



DAWSON COUNTY SHERIFF'S OFFICE

<p align="center">DAWSON COUNTY SHERIFF'S OFFICE GENERAL ORDER</p>	<p>Date of Issue: 02-01-07</p>	<p>Effective Date: 05-20-10</p>	<p>Revision Date: 05-20-10</p>
<p>Subject: Employee Selection Process</p>	<p>Number: A-10E</p>		
<p>Index as: Employee Qualification, Applicant Responsibilities, Selection Process, Background Investigation</p>			

<p>Special Instructions:</p>	<p>Amends: A-10D</p>	<p>Rescinds: A-10D</p>
<p>Distribution: Administration</p>		

A. PURPOSE: This SOP establishes the policy and procedures for the selection of applicants to full-time positions in the Dawson County Sheriff's Office.

B. STATEMENT OF POLICY:

1. It is the policy of the Dawson County Sheriff's Office to hire the best-qualified individuals by using a selection process that measures each applicant's traits and characteristics in a manner that is related to the job applied for.
2. The agency will practice a regimented and thorough selection process while simultaneously affording equal opportunity to everyone regardless of race, creed, color, gender, national origin or age. The agency does not discriminate against people with disabilities and affords them the same opportunity for employment selection provided to all citizens. Where possible, the agency provides reasonable accommodation to the known disabilities of qualified people.
3. The agency relies upon the accuracy of information contained in the employment application and other data obtained throughout the selection process. Any misrepresentations, falsifications or material omissions of this information may result in the exclusion of the applicant from further consideration for employment or, if the individual has been hired, termination of his/her employment.

C. PROCEDURES:

1. The **MINIMUM EMPLOYMENT QUALIFICATIONS** for all deputy sheriff, detention officer and animal control officer applicants are:
 - a. Be at least 21 years of age (deputy sheriff applicants) or 18 years of age (detention and animal control applicants) when the employment application is submitted;
 - b. Be a born or naturalized citizen of the United States as of the date of employment commences;
 - c. Possess a state issued GED or high school diploma that is recognized by S.A.C.S. (Southern Association of Colleges and Schools) or an equivalent accrediting agency;
 - d. Possess an Honorable Discharge (if prior military service);
 - e. Possess a valid driver's license;
 - f. Be able to perform the essential job functions for the position applied for;
 - g. Successfully pass a written basic skills test;
 - h. Complete an agency administered physical agility test;
 - i. Successfully pass oral interviews;

- j. Successfully pass an extensive background investigation which includes a check of school records, credit history, prior employment history, court dockets and driver's history; inquires into character and reputation through interviews of references and previous work/school associates; and a fingerprint-based criminal records check;
 - k. Not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution, nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purpose of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered (Official Code of Georgia, Annotated, Title 35, Chapter 8);
 - l. No felony convictions;
 - m. No family violence convictions;
 - n. No usage of any illegal controlled substance or dangerous drug within the past five years or any marijuana use within the past 36 months;
 - o. No conviction or nolo contendere plea for DUI within the past five years and/or multiple traffic violations that endangered the lives or safety of others within the past 36 months to include "at fault" traffic accidents;
 - p. Complete a Truth Verification examination consisting of a Computer Voice Stress Analysis examination and/or a polygraph examination;
 - q. Successfully pass a drug screening test; and *
 - r. Successfully pass a medical examination and psychological evaluation. *
- * The drug screen, medical examination and psychological evaluation shall only be administered if a conditional offer of employment is made.

2. The MINIMUM EMPLOYMENT QUALIFICATIONS for all civilian (including medical) and communications officer applicants are:

- a. Be at least 18 years of when the employment application is submitted;
- b. Be legally qualified to work in the United States as of the date of employment commences (civilian applicants) or be a born or naturalized citizen of the United States as of the date of employment commences (communications officer applicants);

