
Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Monroe County Sheriff's Office.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Monroe County Sheriff's Office provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Agency does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Agency will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Captain of Operations should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive agency website and the use of agency-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Consideration of shared or collaborative regional testing processes.

The Captain of Operations shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Agency should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Agency shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Agency should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph, truth telling device, or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Provide recommendations to the Sheriff's Merit Board for final approval

1000.4.1 EXAMINER QUALIFICATIONS

Polygraph, truth telling device, or VSA examiners should have a certification on file with the Captain of Operations.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Monroe County Sheriff's Office.

1000.5.1 INVESTIGATOR TRAINING

Members who conduct background investigations should receive agency-approved training in collecting the required information.

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1000.5.2 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Captain of Operations and the background investigator should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Captain of Operations should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Agency fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Captain of Operations should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall complete a comprehensive report of the investigator's findings and that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.5 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence

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- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Agency and the community.

Validated, job-related and nondiscriminatory Job Description employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Monroe County Human Resources maintains validated standards for all positions.

1000.7.1 STANDARDS FOR DEPUTIES

- (a) Candidates shall meet minimum standards (I.C. § 36-8-10-10):
 - (b) Be a citizen of the United States.
 - (c) Be at least 21 years of age..
 - (a) Veterans Honorably discharged veterans and a child of a police officer of fire fighter who died in the line of duty will be given preference for employment (I.C. § 36-8-10-10.4).
 - (d) Have obtained a high school degree or a recognized equivalent.
 - (e) Be free from any felony convictions or any other crime or series of crimes that would indicate to a reasonable person that the applicant is potentially dangerous, violent, or has the propensity to break the law.
 - (f) Demonstrate successful completion of minimum agility and aptitude tests.
 - (g) Be free from any physical, emotional, or mental condition that might adversely affect the exercise of police powers.
 - (a) Before a candidate may be selected as a deputy, he/she may be examined by a licensed medical doctor, which will include the following:
 - (a) A general medical history.
 - (b) A determination of the candidate's ability to perform the essential functions of the position of deputy.
 - (b) Before a candidate may be selected as a deputy, he/she must obtain a positive recommendation of emotional and mental fitness.

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- (h) Be of good moral character as determined by a thorough background investigation and criminal history investigation.
- (i) Possess a valid driver's license.
- (j) Be fingerprinted for both a state and federal criminal records check.
- (k) Be eligible under federal and Indiana law to possess and carry a firearm.
- (l) Must reside in Monroe County or one of the following counties, or agree in writing prior to employment to move to the follow counties within one year of employment, and maintain such residency while employed by the agency:
 - Brown
 - Greene
 - Lawrence
 - Morgan
 - Owen
- (m) Must have a working telephone (or cell phone) at their residence to be able to be contacted and maintain such phone access while employed by the agency.
- (n) The Monroe County Sheriff's Office may establish additional standards for selection of a candidate for the position of deputy pursuant to I.C. § 36-8-10-10.

1000.7.2 STANDARDS FOR SPECIAL DEPUTIES

Candidates shall meet the minimum standards established by Indiana law (I.C. § 36-8-10-10.6):

- (a) Be 21 years of age or older
- (b) Never have been convicted of a felony or a misdemeanor involving moral turpitude
- (c) Be of good moral character
- (d) Have sufficient training to ensure the proper performance of their authorized duties

1000.8 PROBATIONARY PERIODS

The Probation period for all personnel hired by the Monroe County Sheriff will be one year, but may be adjusted by the Sheriff based on:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation if necessary to evaluate performance.
- (d) Documenting successful or unsuccessful completion of probation.

Upon completion of the probation period, Merit Deputies will be submitted to the Merit Board for final confirmation of employment.