



# KERSHAW COUNTY SHERIFF'S OFFICE

SHERIFF LEE BOAN

CALEA 31.4.1, 31.4.7, 31.5.7

## RECRUITMENT AND SELECTION

### CHAPTER 207

#### 207 RECRUITMENT AND SELECTION (SCLEA 6)

##### 207.1 PURPOSE

To develop an efficient, effective, and fair selection process for sworn personnel that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for an effective, respected law enforcement agency.

##### 207.2 POLICY

The Kershaw County Sheriff's Office shall actively recruit individuals who possess the skills, knowledge and abilities necessary for a career as a law enforcement professional for actual and forecasted vacancies. The Department's recruiting goal is to maintain the ethnic and gender composition of sworn officers in approximate proportion to that of the service community.

##### 207.3 RECRUITING ACTIVITIES (SCLEA 6.1)

Department personnel involved in or assigned to recruitment activities shall receive training regarding personnel matters, including Equal Employment Opportunity/Affirmative Action Plan Department operations.

Recruitment personnel may attend job fairs, career day activities, colleges/universities, and other programs that may provide opportunities to actively recruit qualified applicants.

The Department encourages all employees to participate in recruitment activities, by urging qualified persons with whom they come in contact with, to apply for available positions.

Cultural diversity is very important to law enforcement and the community because the increase in various cultural, racial, and ethnic groups. The Department shall actively pursue minorities and females by attending job fairs



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and holding career days focused on these groups. This recruitment plan shall be evaluated at least every three (3) years. (SCLEA 6.2)

## 207.4 EQUAL EMPLOYMENT OPPORTUNITY

The Kershaw County Sheriff's Office and the County of Kershaw are Equal Opportunity Employers, and by policy, provide equal opportunity for all applicants for employment, administer hiring, conditions and privileges of employment, compensation, training, upgrading, promotion, transfer, and termination of employment without discrimination because of race, color, religion, national origin, gender, disability, age, or veteran status.

## 207.5 JOB ANNOUNCEMENTS (SCLEA 6.3)

The Department shall prepare job announcements and recruitment brochures that provide a description of duties, responsibilities, requisite skills and educational level, and other qualifications. (SCLEA 6.3 a)

Vacancies for positions may be advertised in newspapers, on the Sheriff's Office and Kershaw County websites and/or the Sheriff's Office Facebook page. (SCLEA 6.3 b)

The Department maintains an open application filing system and, therefore, does not require filing deadlines for most vacancies. All employment applications and recruitment advertisements shall indicate that the Department is an Equal Opportunity Employer (EOE). (SCLEA 6.3c)

The Department may post announcements with colleges and universities, community service organizations, and professional schools.

## 207.6 ELEMENTS OF THE SELECTION PROCESS

Each element of the selection process for a specific position shall be administered, scored, evaluated, and interpreted in a uniform manner and shall be identical for all applicants for a given position. (SCLEA 6.6)

The selection process shall only evaluate elements that are job-related. Elements of the selection process for Deputy Sheriff positions are based on requirements for law enforcement certification by the South Carolina Criminal Justice Academy as established by the SC Code §23-23-60. (SCLEA 6.5)



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The Selection Process: (SCLEA 6.4)

## **Qualification Review**

All application packets are reviewed by the Recruitment Coordinator to ensure the applicant meets the necessary minimum qualifications for the position.

## **Driving History Audit**

Driving History for the last 10 years is reviewed for all applicants and must not show a disregard for the law.

## **Criminal History Check**

NCIC Criminal History is reviewed for all applicants and must have a clear criminal history.

## **Credit History Review**

Credit history is reviewed for all applicants and must show sound financial management with the ability to keep accounts paid up-to-date.

## **National Police Officer Selection Test**

Law enforcement applicants must achieve a minimum overall score of 70% on the National Police Officer Selection Test which consists of Arithmetic, Reading Comprehension, Grammar, and Incident Report Writing. (Currently SCCJA certified law enforcement do not apply unless at the discretion of the Sheriff.)

## **Physical Ability Test (PAT)**

Law enforcement applicants must complete the South Carolina Criminal Justice Academy's Physical Ability Test (PAT) requirements in two (2) minutes and six (6) seconds or less. The Training Division will facilitate pre-employment PAT testing. (Currently SCCJA certified law enforcement do not apply unless at the discretion of the Sheriff)

## **Personal History Statement**

Eligible law enforcement applicants will complete a Personal History Statement that contains additional information necessary for the Background Investigation.



