment is terminated.

8. Polygraph Examination

Candidates will be provided with a list of areas from which questions will be drawn prior to a polygraph examination. Only qualified personnel trained in the administration of polygraph examinations and the evaluation of results will be utilized. The results of polygraph examinations or other instruments for the detection of deception will not be used as the single determinant of employment status. The results of all polygraph examinations will be maintained on file for at least three years. The results of polygraph examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

9. Conditional Offer of Employment

The Commander of Administrative Services, or their designee, will rank all applicants to this point in the process and determine which applicants will continue. A conditional offer of employment will be made to those selected.

10. Psychological Examination

An emotional stability and psychological fitness examination of each candidate will be conducted after a conditional offer of employment, and prior to the final job offer and appointment to probationary status. The psychological evaluation is based on valid, useful, and nondiscriminatory procedures. Only qualified personnel trained in the administration of such procedures are used to assess the emotional stability and psychological fitness of candidates. The results

of all emotional stability and psychological fitness examinations will be maintained on file for at least three years. The results of emotional stability and psychological fitness examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

11. Medical Examination

A medical examination of each candidate is conducted as part of the selection process. This examination is conducted after a conditional offer of employment as required by the Americans with Disabilities Act, and prior to the final job offer and appointment to probationary status. The medical examination is based on valid, useful, nondiscriminatory procedures and only licensed physicians will be used to certify the general health of the candidate. The results of all medical examinations will be maintained on file for at least three years. The results of medical examinations for selected candidates will be maintained on file for at least three years after employment is terminated.

12. Drug Testing

Candidates selected for employment are required to undergo controlled substance testing (drug testing) by qualified medical personnel after a conditional offer of employment has been extended. For additional information concerning controlled substance testing refer to § 27-70, Article VII, Queen Anne’s County Code.

D. Rejection

In addition to not meeting any of the standards described above, candidates may be rejected if they do not meet minimum selection standards adopted by the Maryland Police Training Commission. Rejection may also be based on any of the following:

- 1. A military bad conduct discharge or dishonorable discharge from any branch of the U.S. Military Service.
- 2. Documented evidence of three (3) or more instances of misconduct or disciplinary action in the military service (regardless of the type of discharge).
- 3. Discharge from employment on two (2) or more occasions during the past five (5) years, or documented evidence of disciplinary action or discharge on three (3) or more occasions.
- 4. Conviction of any felony.

5. Conviction of a misdemeanor.
6. Any serious driving record that has multiple points against the candidate's driver's license.
7. Participation as a plaintiff or defendant in three (3) or more civil court actions reflecting an inability to interact reasonably well with other people.
8. Patterns of violence toward other persons as evidenced in two (2) or more areas of the background investigation (e.g., military check, arrest(s), etc.).
9. Violations of the Queen Anne's County Drug Use Policy.
10. A high incidence of accidents due to negligence, as evidenced by two (2) or more accidents in which the candidate admitted to their negligence or which was established in a court of law, either civil or criminal.
11. Evidence of alcoholism or serious drinking, including but not limited to a conviction of intoxication, poor work history related to alcoholism, or repeated intoxication or disorderly conduct.
12. Any felony committed as a juvenile, at the age of fourteen (14) or older, involving violence against another person.
13. Failure to provide evidence of enrollment in an accident and health insurance program that will cover any injuries that may be sustained while obtaining employment.
14. Untruthfulness.
15. Results from the medical examination if they raise concerns about an applicant's ability to perform any of the essential functions of law enforcement.
16. Results from the psychological examination if they raise concerns about an applicant's ability to perform any of the essential functions of law enforcement.

E. Review Board

The review board comprised of three Lieutenants will analyze all applicants not excluded to this point in the process and submit its recommendation(s), via an eligibility list, to the Chief Deputy for

his selection and approval.

F. Notification

Candidates not selected for appointment are informed in writing of such decision. Although a hiring decision is most often based upon a number of factors, the nature of the selection process enables a single procedure (e.g., background investigation, test scores, medical examination) to result in the elimination of a candidate from further consideration.

G. Probationary Period

All candidates for employment, comparative compliance, lateral entry, and non-certified who are required to attend an approved Maryland Police Training Commission (MPTC) entrance level curriculum (police academy), will serve a probationary period of two years from their date of hire. During their respective probationary periods, employees may be dismissed without cause or legal recourse.

VI. CALEA References: 32.1.1, 32.2.1a, 32.2.1b, 32.2.1c, 32.2.7 & 32.2.8.

VII. Proponent Unit: Administrative Services

VIII. Cancellation: This directive cancels Index Code 703 dated 11/1/11.

Sheriff Gary Hofmann