DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		**P&P-A-104**
Employment and Selection		
Effective Date: 07-01-26 Supersedes: 04-06-26	Approval: Sheriff	Number of Pages: 2
References: 24-31-305, 24-76.5-103 CRS	Reevaluation Date: Annually	Standards: COM 4.2.1, 4.3.6, ACA 7B-03, 7B-04, 7E-01 5th Edition

I. POLICY

It is the policy of this Office to recruit, select, appoint or employ those persons who successfully meet the selection procedures and standards to ensure the most qualified candidates available fill vacancies. All such employment or appointments will be determined without regard to race, creed, sex, national origin, age, or disability. There are positions within the sheriff's office that may require medical and or psychological examination of the potential employee. The physician/psychologist shall be selected by the sheriff's office. These examinations will be paid for by the sheriff's office. <7B-03><7B-04><7E-01>

II. PRE-SELECTION STANDARDS

Commissioned Personnel

Must:

- Be a U.S. Citizen or legal permanent resident who is lawfully present in the United States pursuant to Federal Law and §24-76.5-103 C.R.S.
- Be at least 21 years of age.
- Possess a Colorado Driver's License at time of employment.
- Be a high school graduate or possess a GED certificate.
- Pass polygraph, psychological, medical and physical ability examinations. The results of a polygraph examination will not be used as the sole determinant of rejection of an applicant.
- Meet all requirements under Colorado Peace Officer Standards and Training Rules, including, but not limited to: Must not have been convicted of a crime which is a felony under State or Federal law; or any listed misdemeanor under 24-31-305(1.5) C.R.S. This includes expunged and sealed records.
- Possess a Basic Peace Officer Certificate from Colorado POST.
- Be able to perform all essential functions of the position.

Clerical and Non-Commissioned Personnel

Must:

- Be able to pass qualifying examinations and background investigation.
- Pass polygraph, psychological, and/or medical examinations as required. The results of a polygraph examination will not be used as the sole determinant of rejection of an applicant. <COM 4.3.6>
- Not having any felony convictions under State or Federal law. This includes expunged and sealed records.
- Be a high school graduate or possess a GED certificate.
- Have the specified minimum level of experience as required.

III. REJECTION OF CANDIDATES

A candidate for examination or appointment may be rejected from further consideration under the following conditions:

- Candidate is not qualified for the position.
- Candidate does not meet or complete standards or requirements of the applicable subsection in Section II above.
- Candidate has a record of unsatisfactory employment.
- The candidate has been convicted of a felony crime or any crime that would preclude the applicant from effectively performing the duties of the position applied for. This includes expunged and sealed records.
- The applicant has practiced or attempted to practice deception or fraud in any portion of the selection process.
- The candidate is a 'current' user of illicit drugs. 'Current' use is any use of illicit drugs within 3 years of the date of application or polygraph examination. This includes the use of drugs prescribed to another person.
- Illegal possession or use of marijuana within the past one year for commissioned staff to include cadet (possession or use while under 18 years of age accepted, unless within the past year). Civilian staff must be able to pass a drug screen.
- The candidate is unable to perform the 'essential job functions' of the position sought without unreasonable accommodation. This will be decided on a case-by-case basis.
- Other circumstances which indicate the applicant to be unfit for the employment sought.

IV. SELECTION PROCEDURES

The selection process for individual positions varies. Applicants will be advised in writing of the specific selection process steps for the position they applied for when the Office acknowledges receipt of their application. <COM 4.2.1>

By Order of the Sheriff