- c. Possess a state issued GED or high school diploma that is recognized by S.A.C.S. (Southern Association of Colleges and Schools) or an equivalent accrediting agency;
- d. Possess an Honorable Discharge (if prior military service);
- e. Possess a valid driver's license;
- f. Graduate from an accredited vocational-technical school with a current LPN license (medical positions only)
- g. Be able to perform the essential job functions for the position applied for;
- h. Successfully pass a written basic skills test (civilian applicants-excluding medical) or the National Dispatcher Selection Test (communications officer applicants);
- i. Successfully pass oral interviews;
- j. Successfully pass an extensive background investigation which includes a check of school records, credit history, prior employment history, court dockets and driver's history; inquires into character and reputation through interviews of references and previous work/school associates; and a fingerprint-based criminal records check;
- k. Not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purpose of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered (Official Code of Georgia, Annotated, Title 35, Chapter 8);
- l. No felony convictions;
- m. No family violence convictions;
- n. No usage of any illegal controlled substance or dangerous drug within the past five years or any marijuana use within the past 36 months;
- o. No conviction or nolo contendere plea for DUI within the past five years and/or multiple traffic violations that endangered the lives or safety of others within the past 36 months to include "at fault" traffic accidents;
- p. Complete a Truth Verification examination consisting of a Computer Voice Stress Analysis examination and/or a polygraph examination;

- q. Successfully pass a drug screening test; *
- r. Successfully pass a medical examination, and *
- s. Successfully pass a psychological evaluation (communications officer applicants only). *

* The drug screen, medical examination and psychological evaluation shall only be administered if a conditional offer of employment is made.

3. HIRING RELATED EMPLOYEES: The agency will accommodate related employees as prescribed below. However, related employees must realize that future employment assignments may be restricted based on their relationship according to the following limitations.

- a. For the purpose of agency policy, relatives shall be defined as immediate family established by blood or marriage to include spouse, parent or guardian, child, brother, sister, father-in-law, mother-in-law, stepmother, stepfather, stepson, stepdaughter, stepsister or stepbrother, or other relative living in the employee's household. Additionally, related employees are those who become engaged to be married or who have a child in common. For the purpose of this rule, the interpretation of the word "spouse" is to include a person who lives in an espoused relationship.
- b. Employees who are related to each other or individuals seeking employment who are related to a current employee:
 - 1. Will not supervise each other.
 - 2. Will not work at the same division during the same shift, unless their duties are so separate and distinct that their official duties will not require significant contact, or under circumstances as otherwise deemed inappropriate by the Sheriff that would adversely impact on the effective operations of the agency.

4. APPLICANT RESPONSIBILITIES:

- a. Obtain and complete a Dawson County Sheriff's Office Application for Employment and submit all requested documentation, to the Director of Human Resources by the suspense date given (if one is given).
- b. Satisfy all minimum hiring selection requirements such as being present and on time for all scheduled employment tests, interviews and examinations.
- c. Furnish additional documentation when requested to verify or dispel information developed during the selection process.

- d. Become familiar with all elements for the employee selection process as provided in the Application for Employment
- e. Request a reasonable accommodation if needed in order to comply with the agency's hiring process.

5. EMPLOYMENT APPLICATIONS WILL ONLY BE ACCEPTED WHEN SPECIFIC JOB VACANCIES EXIST OR ARE ANTICIPATED.

- a. When directed by the Sheriff, the Director of Human Resources will establish an application period for a minimum of 14 days during which time interested individuals may submit an application for employment.
- b. All top qualifying applicants that are not hired for the initial position applied for will have their application on file for one year from the date of the last hiring step completed. If a vacancy occurs within that one year period, all qualified applicants will be reviewed again. The top applicant(s) will continue the hiring process from the last step completed.
- c. If a specific application period is established, it will be publicly announced through the local media and other appropriate means to insure widespread notification.
- d. Under no circumstances will applications for employment be accepted prior to or following the application period. If such documents are received by the agency, they will be returned to the applicant.
- e. If there are not a sufficient number of applicants received for a particular vacancy, the application period may be reopened when directed by the Sheriff.

6. RE-APPLICATION:

- a. Applicants who are rejected for lying, deceit, bad moral character or falsifying their application will not be reconsidered for employment with the Dawson County Sheriff's Office.
- b. Applicants who do not pass the written basic skills test may re-apply during an announced application period; however, re-application may only be made after 90 days have passed since the applicant was initially rejected for employment. Any subsequent failures of these tests will disqualify the applicant from any further consideration for employment.
- c. Applicants who are rejected for any other reason(s) will not be reconsidered for employment with the Dawson County Sheriff's Office.

