



Michelle LaJoye-Young  
SHERIFF

## Kent County Sheriff's Office Policy and Procedure

Subject: Selection of Personnel	General Order: 2 . 5 . 1
Effective Date: 10/13/2022 Revision Date: 06/22/2023	Distribution: All Personnel

### I. PURPOSE

The purpose of this policy is to establish standards for the selection of full-time and part-time personnel.

### II. POLICY

It is the policy of the Kent County Sheriff's Office to hire the most qualified candidates for all positions within the department based on a selection process that complies with all statutory and legal requirements and those criteria which are job-related. All elements of the selection process will be administered, evaluated, and interpreted uniformly.

### III. PROCEDURES

#### A. Application Process

1. The Kent County Sheriff's Office will work in conjunction with Kent County Human Resources in the hiring of all employees of the department. Kent County Human Resources or their designee will be responsible for maintaining contact with applicants through each phase of the hiring process.
2. Kent County Human Resources will post employment opportunities on the County website. Interested parties will submit an application online. Applications will then be reviewed by Human Resources personnel. Applications screened to meet the minimum qualifications will be forwarded to the appropriate Kent County Sheriff's Office division head or their designee for review. Exceptions can be made for applicants that do not meet the minimum requirements at the discretion of the Office of the Sheriff. Human Resources will contact those applicants selected for an interview.

3. Interviews will be conducted by a panel of representatives from the Kent County Sheriff's Office and/or their designee, and/or Human Resources. Each applicant will be asked the same pre-determined set of questions during the interview. Questions other than those that have been pre-determined may be asked as a follow-up to any answers or circumstances that arise.
4. Upon completion of the interview process, applicants selected to continue the hiring process will proceed to a background investigation.

B. Background Investigations

1. Trained members of the department will complete background investigations.
2. The background investigation must, at a minimum, consist of the following:
  - a. A fingerprint check for a criminal record.
  - b. A check of the candidate's driving history and verification of the operator's status if driving is a requirement of the position.
  - c. A review of the candidate's application and/or pre-employment questionnaire to confirm/verify meeting eligibility requirements for the position.
  - d. Verification of at least three personal references.
  - e. Interviews with previous and current employers.
    - Under PA 128 of 2017 (MCL 28.561), if the candidate has separated their employment as a sworn law enforcement officer from another agency, the background investigator shall obtain a record from the agency(s) the candidate is separated from regarding the reasons for, and circumstances surrounding, the separation of service.
  - f. Criminal history check through LEIN and NCIC.
  - g. A drug test may also be mandatory for certain positions.
  - h. A review of relevant officer de-certification resources, if available.

**C. Conditional Offers of Employment**

1. Candidates who have passed the interview and background phases may receive a conditional offer of employment.
  - a. At the discretion of the divisional head or their designee, conditional offers may be extended to candidates after the interview phase contingent on passing their background phase.
2. Recommendation for a conditional offer to a position will be made by the Divisional Commander with the approval of Office of the Sheriff.

**D. Medical Examinations**

1. Following a conditional offer, a medical examination must be performed prior to appointment to all sworn positions to establish fitness for the position. For Road Patrol candidates, the examination will follow the Michigan Commission on Law Enforcement Standards (MCOLES) standards.

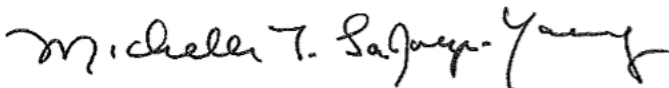
**E. Psychological Examinations**

1. For sworn positions, the candidate must successfully pass a designated psychological examination and/or test before appointment. A designated licensed professional must complete this testing after a conditional employment offer is issued.

**IV. CANCELLATIONS**

2.5.1 – Selection of Personnel (10/13/2022)

Authorized by:



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Michelle LaJoye-Young, Sheriff

Index as:

Standards 2.5.1 - 2.5.5

*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**