



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



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u> Selection	<u>Number:</u> 2.22	<u>Effective Date:</u> 11/18/08
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Purpose: This written directive describes all elements and activities of the selection process, and establishes guidelines governing the examination, selection, and probationary requirements of Deputy Sheriff Candidates. **(32.1.1)**

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- I. Professional and Legal Requirements
- II. Occupational Qualifications
- III. Administrative Practices and Procedures
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I. Professional and Legal Requirements

- A. In accordance with Maryland Code, Courts and Judicial Proceedings Article, Section 2-309(q) (4)(ii) personnel appointed by the Sheriff (except for Assistant Sheriffs) are considered for all purposes as Montgomery County merit system employees and are subject to all county personnel regulations. The Sheriff appoints all personnel within the Sheriff's Office. This includes identifying the specific needs of the Sheriff's Office, determining skills, knowledge, and abilities required and participation in the development of instruments to measure these skills and personal attributes.
- B. The Sheriff's Office and the Office of Human Resources (**OHR**) share responsibility for applicant recruitment and examinations. The Sheriff's Office is responsible for oral interviews and background investigations. These processes are coordinated and administered by the Sheriff's Office, Personnel Section.
- C. Selection Manual **(32.1.1)**

A comprehensive manual is maintained in **OHR** describing the order of events in the selection process and includes information concerning the purpose, development, job relatedness, administration, scoring, and interpretation of all elements of the selection process.

D. The examination and selection process is comprised of many elements including the following:

- (1) written examination.
- (2) oral interview.
- (3) background investigation.
- (4) polygraph examination or other truth verification examination.
- (5) physical examination (*including* drug testing).
- (6) psychological examination.

All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner *within the classification*. (32.1.3)

E. Security and Disposal *of* Selection Materials (32.1.7)

- (1) Selection materials maintained by either the Sheriff's Office or the *OHR* must be stored in a secure area when not being used. Access to the materials is permitted only to those employees who are involved in the administration of the selection process.
- (2) Selection materials, no longer in use, must be disposed of by shredding to prevent disclosure of the information. *OHR* and the Sheriff's Office Personnel Section must monitor the disposal of selection materials.

II. Occupational Qualifications

The Maryland Police *and Correctional* Training Commission, Montgomery County Sheriff, and the Chief Administrative Officer for Montgomery County establish qualifications for Deputy Sheriff Candidate positions. These qualifications meet professional and legal standards for job relevancy, usefulness, and fairness. These qualifications are contained in the position description form and include, but are not limited to the following: (32.1.2)

- A. United States citizenship.
- B. not less than 21 years of age upon graduation from the Montgomery County Public *Safety* Training Academy.
- C. high school diploma or high school equivalency certificate recognized by the State of Maryland.
- D. possession of a valid driver's license.

III. Administrative Practices and Procedures

- A. At the time of their formal application, applicants are informed in writing of:
- (1) all elements of the selection process. **(32.1.4.a.)**
 - (2) the expected duration of the selection process. **(32.1.4.b.)**
 - (3) the policies regarding reapplication, re-testing, and re-evaluation of applicants not appointed. **(32.1.4.c.)**
- B. Applicants are notified in writing by OHR of the date, time, and location of the required written examination *and* are issued a confidential questionnaire. This questionnaire must be completed and submitted to the Sheriff's Office *no later than three (3) business days following the examination.*
- C. *Walk-in applicants will be accepted and will be required to complete and turn in the confidential questionnaire no later than three (3) business days following the examination.*
- D. OHR provides the Sheriff's Office a list of the results of the written examination. *The confidential questionnaires of applicants scoring in the "well qualified" category must be forwarded to the Personnel Section Lieutenant and the Administrative Division Captain for review. The Personnel Section Lieutenant and Administrative Division Captain must review each file and select a pool of the most qualified applicants to continue in the hiring process. If the Captain and Lieutenant do not agree on an individual applicant, the Chief Deputy will review the file and make a final determination.*
- E. Selected applicants *will be* scheduled for an oral interview. The Personnel Section is responsible for notifying the applicant by telephone of the date, time, and location of the oral interview.
- F. An oral interview is conducted by three (3) sworn employees. A consensus is reached and a *decision* is made by the interview board as to whether to proceed with a background investigation.
- G. An applicant background investigation must be conducted to determine if *the applicant:*
- (1) *is of good moral character and reputation;*
 - (2) *is emotionally stable; and*
 - (3) *displays the behavior necessary to perform the duties of a deputy sheriff.*