7. LATERAL ENTRY:

- a. A Georgia P.O.S.T. certified peace officer must satisfy the hiring criteria established above.
- b. If accepted for employment, the individual will not have to attend the Basic Mandate Course and will be assigned duties as directed by the Sheriff.

8. PROBATION:

- a. All newly hired employees shall be considered to be on probation for 12 months from the date of employment.
- b. Probationary employees will receive all legally mandated benefits (i.e., worker's compensation and Social Security) and any additional benefits provided by Dawson County.
- c. During the probationary period, the applicant will be evaluated by his/her immediate supervisor and, when necessary, provided with initial and remedial training for the position they were hired for.
- d. Applicants should exhibit acceptable standards of behavior and demonstrate the potential to properly perform their assigned duties in order to be retained for permanent employment with the agency. Probationary employees are expected to:
 1. Satisfactorily complete any required training;
 2. Receive satisfactory or higher ratings in all categories on their performance evaluation; and
 3. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the agency (G-30 Employee Code of Conduct). **UNACCEPTABLE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:** conduct that damages the reputation and integrity of the agency; involvement in any unlawful activities; any substantiated information that the applicant falsified or in any way provided misleading information during the initial hiring process; any substantiated information that the applicant lied, stole, or was deceitful while performing his/her employment duties; or frequent tardiness or unjustified absences, insubordination, negligence in performing assigned duties, or the commission of a felony or violent misdemeanor.

9. **SELECTION PROCESS:** A variety of methods are used to evaluate and select applicants whom are most qualified for employment with the agency.

The various means used are collectively designed to identify those who: are of high character and integrity; have the required job-related skills, knowledge, and abilities for the position applied for; can perform the essential job functions of the position; and possess the needed mental and physical characteristics to perform successfully. Each of the elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.

THE SELECTION PROCESS CONSISTS OF THE FOLLOWING TWELVE ELEMENTS AND ACTIVITIES:

- 1) **EMPLOYMENT APPLICATION REVIEW:** Upon receipt of the Dawson County Sheriff's Office Application for Employment, the Director of Human Resources will:
 - a. Review all applications for completeness and insure applicants satisfy the minimum employment eligibility criteria.
 - b. Return incomplete applications to the applicant and/or notify applicants failing to satisfy the eligibility criteria.
- 2) **INITIAL BACKGROUND SCREENING:** The Director of Human Resources will initiate a preliminary background screening involving:
 - a. Criminal Records check; and a
 - b. Driver's History check.
- 3) **WRITTEN BASIC SKILLS TEST:** The Director of Human Resources will schedule a written basic skills test as follows:
 - a. Basic adult education testing for all full-time civilian applicants
 - b. National Dispatcher Selection Test for communications officer applicants
 - c. Specific entry-level peace officer testing for all deputy sheriff, detention officer and animal control applicants
- 4) **PHYSICAL AGILITY TEST (PAT):** Following the completion of the initial background screening and basic skills test, the Human Resources Director will schedule all deputy sheriff, detention officer, and animal control officer applicants for the agency's Physical Agility Test. The Cooper Fitness Evaluation will be administered by the Director of Training or designee. Other physical agility tests may be substituted or added as required. The test will consist of sit-ups, push-ups, and a 1½ mile run. Applicants will be tested based on the appropriate age and gender groups

as dictated by the Cooper Physical Fitness Standards that have been adopted by the Dawson County Sheriff's Office.

5) ORAL INTERVIEW:

- a. All applicants who successfully pass their respective written basic skills test, and have meet all the factors mentioned in Section C will be scheduled for an oral interview with the Division Commander or designee for the area they are applying.
- b. The interviewing supervisor will forward the applications on to the Chief Deputy with recommendations being made on the top applicants.
- c. The Chief Deputy will interview the top applicants as recommended by the interviewing Supervisor. The Chief Deputy can, at his discretion, choose to interview all applicants.
- d. The Chief Deputy will determine which of applicants is most qualified for the position after conducting the oral interviews.
- e. During the oral interviews both the Chief Deputy and the interviewing supervisor will:
 1. Review all materials and information obtained during the hiring process that are related to each applicant;
 2. Conduct a structured and graded interview with each applicant involving questions related to the position applied for and to an applicant's past history, and any additional questions designed to clarify information developed during the hiring process.
 3. Analyze all available information and make a determination whether:
 - a. The applicant can move forward with the truth verification exam and final background investigation.
 - b. If the applicant successfully completes the truth verification exam and final background investigation, the Chief Deputy will recommend the applicant to the Sheriff for a conditional job offer.

