



PAWNEE COUNTY SHERIFF'S OFFICE  
SHERIFF DARRIN VARNELL

Policy #  <b>Hiring Practices</b>	Related Policies: Social Networking - Internet Use
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by The Sheriff's office for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable <a href="#">Oklahoma Statutes</a>	
CALEA Standard: <b>31.2.3; 32.1.1; 32.1.3; 32.2.1; 32.2.5; 32.2.8; 33.7.1</b>	

- I. **Purpose:** The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of the agency.
- II. **Policy:** The policy of The Sheriff's office is to hire only those persons qualified for employment in law enforcement. The Sheriff's office seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for The Sheriff's office.
- III. **Procedure:**
  - A. The agency shall provide each applicant with a step-by-step checklist outlining the process by which The Sheriff's office selects individuals for employment as a sworn police officer.
  - B. The checklist shall include all requirements that must be met prior to consideration for employment by the agency, i.e. U.S. Citizenship, educational level attained, valid driver's license.
  - C. The agency shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
  - D. Each applicant must apply in writing using the agency prescribed application form. All questions on the form must be answered completely and truthfully.
  - E. Any determination by the agency that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
  - F. Any determination by the agency that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the agency.

- G.** Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school and college diplomas, DD214, proof of citizenship etc. upon submission of the application.
- H.** Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.
- I.** Each applicant must sign an affidavit indicating whether they have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- J.** Each applicant who successfully passes, at the level prescribed by the agency, the fitness test, will then proceed to the background examination process. This process shall include:
  - a.** Verification of applicant's responses in the written application.
  - b.** Applicant's driving history.
  - c.** Criminal History check of applicant including checks in all former states of residency.
  - d.** Survey law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
  - e.** Credit History report.
  - f.** Check of National Database that registers Deputies who have been de-certified by a department or state certification.
  - g.** References listed as well as removed references (background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to persons who have knowledge of the applicant but who were not listed by the applicant).
  - h.** All former employers, to the extent possible, must be interviewed.
  - i.** Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
  - j.** In cases where form letters have been sent out to references but have not been returned, the investigator shall make every effort to contact that individual either face-to-face or by telephone to make an inquiry as to the applicant's suitability for employment by the agency.
  - k.** Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the agency. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
  - l.** The Sheriff's office is not prohibited from obtaining information about a prospective employee or an employee that is in the public domain.
- K.** Following the successful completion of the background investigation each remaining applicant shall undergo an objective interview. Each applicant interviewed shall be

asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's background investigation prior to the interview so that questions relating to the background may be incorporated into the interview process.

- L.** Once all applicants have been interviewed, the interviewer (s) will make recommendations to the hiring authority with respect to which applicants should be considered for employment.
- M.** The agency will not consider persons for hire where the background examination, interview, or any other portion of the application process puts the agency on notice that the candidate has a propensity to engage in conduct that could harm a member of the public.
- N.** Conditional offer of employment - Prior to medical and psychological exams, it is necessary under federal law to make a conditional offer of employment to the candidate. A conditional offer essentially holds that if the candidate passes the medical and psychological exam, they will be hired by the agency.
  - a.** Medical Examination: A licensed medical practitioner who is familiar with the job tasks of a law enforcement officer will conduct this exam.
    - i.** Drug screening shall be conducted of all candidates who have received a conditional offer of employment. The requirements of this procedure shall be outlined in all recruiting/hiring announcements.
    - ii.** The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement officer. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with The Sheriff's office.
  - b.** Psychological Testing - Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing to determine his or fitness.