

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 selection process will be based on the minimum qualifications specified in the related job description. **(CALEA 32.1.2, 32.1.3)**

Individuals seeking sworn positions, dispatch positions, and detention positions with the Beaufort County Sheriff's Office will be asked to complete a Beaufort County application for employment, the North Carolina Sheriff's Education and Training Standards Commission Personal History Statement (Form F-3), Authorization and Release to Obtain Information form, Applicant Questionnaire, and an Essential Job Functions form. Applicants will also have to provide copies of a High School diploma or GED certificate, criminal and civil records checks from every county in which they have lived in the previous ten years, a current credit report, a copy of their birth certificate, a copy of form DD-214 if prior military, and a copy of their BLET and/or Basic Detention Officer certificate if applicable.

Individuals seeking employment in civilian positions with the Sheriff's Office will be required to complete a County application for employment, Authorization and Release to Obtain Information form and fingerprint cards. 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. Applicants for civilian positions will be interviewed by a board made up of the Chief Deputy, the immediate supervisor of the open position, and one other Command Staff member.

Applicants will be provided information about the selection process, the expected duration of the selection process and the Sheriff's Office 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, 32.1.4a,b,c)**

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

A review of the application packet will be conducted by the Chief Deputy or his designee to ensure that all necessary forms have been submitted and are complete. A criminal background check on all applicants will be conducted through NCIC, DCI, and AOC as part of the initial application packet review. 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.

If the applicant for a sworn, dispatch or detention position meets the minimum standards established by the NCSETSC, the applicant will be referred to the Beaufort County JobLink Career Center to be assessed for a Career Readiness Certificate. A \$30 fee required to complete the assessment will be paid by the applicant. The results of the assessment will be scored to ensure the applicant meets the minimum required skill levels established by a JobLinks profile for an entry level Deputy Sheriff. Applicants that meet or exceed the minimum required score thresholds will continue in the selection process. Applicants for sworn positions that have prior experience as a full-time sworn law enforcement will not be required to take the CRC assessment. **(CALEA 32.1.2)**

After passing the CRC assessment if required, applicants will be scheduled to participate in an Oral Review Board made up of three or more Command Staff members. Board members will utilize standardized question score sheets approved by the Chief Deputy to rate the applicant during the review board process. All applicants interviewed by the review board for the same open position will be assessed using consistent standardized questions to ensure uniformity in the selection process. After rating the applicant on their performance during the Oral Review Board, board members will review the applicant's application package and make a written recommendation to the Chief Deputy or his designee on whether or not the applicant should continue in the selection process. Board member score sheets for each applicant will become part of the applicant's file. **(CALEA 32.1.3)**

Upon successful completion of the Oral Review Board, applicants will be scheduled for a background investigation. A Criminal Investigator or private contractor will be assigned to complete the background investigation before any applicant is considered for a Pre-conditional Offer of Employment by the Sheriff. The person conducting background investigations will be trained in all aspects of the selection process to ensure consistency. The Investigator will notify the applicant the background process has begun and the expected duration of the process. **(CALEA 32.1.4b, 32.2.2)**

Criminal and civil history information along with other data that has been submitted by the applicant will be documented in the Background Summary completed by the background Investigator. At 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. A written summary of the investigation will be completed and maintained in the applicant's personnel or application file. **(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 a criminal history records check. Fingerprint cards and other data for Deputy and Detention positions will be forwarded to the 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 application or personnel file. 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.

Based on the recommendation of the Background Investigator, the results of the background investigation and positions available, the applicant may be made a conditional offer of probationary employment with the Sheriff's approval. The conditional offer of employment will be made prior to drug testing, physical examination and psychological assessment(sworn only). The Beaufort County Sheriff's Office does not conduct polygraph examination for employment purposes. **(CALEA 32.2.6)**

If a conditional offer of probationary employment is made to the sworn applicant, a physical examination and psychological assessment will be scheduled by the Administrative Assistant with a certified professional provider selected by the Sheriff's Office. Drug screening will be included with the physical examination. Applicants for civilian positions will also receive a drug screening as directed by the Sheriff's Office. Drug screening will be at the expense of the County and must be completed prior to probationary appointment. The results of these examinations, screenings, and assessments will be considered by the Sheriff, as allowed by law, before making a probationary appointment. The results of these examinations will be maintained in the applicant's personnel file. Information concerning an applicant, such as a result of the psychological assessment, physical examination, drug screen or background investigation will remain confidential. **(CALEA 32.2.7, 32.2.8, 32.2.9)**

The Chief Deputy or his designee will notify individuals not selected for employment in writing within 30 days of the decision. Applicants that are denied employment 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, and may be extended at the discretion of the Sheriff. **(CALEA 32.2.10)**

The Administrative Assistant and the Chief Deputy or his designee 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. 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 disclosure of the information contained within. (CALEA 32.1.6, 32.1.7)