6) TRUTH VERIFICATION EXAMINATION:

- a. The Chief Deputy will direct the Office of Professional Standards to schedule the top applicant(s) for a truth verification examination consisting of a Computer Voice Stress Analysis (CVSA) and/or a

polygraph examination. Prior to the administering the examination, applicants will be required to complete a pre-examination CVSA screening booklet.

- b. All Computer Voice Stress Analysis examinations will be administered by certified CVSA examiners assigned to the Office of Professional Standards in accordance with Sheriff's Office policy #G-385.
- c. The results of the truth verification examination(s) will not serve as the single determinant of the "hire/no hire" decision. Rather, the results will be used as an investigative aid as part of the overall background investigation.
 - 1. In the event that a polygraph examination is administered in lieu of, or in addition to the CVSA examination, the polygraph examination will be administered by a qualified examiner employed by the Georgia Bureau of Investigation or others as may be deemed appropriate.

7) **FINAL BACKGROUND INVESTIGATION:** The Internal Affairs Officer, or designee, will conduct an in-depth background investigation on each applicant who is referred by the Chief Deputy for further employment processing. The investigation will consist of:

- a. Credit history check;
- b. Verification of at least three personal references;
- c. Interviews with previous employers, work associates, neighbors, and/or school officials covering at least the past five years;
- d. Verification of any qualifying credentials such as diplomas, school attendance records, peace officer training records and POST certifications, letters of commendation or recommendation, military criminal records check etc.; and
- e. Appropriate follow-up activities to questionable information previously developed or obtained from the truth verification examination to verify or dispel any indicators that may cause suspicion of an applicant's qualifications, veracity or reputation.

8) **CONDITIONAL JOB OFFER:** Applicant(s) who are recommended by the Chief Deputy for a conditional job offer will be referred to the Sheriff for his authorization to make a formal conditional employment offer.

9) **DRUG SCREENING TEST:**

- a. Each applicant who is given a formal conditional job offer by the Sheriff will be required to take a drug screening test administered by a licensed medical doctor of the agency's choosing.
- b. The purpose of the screening test is to verify the applicant is currently "drug free."
- c. The drug screen will be performed during the scheduled medical examination.

10) **MEDICAL EXAMINATION:**

- a. Following the acceptance of a conditional offer of employment, an applicant will be required to pass a medical examination to be conducted by a licensed doctor of the agency's choosing.
- b. The purpose of the examination is to:
 - 1. Certify the general health of each candidate; and
 - 2. Determine whether the applicant poses a direct safety threat to the general public, co-workers, and/or the prisoner population in the Detention Center as described below.
- c. A conditional job offer may be withdrawn if an applicant poses a direct safety threat to the general public, co-workers, and/or the prisoner population in the Detention Center. Such a determination will be based upon factual medical evidence that the applicant poses a significant risk of substantial harm to others or to him/herself. Such medical conditions include, but are not limited to the following:
 - 1. The applicant is a carrier of a highly contagious and/or potentially life-threatening disease such as Hepatitis B, Pulmonary Tuberculosis, Human Immunodeficiency Virus (HIV) or other uncommon or rare disease as identified by the Centers for Disease Control; or
 - 2. The applicant may unexpectedly lose consciousness because of any uncontrollable reaction to medication (i.e., hypoglycemic reaction to insulin), thus causing an automobile or other type of serious accident.
- d. **REASONABLE ACCOMODATION REQUESTS:** Any job applicant has the right under the Americans with Disabilities Act (ADA) to request that a reasonable accommodation be made in order for a

