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POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to ensure integrity and professionalism within its ranks by hiring the most qualified and best-suited candidates for all positions who meet or exceed established DCSO criteria.

DEFINITIONS

Commander: For purposes of this policy, a Commander refers to Bureau Captains within the Operations Corps, and the Administrative Chief Deputy within the Administration Corps.

Full-Time Duty: Duty during the time of war or during a period recognized by the United States Department of Veterans Affairs as qualifying for veteran's benefits administered by the department and that such duty from January 1, 1955 to February 28, 1961, exceeded one hundred eighty days unless lesser duty was the result of a service-connected or service-aggravated disability. (NSS §48-225)

Veteran: For purposes of this policy, veteran means: (1) A person who served full-time duty with military pay and allowances in the armed forces of the United States, except for training or for determining physical fitness, and was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions); or (2) The spouse of a veteran who has a one hundred percent permanent disability as determined by the United States Department of Veteran Affairs. (NSS §48-225)

PROCEDURE

I. General Procedures

- A. The DCSO is an equal employment opportunity organization. (31.2.3)
- B. The DCSO actively recruits new members with the goal of developing an agency that provides the highest level of law enforcement through a well-trained, diverse workforce that represents the community that it serves. (31.1.1)
 1. All DCSO members assigned to recruitment activities will receive training in personnel matters including equal employment opportunity and key recruitment objectives. (31.1.2)
 2. In order to achieve a diverse workforce the agency works with community organizations and key community leaders to support the recruitment goals of the agency. (31.3.2)
- C. Job Announcements and Recruitment Notices
 1. The DCSO posts recruitment notices in both electronic and print sources as needed for sworn job announcements. (31.3.1b)
 - a. The Administration Chief Deputy or designee will post recruitment notices for lateral and entry sworn positions in both electronic and print sources as needed. (31.3.1b)

2. Douglas County Human Resources (HR) posts all job announcements (sworn and non-sworn) electronically on the Douglas County website and through other print or electronic sources as needed. (31.3.1b)
3. All job postings and recruitment notices will include:
 - a. A description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements. (31.3.1a)
 - b. A notice that Douglas County is an equal opportunity employer. (31.3.1c)
 - c. Application filing deadlines. (31.3.1d)
- D. No candidate seeking a position will be appointed, reduced, removed or in any way favored or discriminated for or against, because of his/her political, racial, religious opinions or affiliations, or gender, except for membership in an organization which has advocated, or does advocate, the overthrow of the Government of the United States, or of this State, by force or violence.
- E. All elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner within the classification. (31.4.3)
- F. At the time of their formal application, candidates will be informed in writing of: (31.4.4)
 1. All elements of the selection process. (31.4.4a)
 2. The expected duration of the selection process. (31.4.4b)
 3. The policy on reapplication. (31.4.4c)
 - a. Candidates may reapply for a position as many times as they wish, however, candidates may only apply once for the opening during the posting period.
- G. Contact will be maintained with applicants for all positions from initial application to final employment disposition. (31.3.3)
- H. Veteran's Preference
 1. In accordance with NSS §48-227 qualified veterans or the spouse of a veteran will receive preference over non-veterans of equal qualifications in the final selection process.
 - a. HR will inform applicants in the job posting that if they wish to claim veteran's preference they must attach a copy of their DD 214-Form 4 to their application prior to submission.
 2. DCSO hiring managers are responsible for:
 - a. Checking the application of all persons interviewed to determine which if any have claimed veteran's preference.
 - b. Determining if the candidates are equal in qualifications.
 - c. Documenting how the qualifications of the final candidates were determined (e.g., standard interview, panel interview, scored interview, etc.).
 3. Questions regarding veteran's preference may be referred to Douglas County HR.

