



Michelle LaJoye-Young
SHERIFF

Kent County Sheriff's Office Policy and Procedure

Subject: Recruitment of Sworn Personnel	General Order: 2 . 4 . 1
Effective Date: 09/25/2022 Revision Date:	Distribution: All Sworn Personnel

I. PURPOSE

The purpose of this policy is to establish the recruitment process used by the department for the hiring of sworn personnel.

II. POLICY

It is the policy of this department to continually strive for a sworn workforce proportional to the available workforce within the community. In addition, the department is committed to the principles of equal employment opportunity as defined by the Kent County Human Resources Department.

III. PROCEDURES

A. Recruitment Plan

1. The Office of the Sheriff and/or the Support Services Divisional Commander or their designee will create a recruitment plan which includes the following:
 - a. Recruiting objectives
 - b. An action plan to achieve the stated objectives
2. At a minimum, the department will recruit from local colleges and universities. When available, recruiting personnel will attend job fairs, community engagements, and/or career seminars held for minority populations.
3. Annually, the Sheriff or their designee will analyze the recruitment plan to:

- a. Evaluate the process made towards the stated recruitment goals and objectives.
- b. Provide recommendations for modifications to the recruitment plan, if any.

B. Recruiting Personnel

1. All members of the department are encouraged to engage in the recruitment of qualified candidates.
2. Members specifically assigned to conduct recruitment activities must be knowledgeable regarding personnel matters (i.e., selection process, compensation, benefits, etc.) and equal opportunity employment.

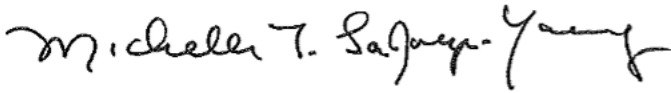
C. Job Postings

1. The department's job announcements and recruitment notices for positions will include the following:
 - a. A description of duties
 - b. Responsibilities
 - c. Requisite skills
 - d. Educational level
 - e. Any other minimum qualifications or requirements
2. Job postings for entry-level positions will be advertised via electronic, print, or other media and, at a minimum, will be provided to local higher education institution's criminal justice programs.

IV. CANCELLATIONS

None

Authorized by:

A handwritten signature in black ink, reading "Michelle T. LaJoye-Young". The signature is fluid and cursive, with the first name "Michelle" and last name "LaJoye-Young" clearly legible.

Michelle LaJoye-Young, Sheriff

Index as:

Standard 2.4.1

Application: This directive constitutes department policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims insofar as the employer's or employee's legal duty as imposed by law.

KENT COUNTY SHERIFF'S OFFICE