1. Be submitted in writing by the applicant within five working days following notification of a conditional job offer or following notification of a withdrawal of a conditional job offer because of a medical condition;
 2. Contain appropriate medical documentation that verifies the applicant's status as an individual with a disability and his/her functional limitations;
 3. Identify the specific job functions requiring accommodation; and
 4. Propose the specific accommodation(s) that the agency should make in order for the applicant to be hired.
- e. **EVALUATION OF ACCOMMODATION REQUESTS:** Only requests from individuals who are disabled as defined by the ADA will be evaluated. In order to properly determine if an applicant is in fact disabled, the agency may request additional medical documentation to be provided at the applicant's expense in order to verify the request or better understand the limitation. When considering an accommodation request from a disabled applicant, the following procedures will apply:
1. The accommodation review will be performed by the Division Commander who would supervise the applicant should he/she be hired. This review may be performed in consultation with other appropriate members of the agency;
 2. Only the position for which the applicant has applied will be considered in the accommodation review;
 3. The agency is not required to provide the accommodation that is preferred by the applicant; rather the accommodation must be sufficient to meet job-related needs and enable the applicant to perform at the level of the average similarly situated individual that is hired as outlined in appropriate EEOC guidelines;
 4. If a disabled individual refuses an agency proposed accommodation that enables him/her to perform the essential job functions, he/she is no longer qualified for the job;

5. The reviewing Division Commander will provide a written response to the applicant that will either approve the accommodation request, explain why the request is denied, or propose another accommodation.

11) **PSYCHOLOGICAL FITNESS EXAMINATION:** (deputy sheriff, detention officer, animal control officer, and communications officer applicants only)

- a. Following the acceptance of a conditional offer of employment and successful completion of the medical examination, deputy sheriff, detention officer, animal control officer and communications officer applicants will be required to take a psychological examination conducted by a licensed psychologist of the agency's choosing.
- b. A psychological examination designed to assess the emotional stability and psychological fitness of each applicant will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. Psychological assessments are needed to eliminate applicants who may not be able to carry out their responsibilities or endure the stress of the working conditions. Each applicant's test is conducted and personally reviewed by a qualified professional, such as a psychologist or psychiatrist, to ensure proper interpretation and legal defense of the selection process.
- c. The results of the psychological examination will not serve as the single determinant of the "hire/no-hire" decision. Rather, they will serve as one component of the selection process and may be used to initiate more in-depth follow-up actions if needed to verify any adverse or questionable results.

12) **PROBATIONARY HIRING DETERMINATION:**

- a. Once all applicable elements of the hiring process have been completed, the Director of Human Resources will assemble all tests, examinations and background investigation results concerning the applicant(s) recommended for employment by the Sheriff.
- b. The presence of one or more of the following factors, regardless of when discovered, will cause an applicant to be ineligible for further employment consideration:
 1. Evidence of deceptiveness, lying or the submission of any misleading information by the applicant;

2. Information showing the applicant does not satisfy the minimum employment qualifications;
 3. Information that the applicant cannot perform the essential job functions with an accommodation for the position applying for;
 4. Failure to pass the written basic skills or complete the physical agility test;
 5. Conviction of a felony, forcible misdemeanor or act of family violence;
 6. Failure to pass the drug screening test;
 7. Evidence of marijuana use within the past 36 months and/or any illegal controlled substance or dangerous drug within the past five years;
 8. Conviction by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution or conviction of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purpose of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered (Official Code of Georgia, Annotated, Title 35, Chapter 8);
 9. Evidence that the applicant poses a direct safety threat to the general public, to other agency employees, or the prisoner population because of a serious medical condition; and/or
 10. Any conviction or Nolo Contendere plea for DUI within the past five years and /or multiple traffic violations that endangered the lives or safety of others within the past 36 months to include "at fault" traffic accidents.
- c. A combination of the following factors will cause an applicant to be ineligible:
1. An unfavorable recommendation from previous employers and/or work associates that cannot be reasonably rebutted by the applicant;
 2. Unstable work history;

3. Failure to pass the truth verification examination(s);
 4. An unfavorable recommendation based upon the results of the psychological examination;
 5. An unfavorable credit rating that cannot be reasonably rebutted;
 6. An unfavorable assessment made by the Chief Deputy during oral interviews;
 7. Or any corroborated information that otherwise puts into question an applicant's integrity, character or reputation.
- d. The Director of Human Resources will notify in writing any applicant determined to be ineligible for employment and whether he/she can apply for reconsideration as outlined above.
 - e. After all required information is assembled, the Chief Deputy will forward it to the Sheriff for his review and decision concerning whether the applicant should be offered employment on a probationary basis.
 - f. Once the Sheriff makes the final probationary employment determination, the Director of Human Resources will notify the applicant in writing.