- I. Candidates that are not selected for positions will be informed in writing that the DCSO is no longer considering the candidate for employment. (31.4.5)

II. Sworn Hiring Procedures (31.4.1 & 31.4.3)

- A. All elements of the sworn selection process will use only those rating criteria or minimum qualifications that are job related. (31.4.2)
- B. The entry-level sworn selection process includes the following elements and activities: (31.4.3)
 1. Entry-level exam that includes:
 - a. Written examination.
 - b. Physical ability assessment.
 2. Structured interview (Competitive Examination NSS §23-1728).
 3. Polygraph examination.
 4. Background examination.
 5. Psychological examination.
 6. Medical examination.
 7. Drug-screening test.
 8. Physical fitness entry examination.
- C. The lateral sworn selection process includes the following elements and activities: (31.4.3)
 1. Structured interview (Competitive Examination NSS §23-1728).
 2. Polygraph examination.
 3. Background examination.
 4. Psychological examination.
 5. Medical examination.
 6. Drug-screening test.
 7. Review of prior law enforcement training to include: (33.4.5)
 - a. Documented review of candidate's completed basic law enforcement training curriculum. (33.4.5a)
 - b. Documented review of candidate's completed supplemental in-service and specialty training. (33.4.5b)
 - c. Documented comparison of the completed training to the agency's basic law enforcement training program to identify training gaps. (33.4.5c)

-AND-

- d. Documented review of additional training to identify training gaps, if any.
(33.4.5d)

NOTE: A comprehensive review by a state credentialing authority may be sufficient if the above information is not available.

- D. Lateral candidates cannot simultaneously apply via the entry-level and lateral hiring processes.
- E. Application Submission
 1. Candidates will submit an application on the Douglas County Human Resources website as the first step in the hiring process.
 2. Candidates who submit an application will be required to complete and submit a Personal History Statement prior to the posted deadline in order to be considered further for employment.
 3. For entry-level candidates, a list of possible candidates will be generated from those that submitted an application and the Personal History Statement who did not have any disqualifying admissions. Those candidates may be invited to participate in the entry-level exam.
 4. For lateral candidates, a list of possible candidates will be generated from those that submitted an application and the Personal History Statement who did not have any disqualifying admissions. Those candidates may be invited to participate in the structured interview.
- F. Entry-Level Exam
 1. Administration
 - a. The DCSO administers the entry-level exam.
 2. Written Examinations
 - a. Industrial/Organizational Solutions Test (Optional)
 - (1) The Industrial/Organizational Solutions Test is a locally validated examination that includes components of cognitive ability and situational judgement essential to perform successfully as a law enforcement officer.
 - b. Test of Adult Basic Education (TABE) (Required)
 - (1) The TABE test evaluates reading, writing, and understanding of the English language.
 - (2) The TABE test may be waived if the candidate can provide documentation of a passing TABE score.
 - c. Scoring

- (1) A score of no less than 70 percent is required for the Industrial/Organizational Solutions test.
- (2) Candidates must achieve a minimum of 536 on the reading component and 547 on the language component to pass the TABE test per state requirements. Candidates who fail the TABE test will not be considered further for employment.

d. Evaluation/Interpretation

- (1) The written test will be evaluated as an element of the overall entry-level examination.
- (2) If used, the Industrial/Organizational Solutions test will be weighted the same as the structured interview.

3. Physical Ability Assessment

- a. The DCSO will administer the physical ability assessment to entry-level candidates.
- b. The assessment is designed to be a fair and unbiased way to measure a candidate's basic, job-related, physical abilities.

c. Scoring

- (1) The physical ability assessment is scored Pass/Fail.
- (2) Upon completion of the test, the candidate will be told their time and informed whether they passed or failed.

d. Evaluation/Interpretation

- (1) The physical ability assessment will be evaluated by the DCSO as an element of the overall entry-level exam.
- (2) Candidates who fail the physical ability assessment will not be considered further for employment.

G. Structured Interview

1. Administration

- a. Candidates who successfully completed the application process may be invited to participate in a structured interview.
- b. The Sheriff and Administration Chief Deputy will determine the number of qualified candidates to be invited to participate in the structured interview. The number of qualified candidates invited to participate in the structured interview varies, based upon the Sheriff's review of the following criteria:
 - (1) The number of open positions.
 - (2) The current recruitment plan.
 - (3) Employment needs of the agency.

