

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.02
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; April 11, 2016; February 28, 2017; October 6, 2020; March 30, 2023
CHAPTER: Human Resources		Related Policy: G.O. 6.01 (Equal Employment Opportunity/Affirmative Action); APM Chapter 3 Section 14 Issue 10
SUBJECT: Recruitment and Selection		Related Laws: Title VII of Civil Rights Act of 1964

POLICY: The Sheriff's Office will recruit and hire the best-qualified applicants. The Sheriff will make the final selection of an applicant to fill a position. Except when there is a bona fide occupational qualification, persons shall be treated equally during recruitment and other matters related to employment. There will be no discrimination based a person's race, color, religion, national origin, sex, or age.

RULE: Recruit and hire only the best-qualified applicants. The Sheriff's Office will give all applicants an equal opportunity based on minimum requirements set by DPSST, laws of the State of Oregon and local authority. Recruitment will be fair, equitable and will be run in a professional manner.

PROCEDURE:

I. Recruitment

- A. When the employee leaves, the manager/supervisor needs to decide on one of the following options.
 - 1. Eliminate the position - Determine if there are any process improvements, technology, or other changes to pursue rather than filling the position. If this is the answer, slate the position for elimination, and pursue other strategies. Human Resources can help with the position elimination process.
 - 2. Hold the position - Decide to hold off on filling a position due to budgetary uncertainty. This will allow you to eliminate the position, if necessary, without creating a layoff situation. If this option is selected, inform Human Resources as soon as possible.
 - 3. Fill the position - If so, go to step B.

- B. Before moving ahead, insure all internal shifting of personnel necessitated by the vacancy is completed.
- C. Human Resources will complete the Vacancy Review Form.
- D. Once the Budget Office has approved recruitment; Human Resources will begin coordinating the recruitment process.

II. Selection

- A. If no acceptable applications have been received by the closing date, the posting will be extended.
- B. At the end of the posting period, Human Resources will screen all the applications for minimum qualifications.
- C. Human Resources will coordinate scoring of supplemental questions. Only those applications received through this process will be considered for interviews.
- D. Human Resources will work with the manager/supervisor to develop interview questions and schedule the candidates for interviews.
- E. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
- F. After the interviews, the manager/supervisor will forward the packets to Human Resources who will verify all the scores and confirm the top candidate to the manager/supervisor. (Applicants must score at least 70% to be considered for regular employment.)
- G. The Sheriff is the final hiring authority for the Sheriff's Office. The Sheriff will review the test results but is not required to hire or promote solely on the basis of highest test score. Rather, the Sheriff will seek to hire or promote those persons who appear to be the best qualified for the position.
- H. Within thirty days from the conclusion of the candidate's employment process, they will be informed in writing if they are eligible or ineligible for appointment.
- I. A thorough background investigation will be conducted on each eligible candidate prior to appointment to probationary status.
 - 1. To comply with the Prison Rape Elimination Act (PREA) of 2003, the Sheriff's Office will conduct a fingerprint-based background check on all employees and volunteers. This background check will result in the Oregon State Police placing a CJIS flag on the Computerized Criminal History (CCH) record of all employees and volunteers. Should a

subsequent arrest be posted to a CJIS flagged CCH, the Oregon State Police will expediently notify the Sheriff's Office of that situation for our immediate follow-up.

- J. Candidates will be required to successfully pass a physical, to include a drug screen, and psychological examination prior to appointment based on job classification.
 - 1. Potential contract employees will be required to successfully pass a drug screening.
- K. The agency shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.
- L. To comply with the Prison Rape Elimination Act (PREA) of 2003, the Lane County Sheriff's Office will not hire or promote anyone who:
 - 1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
 - 2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - 3. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a) (2) of this section.

III. Employment of Relatives

- A. Employment of relatives of County employees is not prohibited except in cases where such action:
 - 1. Would constitute a violation of any law of this state or of the United States or any rule promulgated pursuant thereto with which Lane County is required to comply, and/or
 - 2. Would constitute a violation of the conditions of eligibility for receipt by the employer of financial assistance from the government of this state or the United States, and/or
 - 3. Would place the individual in a position exercising supervisory, appointment, or grievance adjustment authority over a member of the individual's immediate family or in a position of being subject to such

authority which a member of the individual's immediate family exercises, and/or

4. Would cause the County to disregard a bona fide occupational requirement reasonably necessary to the normal operation of the County's business.
- B. For the purposes of this General Order, member of the individual's immediate family means mother, father, spouse (or domestic partner), sister, brother, child, grandparent, grandchild, stepmother, stepfather, stepchild, father-in-law, mother-in-law or other relative residing in the employee's immediate household.
- C. The term employment shall include initial appointment, transfers, and promotions.
- D. The determination of whether a person's employment violates the prohibitions in III (A) above shall be made by the Sheriff or designee.

IV. Internal Recruitment for Reserves and Cadets

- A. Reserves and Cadets show a dedication to this agency through volunteering in their respective programs. Once a year, at a time determined by the Sheriff/or designee, an internal recruitment will be opened to allow for Reserves and Cadets to apply for deputy positions.
- B. Individuals who are part of the reserve or cadet programs will follow a modified selection process due to already being part of the agency. However, they still must meet all DPSST and agency requirements. The internal recruitment process will mirror the regular recruitment process, and will include the physical abilities test, written test, oral board, update to previous background, psychological and medical evaluations.