10. REHIRE PROCEDURES: The Dawson County Sheriff's Office will rehire those individuals formally employed by the agency who exemplify the highest standards of professionalism, personal conduct, and duty performance AND who otherwise continue to satisfy the minimum eligibility criteria for employment as prescribed in this policy.

- a. **ABBREVIATED SELECTION PROCESS:** Former employees who have left the agency for a period of more than six months will have to comply with all selection procedures. For those former employees who have left the agency for a period not to exceed six months, a modified selection process will be used to determine their eligibility to be rehired. This selection process will consist of the following elements:
 1. **APPLICATION AND REVIEW:** The former employee will be required to submit a completed employment application to the Director of Human Resources for review and referral to the Internal Affairs Officer.
 2. The Director of Human Resources and Internal Affairs Officer will conduct a preliminary assessment of the applicant's personnel file

and internal affairs record to determine, in consultation with other agency officials, whether there is any unfavorable information during the previous employment period.

3. **BACKGROUND INVESTIGATION:** For those applicants who have an exemplary employment history with the agency, the Internal Affairs Officer will up-date their background investigation file by performing records check, interviews and other appropriate measures to confirm the continued eligibility of the applicant.
4. **EXAMINATIONS:** Each qualified applicant will be required to take a Computer Voice Stress and/or polygraph examination, drug screening test, medical examination and psychological fitness examination.
5. **JOB OFFER:** Once all applicable elements of the abbreviated hiring process have been completed, the Sheriff will make the final determination whether the applicant should be rehired.

11. STATUS OF EMPLOYMENT:

- a. **ASSIGNMENT:** Applicants will be assigned based upon the needs of the agency. Consideration should be given to minimize any adverse impact on the professional advancement of other agency employees who might be unintentionally affected by the assignment.
- b. **PAY/RANK:** Normally, deputy sheriff applicants will be paid at a salary grade of 16, detention officers/communications officers will be paid at a grade of 14 and civilian applicants will be paid at a grade of 12.

12. TRAINING: Deputy sheriff applicants will be expected to comply with the agency's 20 hour annual training requirement. Detention officers are also expected to complete 20 hours of annual training.

13. RESPONSIBILITIES:

a. DIRECTOR OF HUMAN RESOURCES:

1. Provide all prospective applicants with an employment application and will make available to all applicants the below:
 - a. The job description with essential job functions;
 - b. A description of the entire selection process, the expected duration of the selection process, and the agency's policy on re-application, re-testing and re-evaluation of applicants not selected;

2. Provide a background investigative questionnaire from which truth verification examination questions may be drawn from;
3. Establish and publicize employment application periods;
4. Review all employment applications for completeness and thoroughness and notify in writing those applicants who are required to submit additional documentation or who fail to satisfy the minimum employment qualifications;
5. Return any employment application received prior to or following an application period;
6. Forward a complete copy of each application with all supporting documentation to the Internal Affairs Officer for his/her necessary action;
7. Make reasonable accommodations for those applicants who may be disabled and who request such accommodations in order that they may comply with subsequent selection procedures;
8. Schedule and conduct a written basic skills test, and schedule and have the Training Director or designee conduct the physical agility test for each qualified applicant;
9. Notify applicants who successfully pass the written basic skills test and complete the physical agility test of the schedule of subsequent selection requirements;
10. Notify applicants in writing who fail to successfully pass the written basic skills test and inform them of the conditions and procedures for re-application;
11. Schedule an oral interview with the Division Commander or designee and Chief Deputy;
12. Schedule an interview with the Sheriff, in which a conditional job offer may be presented.
13. Contact those applicants who are presented with a conditional employment offer and schedule the following:
 - a. Drug screening test;
 - b. Medical examination, and

c. Psychological examination

14. Assemble all available information on each applicant for the Sheriff's final review;
15. Notify all applicants in writing who are determined to be ineligible for employment within 30 days following such determination.
16. Secure all unused testing material and dispose of unneeded materials by shredding to prevent the disclosure of test information.
17. Maintain a secure and confidential background information file on each applicant, to include the results of medical and psychological examinations, credit checks, criminal and driver's histories and truth verification examination results.