- H. Background investigations will be conducted by employees who have successfully completed training *in collecting required information*. Each background investigation must include, but is not limited to, the following: **(32.2.2)**
- (1) *a credit check;*
 - (2) *verification of qualifying credentials; (32.2.1.a.)*
 - (3) *submission of fingerprints to the Regional Automated Fingerprinting Identification System (RAFIS), Maryland State Police, and the FBI;*
 - (4) *a review of any criminal record; (32.2.1.b.)*
 - (5) *verification of at least three (3) personal references, including co-workers, neighbors, and friends; (32.2.1.c.)*
 - (6) *interviews with current and previous employers; and*
 - (7) *an investigation of the prior use of controlled dangerous substances, narcotic drugs, and marijuana by the applicant.*
- I. *Applicants who successfully complete the background investigation phase of the selection process are then scheduled for a polygraph examination or other truth verification examination.*
- (1) *Prior to the examination, all applicants will be provided with a questionnaire from which questions will be drawn. (32.2.4)*
 - (2) *The administration and evaluation of the examination must be conducted by trained and certified personnel. (32.2.5)*
 - (3) *The examination results may not be used as the sole determining factor in denial of employment. (32.2.6)*
- J. The completed background investigation file, including the polygraph results, must be submitted to the Administrative Division Captain. The Administrative Division Captain is responsible for reviewing the file for accuracy and completeness and must make a recommendation as to whether a tentative offer of employment should be made.

- K. The Administrative Division Captain must forward the background investigation file to the Assistant Sheriff and Chief Deputy. The Assistant Sheriff and Chief Deputy must review the file and make recommendations to the Sheriff regarding a tentative offer of employment to the applicant. Upon review of the file and the recommendations of the Chief Deputy, Assistant Sheriff, and the Administrative Division Captain, the Sheriff will determine if a tentative offer of employment will be made.
- L. The Administrative Division Captain or designee must notify *OHR* of the Sheriff's decision to make a tentative offer of employment to the applicant. *OHR* is responsible for communicating the tentative offer of employment to the applicant.
- M. If a tentative offer of employment is communicated by *OHR* and is accepted by the applicant, the following examinations must be successfully completed prior to appointment by the Sheriff:
 - (1) Medical, physical ability examination *and drug screen* designed to certify the general health of the applicant for a sworn law enforcement position. **(32.2.7)**
 - (2) A psychological examination, conducted by a qualified psychologist, designed to assess the emotional stability and psychological fitness of the applicant for a sworn law enforcement position. **(32.2.8)**
- N. Applicants determined to be ineligible for appointment must be informed in writing of their ineligibility. *OHR* is responsible for this notification when *it is* due to medical ineligibility. The Sheriff's Office is responsible for the written notification of all other applicants not selected for appointment. **(32.1.5)**

IV. Probationary Period (32.2.10)

- A. *An individual appointed as a Deputy Sheriff Candidate is placed on probation during their initial entry-level training period of approximately six (6) months. This period begins on the candidates' date of hire and continues through entry-level training at the Montgomery County Public Safety Training Academy.*
- B. *Upon successful completion of entry-level training, a candidate is promoted to sworn status as a Deputy Sheriff I and continues on probation for approximately twelve (12) months.*
 - (1) The *first* fourteen (14) weeks of probation as a Deputy Sheriff I are served in the Sheriff's Office Field Training *and* Evaluation Program. *In some instances, deputies may be required to spend additional time in the program.*
 - (2) The remaining thirty-eight (38) weeks of probation are served as a Deputy Sheriff I *in one or more of the* Sheriff's Office *sections.*

V. Records (32.1.6)

- A. Applicant and employee records are maintained for the length of time determined by applicable federal, state, and local regulations and by OHR. Additionally, all requirements for the privacy, security, and access to the records and data must be met.
- B. As a rule, OHR maintains the records of *all* applicants indefinitely. Examination papers of an applicant who fails to qualify may be destroyed *three (3) years* after notification of the examination results are mailed.
- C. Records of each applicant's background investigation are maintained for at least three years. Background investigations on appointed candidates are maintained permanently. **(32.2.3)**
- D. Medical examination records are retained and stored in a secure area by the Occupational Medical Section, separate from personnel records. **(32.2.9)**
- E. Psychological examination records are retained and stored in a secure area by the Administrative Division *Captain*. **(32.2.9)**

VI. CALEA Standards

- A. 32.1.1, 32.1.2, 32.1.3, 32.1.4.a, 32.1.4.b, 32.1.4.c, 32.1.5, 32.1.6, 32.1.7, 32.2.1a, 32.2.1.b, 32.2.1.c, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10

VII. Cancellation

This directive cancels and replaces General Orders/Personnel Procedures 2.22, Effective Date: *10/18/99*. *Shred replaced directive.*

AUTHORITY:



Raymond M. Kight, Sheriff

11/18/2008