- c. The Administrative Coordinator will contact each candidate to coordinate the interview and provide them with information regarding the interview process.

2. Interview

- a. The structured interview is a competitive examination designed to measure or elicit information from an applicant regarding:
 - (1) Oral and written communication skills.
 - (2) Self-confidence.
 - (3) Listening skills.
 - (4) Clarification of issues regarding the applicant's ability to perform the essential tasks of a Deputy Sheriff.
- b. Each candidate will be asked the same questions.
- c. The Sheriff and/or the Sheriff's designee(s) will conduct the structured interview.
- d. Each question will include specific standards that enable the interviewer/rater to score and interpret the candidate's answers in an objective and equitable manner.
- e. Each candidate will complete a PEP test at the time of their interview.

3. Scoring

- a. The structured interview is scored by totaling the points earned, divided by the total number of points possible to obtain a structured interview percentage score.

4. Evaluation

- a. The interviewer will evaluate the structured interview through the established scoring method, totaling the points earned and comparing the points earned to the maximum points possible. Fairness to the applicant is paramount.

5. Interpretation

- a. The structured interview will be interpreted according to the final ranking.
- b. For entry-level candidates, the structured interview score is added to the IOS entry-level exam score if applicable and divided by two, which provides an intermediate score.
- c. For lateral candidates, the structured interview score will make up the intermediate score.
- d. Any possible veteran points are added to determine the final composite score (see Section I, H above regarding veteran's preference points).

6. Conditional Offer

- a. The DCSO may issue conditional offers after the completion of structured interviews in order to initiate the background process.

H. Ranking and Eligibility

1. Candidates are ranked in descending order according to the final composite score.
2. The composite score rankings are then forwarded to the Merit Commission for certification.
3. The Merit Commission certifies the entry-level/lateral sworn eligibility list.
 - a. The eligibility list for entry-level and lateral sworn positions will expire either one year after the date of certification or if the testing process is conducted sooner than one year after the date of certification.
 - b. The dissemination of a new eligibility list will automatically cancel all previous lists.
 - c. Changes to the list will be done in accordance with Merit Commission Rules (e.g., candidate withdrawing from the hiring process, etc.).
4. The Administrative Coordinator will contact each candidate in writing who participated in the structured interview and notify them of their:
 - a. Written score, if an entry-level candidate.
 - b. Interview score.
 - c. Intermediate score.
 - d. Veteran points, if any.
 - e. The final score percentage.
 - f. The candidate's final ranking on the eligibility list.

I. Polygraph Examination

1. Administration
 - a. A trained and certified polygraph examiner will administer the polygraph examination. (31.5.4)
 - b. Upon approval, the polygraph examiner will contact the designated candidates to schedule the examinations.
 - (1) The polygraph examiner will notify the Internal Affairs Division (IAD) if any of the candidates decline the examination.
 - (2) Any candidates who decline the polygraph examination will be removed from the eligibility list.
 - c. Prior to the polygraph examination, the examiner will:

- (1) Review the polygraph requirements with the candidate.
 - (2) Obtain a signed polygraph release and waiver form from the candidate.
 - (3) Conduct a pre-polygraph interview using the DCSO polygraph examination data sheet.
 - (a) The candidate will be asked each question on the data sheet.
 - (b) The examiner will explore any significant disclosures during the pre-polygraph interview.
 - (4) Provide a Polygraph Questionnaire Form that lists areas from which questions will be drawn. (31.5.3)
 - (5) Inform each candidate of all words in the Word Association Test and of every question in the Relevant Questions Test. (31.5.3)
- d. The polygraph examination consists of the following tests:
- (1) Word Association Test.
 - (2) Directed Lie Screening Test (DLST) or Single-Issue Screening Test (SIST).
2. Scoring
- a. Polygraph examiners will score the polygraph examination charts in a fair and objective manner in accordance with their training.
3. Evaluation/Interpretation
- a. Following each polygraph examination, the examiner will complete a report on an Inter-Bureau Communication (SF-118A) and forward the report to the Administration Chief Deputy and IAD. The report will include at a minimum:
 - (1) Information gained during the pre-polygraph interview, including any significant disclosures or omissions.
 - (2) The results of the Word Association Test.
 - (3) The results of the DLST or SIST.
 - b. The report will not include any subjective characterizations of the candidate on the part of the polygraph examiner.
 - c. The polygraph will not be the sole determining factor of candidate disqualification. (31.5.5)
 - d. The polygraph examiner, the IAD, and the Administration Chief Deputy and/or Sheriff will evaluate the polygraph examination to determine the candidate's suitability for advancing in the selection process.
 - (1) Candidates who disclose compromising information during the pre-polygraph interview may be disqualified from the selection process, even

when, in the examiner's opinion, the candidate was not deceptive during the examination.

- (2) Candidates who, in the examiner's opinion, are deceptive during the examination but do not offer compromising information may be disqualified from the selection process.
 - (3) Candidates who do not offer compromising information during the pre-polygraph interview, and who, in the examiner's opinion, are not deceptive will be considered suitable for advancing in the selection process.
- e. The Sheriff and/or the Administration Chief Deputy will make the final decision for candidate advancement.

J. Background Investigation

1. Administration

- a. Only trained investigators will conduct thorough and lawful background investigations of all sworn candidates. (31.5.1 & 31.5.2)
- b. All background investigations will be conducted in a manner to protect the constitutional rights of the candidate being investigated.
- c. The background investigation will include, but is not limited to:
 - (1) Personal identifying information.
 - (2) Verification of qualifying credentials. (31.5.1a)
 - (3) Criminal history. (31.5.1b)
 - (4) Verification of personal and professional references. (31.5.1c)
 - (a) In accordance with NSS §81-1457 candidates who are certified law enforcement officers in Nebraska and who are seeking employment with the DCSO must sign a waiver that allows the DCSO to contact the candidate's former law enforcement employer(s) for records regarding their reasons for separation and any conduct that could constitute grounds for revocation or suspension of law enforcement certification by the Nebraska Commission on Law Enforcement and Criminal Justice. (NSS §81-1456)
 - (5) Education verification. (31.5.1d)
 - (6) Employment history. (31.5.1e)
 - (7) Review of national or state decertification resources if available. (31.5.1f)
 - (8) Motor vehicle operation.
 - (9) Residence history.
 - (10) Financial history.

- (a) Prior to a financial credit history query, the candidate will be presented with a summary of their rights under the Fair Credit Reporting Act.

(11) Military history.

(12) General topics.

2. Scoring

- a. The background investigation will be scored as 'recommended' or 'not recommended' for an offer of employment.

3. Evaluation

- a. The background investigator will prepare an Applicant Background Investigation Report that summarizes the findings. The investigator will forward the report and the background investigation file to the Administration Chief Deputy for review.
- b. The Administration Chief Deputy, and/or the Sheriff will evaluate the background investigation to determine if the candidate is of good character and to verify the absence of past behavior indicative of unsuitability to perform law enforcement duties.

4. Interpretation

- a. A background investigation that is scored and evaluated as recommended for an offer of employment will be interpreted as the candidate is suitable to perform law enforcement duties.
- b. A background investigation that is scored and evaluated as not recommended for an offer of employment will be interpreted as the candidate is unsuitable to perform law enforcement duties.

K. Psychological Examination (31.5.7)

1. Administration

- a. Pre-employment psychological examinations are conducted by a qualified professional prior to appointment.
- b. Each entry-level or lateral candidate who is given a conditional offer of employment must voluntarily submit to a psychological examination.
- c. Results are confidential and provided to the Administrative Coordinator.

2. Scoring

- a. The psychological examination will be scored as 'recommended' or 'not recommended' for employment.

