



General Order 32.1 - Selection

PURPOSE: Define the authority and responsibility of the hiring process, to specify the hiring authority, and describe the selection process as prescribed in Sheriff's Civil Service Board policies and procedures, sections 2.03 through 2.06.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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32.1.1 AUTHORITY AND RESPONSIBILITY

- A. The Sheriff's Office and the Civil Service Board shall share in the administration of the entry-level deputy sheriff, detention deputy, and unclassified selection process, with each agency having specific roles and attendant authority and responsibility.
- B. The director of training shall coordinate the selection activities carried out by the Sheriff's Office and the undersheriff shall serve as liaison with the Civil Service Board. The Sheriff's Office shall have primary responsibility for administering the following procedures:
 - 1. Criminal history record checks;
 - 2. Physical ability test; except for the unclassified position,
 - 3. Fingerprints and photographs;
 - 4. First contact interviews;

5. Interview board;
 6. Academy appointment; except for the unclassified position, and
 7. Probationary period of assessment.
- C. The Sheriff's Office shall be responsible for coordinating the following post contingent appointment procedures:
1. Background investigation;
 2. Physical examination;
 3. Drug screening urinalysis; and
 4. Psychological examination.
- D. The Director of the Sedgwick County Bureau of Human Resources or his/her designee shall coordinate those selection activities that are the responsibility of the Civil Service Board. This individual shall also act as liaison with the Sheriff's Office in regards to all aspects of the selection process. Primary responsibilities are:
1. Acceptance and preliminary screening of applications;
 2. Preparing and administering a written examination;
 3. Certification of eligible applicants.

32.1.2 HIRING AUTHORITY

- A. The sheriff shall have sole authority of appointment to positions in the Sheriff's Office.

32.1.3 SELECTION PROCESS - CLASSIFIED EMPLOYEES

- A. The selection responsibilities outlined earlier in this general order shall be administered in a timely, efficient manner as follows:
1. **(R)** Applications for any classified or unclassified positions are accepted on an as needed basis. Applicants will be screened to determine basic eligibility.
- (R)**
2. Upon successful completion of a written examination, training staff will schedule physical ability test, fingerprints, photographs, and first contact interviews for those eligible applicants.
 3. Record and reference checks will be conducted on all applicants who successfully complete stage four above.
 4. Applicant files will be reviewed, and those applicants who do not meet the criteria established for employment shall be eliminated from further consideration. Specific disqualification criteria shall be used.
 5. All eligible applicants will appear before an interview board for a scored assessment.

6. Applicants successfully completing stages 1-7 will be recommended to the civil service board as eligible to be hired.
 7. Recruits for appointment will be selected from those applicants that have been certified as eligible to be hired by the civil service board, except as allowed by civil service policies.
 8. Those applicants considered for specific appointment as a certified law enforcement deputy, detention deputy, or unclassified personnel will undergo an in-depth background investigation.
 9. Upon successful completion of the background investigation, and authorization from the hiring authority, a conditional job offer may be extended to the applicant. Thereafter a psychological test, drug screen, and physical exam will be scheduled for the applicant by the training staff. — Unclassified personnel are only required to complete the drug screening.
- B. Applicants shall be notified of their status i.e., when/where to appear for testing, disqualification, certification, etc. at appropriate times throughout the selection process.
- C. Personnel may be temporarily re-assigned from all positions within the department as needed to assist in the timely completion of the selection process