



## **General Order 31.1 - Recruitment**

**PURPOSE:** Define the recruitment program; describe recruitment efforts; define authority and responsibility; describe recruiter training; describe involvement of other personnel; and define special recruitment assignments.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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### **31.1.1 RECRUITMENT PROGRAM**

- A. In order to compete with other employers in both the public and private sectors, the Sedgwick County Sheriff's Office shall utilize a recruitment program for entry-level positions.
- B. Recruitment for candidates for entry-level deputy sheriff and detention deputy positions shall be conducted in such a manner to assure fairness, equal opportunity, and open competition.
- C. Recruitment shall be based upon current and projected staffing requirements and labor market conditions.

### **31.1.2 RECRUITMENT EFFORTS**

- A. The Sedgwick County Sheriff's Civil Service officer and the Sedgwick County Sheriff's Office shall cooperate in recruiting efforts.

### **31.1.3 AUTHORITY AND RESPONSIBILITY**

- A. The authority and responsibility for administering the Sheriff's Office's role in the recruitment program shall be vested in the training section. The training coordinator shall designate the recruitment deputies.
- B. The authority and responsibility for administering the Civil Service office's role in the recruitment program shall be vested in the employment officer.

### **31.1.4 RECRUITER TRAINING**

- A. Individuals assigned to recruitment activities shall be knowledgeable of equal employment opportunity, affirmative action, and personnel policies of the Sheriff's Office.
- B. Prior to participating in recruiting activities, deputies assigned recruiting duties shall be knowledgeable in the following areas:
  - 1. The Sheriff's Office's recruitment needs and commitments;
  - 2. The Sheriff's Office's career opportunities, salaries, benefits, and training;
  - 3. Federal and state compliance guidelines;
  - 4. The community and its needs (e.g., demographic data, community organizations, educational institutions);
  - 5. Cultural awareness (an understanding of different ethnic groups and subcultures); and
  - 6. The selection process and disqualifying factors.

### **31.1.5 INVOLVEMENT OF OTHER PERSONNEL**

- A. All Sheriff's Office personnel are encouraged to participate in the recruitment program within the domain of their assigned duties.
- B. All Sheriff's Office personnel shall be knowledgeable of equal employment opportunity policies.

### **31.1.6 SPECIAL RECRUITMENT ASSIGNMENTS**

- A. The recruitment deputy shall seek minority and women personnel to assist special recruitment efforts when advantageous and feasible.

### **31.1.7 REFERRAL PROGRAM II**

Purpose: The purpose of this order is to:

Provide guidelines for participation in a Referral Program for days off or cash rewards given by

the Sedgwick County Sheriff's Office to all employees that recruit a detention or certified road patrol deputy who successfully completes the hiring process, training academy, and probationary period.

Definitions:

Applicant -- A person applying for a position with the Sedgwick County Sheriff's Office.

Employee -- A person employed by the Sedgwick County Sheriff's Office regardless of classification or assignment.

Recruit -- An employee hired for a detention or certified road patrol position that has not completed the recruit academy and Field Training Program.

Recruiter -- A Sedgwick County Sheriff's Deputy (detention or certified road patrol) who is assigned as a recruiter by the training section.

Recruiting Event -- An event where deputies are assigned for the purpose of recruiting potential employees.

Referral -- A potential employee referred by an employee of the Sedgwick County Sheriff's Office outside normal recruiting events.

- I. The Sheriff's Office will institute a referral program open to all employees of the Sedgwick County Sheriff's Office except for the Sheriff, Undersheriff, Chief Deputy, Training Lieutenant, and those deputies assigned to the pre-employment section.
- II. This program will focus on referring qualified persons toward employment opportunities with the Sedgwick County Sheriff's Office.
  - A. The referral program consists of an employee recruiting an applicant outside normal recruiting events.
  - B. No incentives reward will be paid for current Sedgwick County Sheriff Office employees recruited for open positions.
  - C. The Sheriff's Office will reward the employee with either two days off or a fee of \$200.00. The days off to be in two installments or, if chosen, the fee will be paid in two installments.
    1. **(R)** If days off are chosen the first day off will be awarded when the referred employee is employed by the Sheriff's Office, and the second day off will be awarded when the referred employee successfully completes the Academy. For salaried employees, this bonus will be for a total of 16 hours and for hourly employees it will be for a total of 17 hours. For those hourly employees not working an 8.5 hour day, the first installment will be an entire day off (ex. 10.5 hours or 12.5 hours) and the second day given will be what is left of the 17 hours.

2. If payment is chosen the first installment of \$50.00 will be paid when the referred employee is employed by the Sheriff's Office. The second installment of \$150.00 will be paid when the referred employee successfully completes the Academy.
3. Participation in the referral program by recruiters is granted under the condition that contacts are not associated with recruitment events in which the Sedgwick County Sheriff's Office is represented.
  - a. A Recruit Referral sheet will be submitted and signed by the employee referring the individual.
    1. The employee did not solicit the referral while being assigned to a recruiting event while representing the Sedgwick County Sheriff's Office.
    2. All employees participating in the referral program will find the Recruit Referral sheet on e-line, Sheriff's page under Administrative Forms.
      - a. The deputy will send the form to the Applicant/Recruiting Sergeant.
      - b. The Applicant/Recruiting Sergeant will forward these forms to Sheriff's Administration for processing.
      - c. The Sheriff or his designee will approve the referral expense and forward to payroll or notify the appropriate division commander if days off are chosen.