3. Evaluation/Interpretation

- a. A psychological examination that results in a recommended for employment score and evaluation will be interpreted as suggesting no mental or emotional condition(s) requiring further examination.
- b. A psychological examination that results in a not recommended for employment score and evaluation will be interpreted as suggesting mental or emotional condition(s) that may require further examination or may result in disqualification from the selection process.
- c. The Sheriff and/or the Administration Chief Deputy will evaluate the psychological examination report. Any issue regarding a not recommended for employment score will be discussed with the psychologist.

L. Medical Examination (31.5.6)

1. Administration

- a. Pre-employment medical examinations are conducted by outside, private entities.
- b. Each entry-level or lateral candidate who is given a conditional offer of employment must voluntarily submit to a medical examination.
- c. Results are confidential and provided to the Administrative Coordinator.

2. Scoring

- a. The medical examination will be scored as 'pass' or 'fail'.

3. Evaluation/Interpretation

- a. In accordance with NLETC requirements, the Administrative Coordinator will receive the medical examination report showing whether the examining physician has certified that the applicant is able to perform the essential duties of a law enforcement officer and participate in a rigorous physical training program.
- b. A medical examination that results in a pass score will be interpreted as certifying that the candidate is able to perform the essential duties of a law enforcement officer and participate in a rigorous physical training program with reasonable accommodations.
- c. A medical examination that results in a fail score will be interpreted as certifying that the candidate is not able to perform the essential duties of a law enforcement officer and is unable to participate in a rigorous physical training program with reasonable accommodations.

M. Drug Screen Examinations

1. Administration

- a. Pre-employment drug screen examinations are conducted by outside, private entities.
- b. Each entry-level and lateral candidate who is given a conditional offer of employment must voluntarily submit to a drug screen examination.
- c. Results are confidential and provided to the Administrative Coordinator.

2. Scoring
 - a. The drug screen examination will be scored as 'negative' or 'positive'.
3. Evaluation
 - a. The Administrative Coordinator will receive the drug screen examination results showing whether the applicant tested positive for a controlled substance(s).
 - b. The Sheriff and/or the Administration Chief Deputy will be notified as soon as possible in the event that an applicant tests positive.
 - (1) The examining entity will be contacted to determine the specific drug that allegedly caused the positive test result.
4. Interpretation
 - a. A negative drug screen examination will be interpreted as that the candidate did not have a detectable amount of an illegal drug or narcotic.
 - b. A positive drug screen examination will be interpreted as that the candidate had a detectable amount of an illegal drug or narcotic as defined in the Sheriff's contract. A positive test result of an illegal drug or narcotic may result in immediate disqualification from the selection process.

N. Physical Fitness Entrance Examination

1. Administration
 - a. Each candidate who is given a conditional offer of employment must complete and pass the physical fitness entrance examination.
 - b. Entry-Level Candidates
 - (1) For entry-level candidates, the DCSO will administer the physical fitness entrance examination internally, in a uniform manner, prior to the candidate taking the exam at the respective training academy. This ensures that the DCSO only sends viable candidates to the respective law enforcement academy.
 - (2) Upon entrance to the respective law enforcement academy, the physical fitness entrance examination is administered by the Sarpy-Douglas Law Enforcement Academy (SDLEA) or Nebraska Law Enforcement Training Center (NLETC) for all non-certified sworn candidates in a uniform manner.
 - c. This test will be scored and evaluated in a uniform manner as noted below.
2. Scoring
 - a. Candidates must score an overall average of 30% on a series of physical fitness tests based on the Cooper Institute Tests.
 - b. Testing is scored based on age and gender.

3. Evaluation/Interpretation
 - a. Candidates must achieve an overall 30% on the test on the first attempt.
 - b. Candidates who fail to achieve 30% will not be retested or hired by the DCSO.

O. Final Offer

1. Final offers will not be made until after the completion of the background process and the certification of the eligibility list by the Merit Commission.