b. **INTERNAL AFFAIRS OFFICER:**

1. Schedule a Computer Voice Stress Analysis and/or a polygraph examination if circumstances dictate;
2. Conduct a background investigation in accordance with acceptable professional practices.
3. Provide the results of all examinations and background investigations to the Director of Human Resources;
4. Immediately notify the Sheriff if any information is discovered that may indicate an applicant's character, integrity or reputation is questionable;
5. Background information is releasable to the public, excluding those exceptions listed below, pursuant to O.C.G.A. 50-18-70.
 - a. Confidential background information to include medical and psychological examinations, credit checks, criminal and driver's history, and truth verification examination(s).
6. Background information on applicants hired by the agency will be retained for 20 years following termination.
7. Background information on applicants not hired by the agency will be retained for three years following the "no-hire" decision.

c. **DIVISION COMMANDER:**

1. Conducts a graded and structured interview of those applicants who successfully pass the written competency examination in accordance with the procedures located in "Annex A";
2. Identifies the best-qualified applicants and recommends to the Chief Deputy the top applicants in a ranked order.

d. CHIEF DEPUTY:

1. Conducts a graded and structured interview of at least the top applicants submitted to him by the interviewing supervisor;
2. Determines which applicants should be scheduled for truth verification examinations and background investigations;
3. Determines which applicants should be recommended to receive a conditional offer of employment from the Sheriff.

e. SHERIFF:

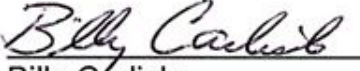
1. Determines which applicants should be presented with a conditional employment offer and subsequently hired on a probationary basis.

f. RECORDS:

1. All records associated with the hiring process are the property of the Dawson County Sheriff's Office.
2. All non-confidential background information will be maintained in the employee's personnel file.
3. Confidential background information, to include medical and psychological examination, credit check, criminal and driver's histories, and truth verification examination(s) related to the hiring process, will be maintained by the Director of Human Resources.
4. Information on applicants hired by the agency will be placed in the individual's personnel file.
5. Information on applicants not hired will be filed separately and retained for three years following the final "no-hire" decision.
6. Medical and psychological records on hired and not hired individuals must be kept separate from other applicant files.

7. Except for personal background information and medical and psychological records, all applicant information is releasable to the general public under OCGA 50-18-70.

By Order of the Sheriff:



Billy Carlisle
Sheriff, Dawson County

“ANNEX A”

EMPLOYEE SELECTION STANDARD OPERATING PROCEDURES

ORAL INTERVIEW GUIDELINES

- A. PURPOSE:** The purpose of this Annex to the Employee Selection SOP is to prescribe the policy and procedures for the operation of the oral interview to be conducted by the Division Commander and subsequently by the Chief Deputy.
- B. POLICY:** The oral interview will be conducted in a manner to afford equal opportunity to all applicants regardless of race, creed, color, gender, national origin, disability or age. Where possible, the Division Commander or the Chief Deputy will provide reasonable accommodation upon request of those applicants who may be disabled.
- C. DUTIES:** The purpose of the oral interview is to determine which applicant(s) should be recommended to the Sheriff for an offer of conditional full-time employment to the Dawson County Sheriff’s Office. The specific duties during the oral interview are:
1. Review all materials and information obtained during the hiring process that pertain to each applicant;
 2. Conduct a structured and graded interview with each applicant involving questions related to the position applied for and to an applicant’s past history and any additional questions designed to clarify information developed during the hiring process;
 3. Determine if additional background information needs to be obtained;
 4. The Chief Deputy will identify to the Sheriff those applicants who are ineligible for employment.
- D. PROCEDURES:**
1. Review employment application and:
 - a. Written and physical agility test results;
 - c. Identify areas requiring clarification with the applicant;
 - d. Interview the applicant;
 - e. Evaluate all available information;

- f. Determine if additional information is required;
 - g. Identify applicants not qualified for a conditional job offer;
 - h. Rank-order applicants by position;
2. The Division Commander should prepare recommendations for the Chief Deputy;
 3. The Chief Deputy should prepare recommendations for the Sheriff.