

PUTNAM COUNTY SHERIFF'S OFFICE HIRING PROCESS

I. POLICY: The Putnam County Sheriff's Office desires to hire the best qualified applicants. The following procedure is used for all positions to identify those persons

II. PROCEDURE:

- A. After receiving copies of each applicant's employment application eligible applicants are contacted and required to complete a pre-background questionnaire, release of information waiver and any other necessary forms as determined by the Putnam County Sheriff's Office.
- B. Photographs and fingerprints are taken of each applicant still eligible for employment after the aforementioned step. These will be taken for identification verification and further criminal history checks.
 - 1. Fingerprints are submitted to the Ohio Bureau of Criminal Identification and Investigation and the FBI for criminal history check.
 - 2. The results of the above criminal history checks will be forwarded to the Administrative Division immediately upon receipt.
- C. Deputy and Correction Officer Applicants must successfully complete a physical ability assessment.
 - 1. Each applicant must sign a physical assessment release form before the assessment.
 - 2. Applicants are given at least one (1) week notice of the date and time the assessment will be given.
 - 3. An explanation of the assessment events and scoring needed to successfully pass each event is given to each applicant.
- D. A typing/data entry examination is given to those applicants applying for positions requiring those skills.

- E. A thorough and complete background investigation is conducted on those applicants not eliminated by any of the aforementioned steps of the hiring process. The background investigation is used to determine if the applicant meets and/or exceeds the minimum employment qualifications for the open position(s). This determination is made by thorough inquiries into but not limited to the following areas:
1. U.S. Citizenship
 2. Criminal Activity
 3. Experience and training
 4. Character
 5. Reputation
 6. Current and previous employment
 7. Financial history and current status
 8. Personal associations
 9. Education
 10. Physical and mental health
 11. References (supplied by applicant and developed by background investigator)
 12. Relatives
 13. Neighbors and landlords
 14. Spouse and ex-spouse(s)
 15. Driving record
 16. Military service
 17. Verification of all information supplied by the applicant
 18. Other areas as circumstances dictate
- F. Upon completing the background investigation, the investigation file and a summary of the investigation's findings are forwarded to the Administrative Division.
- G. Photographs and fingerprints are taken of each applicant still eligible for employment after the aforementioned steps. These will be taken for identification verification and further criminal history checks.
1. Fingerprints are submitted to the Ohio Bureau of Criminal Identification and Investigation and the FBI for criminal history check.
 2. The results of the above criminal history checks will be forwarded to the Administrative Division immediately upon receipt.
- H. Oral interviews are conducted. Those persons present for the interviews normally include the Sheriff or his designee, the Divisional Head, and up to 2 members from the member classification to be hired may be permitted to observe the interviews.

- I. A recommendation to hire is made to the Sheriff by those conducting the oral interview. The Sheriff, if he accepts the recommendation, requests the appointment of the individual with Employment being contingent upon successfully completing the next steps of the hiring process.
- J. Applicants are examined with truth testing equipment.
- K Applicants submit to psychological testing at departmental expense.
- L. A medical examination including a drug screen is given to the applicant who has been given a conditional offer of employment to determine the applicant's fitness for employment.
- M. Applicants found not to meet departmental qualifications are eliminated from consideration. Elimination may occur at any time during the hiring process.
- N. Applicants not hired through this process are notified by the Administration. Verification of the notification is included in the applicant's background file.
- O. If a background file has been created on an applicant, the application will be kept active for a period of 1 year.
- P. All forms and copies of forms generated as part of the selection process are to be retained by the Office for a minimum of three (3) years if the applicant was not hired. For hired applicants, these will be placed in the personnel file. All background investigation files will be kept in a secure location. Access to these files will only be made by a request through the Administrative Division. Files of those hired will be kept separate from those not hired.

Approval Date: 4/26/16

Sheriff Timothy I. Meyer
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