III. Non-Sworn Hiring Procedures (Full and Part-Time Positions) (31.4.1 & 31.4.3)

A. Vacancy Postings

1. The respective Chief Deputy and/or Sheriff will review requests from Bureau Captains and Supervisors to hire non-sworn members needed to fill an existing position or to fill a newly created position.
2. Once approval to hire is given by the respective Chief Deputy and/or Sheriff, the Commander will contact the Administrative Coordinator who will forward a Personnel Requisition to HR.
3. Depending on the nature of the position (entry level, promotional, etc.) the Commander will specify whether the posting is an:
 - a. Internal Position Vacancy: Applicants must be current Civil Service covered Douglas County employees.
 - b. Open Position Vacancy: Applicants may be eligible Douglas County employees non-Douglas County employees, or former Douglas County employees who are eligible for rehire.
 - c. Departmental Position Vacancy: Restricted to Civil Service non-probationary employees of the agency where the vacancy exists.

B. List of Candidates

1. The hiring Supervisor may choose to have the list of candidates sent to them from HR in one of the following ways:
 - a. The hiring Supervisor may choose to have HR send them a list of all applicants and review and narrow down the list of applicants themselves.
 - (1) In this case it is the responsibility of the hiring Supervisor to determine whether the applicant is eligible for veteran's preference.
 - b. The hiring Supervisor may have HR review the list of applicants and send them a specified number of the most qualified applicants.
 - (1) In this case HR will determine which applicants qualify for veteran's preference.
2. The hiring Supervisor will keep the list and the applications until the completion of the hiring process.

C. Interviews (31.4.3)

1. Administration

- a. To ensure fairness and objectivity in scoring and to protect the interviewers from allegations of favoritism or bias, interviews will be conducted by at least the hiring Supervisor and another Supervisor from the respective chain of command.
- b. The interviewers will make a copy of the candidate's driver's license and social security card to be kept with the candidate's application for the remainder of the process.
- c. At the beginning of the interview, the interviewers will provide the candidate with important information regarding the position and the hiring process. Such information may include, but is not limited to:
 - (1) Nature of the position.
 - (2) Number of positions available.
 - (3) Office location.
 - (4) Estimated date of hire.
- d. Each candidate will be asked the same questions to ensure that the interview is administered in a uniform manner.

2. Scoring

- a. Each question will include specific standards or benchmarks with scoring or rating scales that enable the interviewer to score and interpret the candidate's answers in an objective and equitable manner.
 - (1) The interviewers will independently score the candidates during the interviews and will then compare their final scores.

3. Evaluation

- a. The interviewer will evaluate the structured interview through the established scoring method, totaling the points earned and comparing the points earned to the maximum points possible. Fairness to the applicant is paramount.

4. Interpretation

- a. The structured interview will be interpreted according to the final ranking.

5. The interviewers will ask candidates to sign and complete a waiver.

- a. The reverse side of the waiver has space for the candidates to list several personal and employment references for use in the background investigation.
- b. A Notary Public will notarize the waiver after the candidate has signed it.

6. The interviewers will inform the candidate that the background investigation includes a check of their credit history and will then provide the candidates with a copy of 'A Summary of Your Rights Under the Fair Credit Reporting Act'.

