DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		**P&P-A-112**
Recruitment and Hiring		
Effective Date: 07-01-26 Supersedes: 05-20-26	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	Standards: CALEA LE 31.1.1, LE 31.1.2, LE 31.2.1, LE 31.3.2, COM 4.2.3, ACA 7B-01

I. POLICY

It is the policy of the Douglas County Sheriff's Office to ensure individuals assigned to the Hiring Unit are trained and knowledgeable in personnel matters to include equal employment opportunities. Procedures used in the selection process will be administered uniformly, to include evaluation, scoring and interpretation of results of the process. <LE 31.1.2><COM 4.2.3>

To ensure the most qualified candidates fill vacancies, the Hiring Unit, upon request from colleges and universities, may participate in job fairs to recruit individuals for sworn and non-sworn positions. <LE 31.1.1><LE 31.2.1c><7B-01>

II. PROCEDURE

All vacancies will be announced. The Professional Standards Division Hiring Unit will coordinate with Human Resources to ensure the job description is current and relevant to the position. Job postings are generated through Professional Standards and may include:

A. Ensuring appropriate inclusion of job announcements in selected computer-based systems such as Internet web sites and the County Government web page. <LE 31.1.1> <LE 31.3.2>
B. Job posting to include key responsibilities and knowledge/skills/abilities required for the position.
C. Job positing announcement emailed to the Everyone Sheriff group email.

Job announcements will be publicized at least five working days prior to any application filing deadline. When applicable, an official application filing deadline will be boldly indicated on job announcements and recruiting advertisements.

Job announcements will include the classification and salary range of the position, and will provide a description of the duties, responsibilities, and requisite skills, educational level, and physical requirements for the positions to be filled. Job descriptions and job announcements will reflect that Douglas County is an Equal Opportunity Employer. To ensure job relevancy, job descriptions will depict the nature of the job to be performed, the knowledge, skills and abilities required to perform the job tasks, and any prerequisite personal attributes. Job announcements for sworn personnel may be sent to local colleges and universities for posting. <LE 31.2.1b>

Current job descriptions will be maintained in the Professional Standards Division. Application and testing processes may occur at decentralized locations such as

educational institutions and military facilities when deemed appropriate by the Office but generally conducted at the Sheriff's Office.

III. APPLICATION PROCESS

The Professional Standards Division will be responsible for maintaining a current record of each applicant's status in the selection process. The Professional Standards Division will screen and review all applications to ensure that all minimum standards and qualifications for the position are met and will notify all applicants in writing of all elements involved in the selection process at the time of formal application. Notification will include a timetable of the selection schedule, and a list of areas that may be covered during the polygraph examination. Employment applications for all positions will be separated and filed by applicants hired and applicants not hired.

See the Professional Standards Division Standard Operating Procedures for more detailed information pertaining to the application process, recruitment and hiring procedures.

By Order of the Sheriff