



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Recruitment	2.21	11/18/08

Purpose: This written directive establishes guidelines and procedures for the recruitment of Deputy Sheriff Candidates.

Policy: The Montgomery County Sheriff's Office, in cooperation with the Montgomery County Office of Human Resources (*OHR*), is committed to attracting qualified applicants for the actual or forecasted positions of Deputy Sheriff Candidate. This effort includes a strong commitment to *diversity* and Equal Employment Opportunity goals. **(31.1.1)**

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I. Organization and Administration

A. The *Sheriff's Office Personnel Section* will coordinate all recruitment efforts.
The Personnel Section will:

- (1) Maintain a cooperative relationship with *OHR* as well as other local law enforcement agencies and be directly involved in all critical areas in the recruitment of qualified applicants. **(31.1.1)**
- (2) Coordinate the production and reproduction of recruitment materials.
- (3) Develop a *diverse* group of employees within the Sheriff's Office to assist in the recruitment effort.

- B. Deputies assigned to the *Personnel Section* will be knowledgeable in personnel matters, *including* Equal Employment Opportunity, *diversity, and community outreach* as it affects the management and operations of the Sheriff's Office. Recruiters will complete a training program that will provide the following knowledge and skills: **(31.1.2)**
- (1) Recruitment needs and commitment;
 - (2) Career opportunities including salaries, benefits and training;
 - (3) Federal and State compliance guidelines;
 - (4) Community and its needs, including demographic data, community organizations, educational institutions, etc.;
 - (5) Cultural awareness, ethnic groups and subcultures;
 - (6) Recordkeeping systems for candidate tracking;
 - (7) Selection process, including procedures involved in written, oral, medical, physical abilities, psychological examinations and background investigation;
 - (8) *Employment standards* that disqualify candidates.
- C. Employees of the Sheriff's Office are encouraged to refer potentially qualified applicants to the Personnel Section for employment consideration.

II. Program Commitments

The Montgomery County Sheriff's Office is committed to *maintaining a diverse workforce that is* in approximate proportion to the availability of candidates within its labor market. **(31.2.1)**

III. Community Outreach

The success of a recruitment effort is dependent upon interaction with community *groups, governmental* agencies and the use of their resources. To this end, the Sheriff's Office *will* seek recruitment assistance, referrals, and advice from a large segment of the community. **(31.3.2)**

IV. Job Announcements

The job announcement for Deputy Sheriff Candidate shall contain a description of duties, responsibilities, requisite skills, abilities, educational levels, and physical requirements for the position to be filled. **(31.3.1.a)**

- A. Announcements will be publicized at least ten (10) working days prior to any closing date, if any. Applications will be accepted on an "Open Continuous" basis when there is no closing date. **(31.3.1.d)**

- B. Job announcements will be advertised *on the internet*, through mass media and *will be* routinely sent, by OHR, to minority organizations, community service organizations, and publications to yield an adequate number of *qualified* applicants. **(31.3.1.b)**
- C. All employment applications and recruitment advertisements will indicate that the Sheriff's Office is an Equal Opportunity Employer. **(31.3.1.c)**

V. Application Process

- A. *All employment applications must be submitted online through the County website at www.montgomerycountymd.gov. Paper applications are no longer accepted. Members of the Sheriff's Office Personnel Section will assist any applicant in completing the online application process if needed.*
- B. *Members of the Sheriff's Office Personnel Section will assist OHR in testing applicants for Deputy Sheriff Candidate.*
- C. *The Administrative Specialist I shall maintain periodic contact with employment applicants from the initial application to the final disposition. (31.3.3)*
- D. *No application shall be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process unless the act can be proven to be intentional. (31.3.4)*
- E. *The determination of eligibility for employment from among the applicants must be based solely on job related standards for the position.*

VI. CALEA Standards

31.1.1, 31.1.2, 31.2.1, 31.3.1.a, 31.3.1.b, 31.3.1.c, 31.3.1.d, 31.3.2, 31.3.3, 31.3.4

VII. Cancellation

This directive cancels and replaces General Orders/Personnel Procedures 2.21, effective 05/01/95. *Shred replaced directive.*

AUTHORITY:


Raymond M. Kight, Sheriff
11/18/2008