- D. Specific job postings may require additional job-related tests as necessary (e.g., typing tests, writing tests, polygraph test, etc.). All additional tests will be administered, scored, evaluated, and interpreted in a uniform manner within the classification. (31.4.3)
1. If a polygraph is conducted it will be conducted in the same manner as sworn candidates (see Section II, I above). (31.5.3, 31.5.4, & 31.5.5)
- E. Selection of Candidates (31.4.3)
1. Upon scoring the interviews, the interviewers will calculate the scores and rank the candidates from high to low by overall score.
 2. The hiring Supervisor will forward the final list of the ranked candidates to the Commander with the interview forms and application.
 3. The hiring Supervisor will write a recommendation regarding which of the top three candidates to hire.
 4. The Commander will review the interview information, the list of candidates, and the hiring Supervisor's recommendation and make a final hiring decision.
 5. The Commander or designee will notify the selected candidate, make a verbal conditional offer of employment, and provide him/her with information and instructions about the next steps in the hiring process.
 - a. Employment is contingent on the candidate taking and passing a pre-employment drug screen, a back assessment (if required), and a background investigation.
- F. Drug-Screen and/or Back Assessment (31.4.3)
1. The candidate will be directed to contact Human Resources to schedule the drug screen and/or back assessment. The drug screen and/or back assessment will be conducted in the same manner as sworn candidates (see Section II, L & M above).
 2. The Administrative Coordinator will receive the results and inform the Commander.
- G. Background Investigation (31.4.3)
1. Background investigations for non-sworn candidates will be conducted in the same manner as sworn candidates except that the report will be forwarded to the respective Commander for review (see Section II, J above). (31.5.1 & 31.5.2)
 - a. The Commander will review the report with the IAD and determine whether or not to hire the candidate.
 2. If the candidate is to be hired, the Commander or designee will notify the candidate that he/she has been hired.
- H. The hiring Supervisor will complete all required information in NEO.gov.

IV. New Employee Paperwork and Orientation

- A. The new employee will be instructed to contact the Administrative Coordinator to complete any necessary paperwork or forms.

1. New employees will obtain insurance and pension information via NEO.gov.
- B. The Hiring Supervisor of non-sworn employees will be responsible for providing the new employee with the following forms that will then be forwarded on to the Administrative Coordinator to be included in the employee's personnel file and to be sent to Douglas County Risk Management as needed:
 1. Hepatitis B Vaccination Consent/Declination form (SF-243) to employees in danger of occupational exposure as identified in the DCSO "Infectious Exposure Control" policy.
 2. Douglas County "Vehicle" policy.
- C. The Administrative Coordinator will be responsible for providing the Hepatitis B Vaccination Consent/Declination form as applicable and the County Vehicle policy to new employees.
- D. In accordance with state statute, The Administrative Coordinator will verify that all new hires are eligible to work in the United States.
 1. The new hire will be notified to report to the Administrative Coordinator on their first date of work to complete the Federal I-9 Forms and provide the related documents in order to complete the e-verification of their work eligibility.
 2. If the new employee fails the e-verify process the employee may go to HR to begin the process of contesting the e-verification results.
 3. If the new employee does not contest the non-confirmation of eligibility for employment, HR will notify the respective Department to terminate the individual's employment.
- E. In accordance with NSS §81-1456 the DCSO will submit the personnel change in status form to the Nebraska Law Enforcement Training Center within seven calendar days after the hire of a sworn employee.
- F. New non-sworn employees will receive the Douglas County New Employee Orientation.
- G. New employees will receive training in accordance with the DCSO "Training Administration" policy.

V. Candidate Records

- A. Selection materials are confidential and will be securely stored when not being used. (31.4.6b)
- B. All selection materials, including medical examinations, psychological fitness examinations, and background information will be retained in the confidential, secure Merit Commission files in accordance with Nebraska Records Management Schedule 24, Merit Commission Rules, and State Statute. (31.4.6c & d)
 1. Records of candidates who are not selected will be maintained and destroyed in accordance with the Nebraska Records Management Schedule 24. (31.4.6a)
- C. Selection materials will be disposed of in a manner that prevents the disclosure of the information within (e.g., shredding).

REFERENCES

I. Laws Hiring

A. Nebraska State Statutes: §48-225, §48-226, §48-227, and §81-1456, and §81-1457.

II. Previous DCSO Orders

A. Previous General Orders include: #23-2023, #6-2022, #91-2020, #91-2019, #52-2019, #19-2019, #86-2018, 29-2015, #30-2009 and #1-2008.

III. CALEA Accreditation Standards

A. Relevant CALEA standards include: 31.1.1, 31.1.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.4.1, 31.4.2, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.1, 31.5.2, 31.5.3, 31.5.4, 31.5.5, 31.5.6, and 31.5.7.

IV. Review Schedule

A. Quadrennial.