

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.05
		Issue Date: March 21, 2005
		Revision Date: April 11, 2016
CHAPTER: Human Resources		Related Policy: G.O. 3.10 (Sheriff's Reserves), G. O. 10.11 (Reserve Deputy Sheriff)
SUBJECT: Reserve Deputy Hiring Procedure		Related Laws: Title VII of the Civil Rights Act of 1964

POLICY: The Lane County Sheriff's Office will recruit, accept, and retain only the highest-qualified applicants for Reserve (volunteer) Deputies. The recruitment, testing, and hiring process for Reserve Deputies will be conducted the same as the compensated Deputy Sheriff processes.

RULE: The Sheriff will make the final decision on the selection of all Reserve Deputy applicants.

PROCEDURE:

I. Reserve Deputy Hiring

- A. Supervisors will make a request to the LCSO Human Resources Administrative Analyst to post the notice of an open position. Reserve deputy recruitment typically runs concurrent with the recruitment for deputy sheriff.
- B. The Human Resources Administrative Analyst will send a copy of the last posting to the supervisor with a request for review.
- C. When the revised posting (including supplemental questions) is returned to the Administrative Analyst, final changes will be made and copies of the posting will be distributed appropriately.
- D. Once the posting has closed, LCSO Human Resources will screen for minimum requirements and score the supplemental questions.
- E. The Administrative Analyst will make the appropriate arrangements for applicant testing.
- F. Reserve deputy applicants must meet the same standards and requirements met by the compensated deputy sheriff applicants.
- G. The LCSO Human Resources section will schedule interviews.
- H. Upon completion of the interviews, the Administrative Analyst will verify all scoring, and inform the manager/supervisor of the top candidates. Psychological

examinations and evaluations, background investigations, and pre-employment physical examinations will then be scheduled as needed by the Human Resources section.

- I. 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.
- J. 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.

II. Transition to Compensated Deputy Sheriff

- A. Current reserve deputies may transition to a compensated deputy sheriff by applying for open deputy sheriff positions during open recruitment processes.
- B. Reserve deputies must submit the required deputy sheriff recruitment application (including supplemental questions).
- C. Successful applicants that have completed the Reserve Deputy testing process more than one (1) year prior to the Deputy Sheriff process they are applying for, will be required to complete the normal testing process, including:
 - 1. O.R.P.A.T.
 - 2. P.O.S.T.
 - 3. Interview Process
 - 4. Updated Background Investigation
 - 5. Medical Examination
- D. Successful applicants that have completed the Reserve Deputy testing process less than one (1) year of the Deputy Sheriff process they are applying for, will only be required to complete:
 - 1. Updated Background Investigation

- E. Reserve deputies offered compensated deputy sheriff positions will be placed at the first step of the Deputy Sheriff Classification pay scale. The Sheriff's Office may consider placing the applicant at the second step, provided they meet the established requirements.