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## **Oral Interview**

Law enforcement applicants that pass the National Police Officer Selection Test and the Physical Ability Test (PAT) will go before an oral interview board after the Personal History Statement has been completed.

## **Background Investigation**

A trained background investigator will conduct an extensive background on each applicant after the oral interview board. The background investigation will include: a criminal history check, driving history audit, credit history review, employment verifications, review of family and biographical data, social media accounts, and personal reference interviews.

## **Psychological Examination**

Law enforcement applicants will be required to undergo a psychological examination to determine suitability for law enforcement. This examination will be performed at no cost to the applicant.

## **Polygraph Examination**

Law enforcement applicants will be required to undergo a polygraph examination. Topics for the polygraph examination will be drawn from the Pre-Employment Applicant Questionnaire provided by the polygraph examiner. This examination will be performed at no cost to the applicant.

## **Drug/Alcohol Screen**

All applicants must pass a urine drug screen. *\*Performed at no cost to the applicant.*

## **Medical Examination**

All applicants will be required to undergo a complete physical examination. *\*Performed at no cost to the applicant.*

## **Final Offer of Employment**

Upon successfully completing the selection process, the applicant will be given a start date and salary. The Sheriff must authorize all Final Offers of Employment.



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## 207.7 THE SELECTION PROCESS RESOURCES

### Background Investigations (SCLEA 6.8)

An extensive background investigation will be conducted on all applicants prior to appointment to probationary status in accordance with the South Carolina Criminal Justice Academy. The background investigation will include: a criminal history check, driving history audit, credit history review, employment verifications, review of family and biographical data, social media accounts, and personal reference interviews.

Personnel used to conduct background investigations will be trained in collecting required information. Personnel may attend formal training courses in the areas of recruitment, personnel matters, or background investigations. (SCLEA 6.9)

### Selection Process Materials (SCLEA 6.10)

The Recruitment Coordinator shall securely store all application packets and selection process materials (including background investigations, medical examinations, psychological examinations, and other personal information) to prevent the disclosure of confidential information. Application packets and selection process materials of applicants selected for hire shall be retained for the duration of employment, plus five (5) years, then destroyed. Application packets and selection process materials of applicants not selected for hire shall be retained for one (1) year after rejection of application, then destroyed. All materials will be destroyed by means of shredding or burning after the retention period.

### Use of Polygraph Examinations (SCLEA 6.11 & 6.12)

Polygraph examinations will be used in the selection process and only licensed polygraph examiners will be used for this purpose. The Department will use the polygraph as a tool in the hiring process to assist in informed decision-making as to who would or would not make a valuable addition to this agency as an employee.

### Medical and Psychological Examinations (SCLEA 6.13)

A medical and psychological examination will be conducted on each sworn candidate prior to appointment to probationary status. These examinations will be conducted and assessed by qualified professionals.



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### 207.8 PROBATIONARY PERIOD

All new employees, including former employees who have been rehired, will be considered to be on probation for at least the first six (6) months of their employment.

This trial period is essentially an extension of the selection process and is designed to provide the new employee with the opportunity to demonstrate he/she is well-suited for the job and the job is well-suited for the employee.

If the Department concludes during the probationary period that the new employee is not well-suited for the position into which he/she was hired, the employee will be terminated.

The probationary period will end when the Department, no sooner than six (6) months after the employee was hired, evaluates the new employee in writing and authorizes the employee's change in status from "probationary" to "regular."

(SCLEA 6.14)

The probationary period is not to be construed as a minimum guarantee of employment. All employees of the KCSO are employed "at will" which means that both the employee and the Department can terminate the employment relationship at any time, with or without notice. The probationary period may be extended or an employee may be returned to a probationary status at any time at the discretion of the Department.

### 207.9 APPLICANT NOTIFICATION

Within ten (10) working days of receiving an application packet, the Recruitment Coordinator shall send each applicant a letter acknowledging the receipt of their application. The Recruitment Coordinator shall remain in telephone/e-mail contact with applicants to ensure the selection process is completed in a timely and efficient manner.

Applicants failing to successfully complete any element of the selection process shall receive a rejection letter within thirty (30) days once determined ineligible for appointment. Applicants not selected for employment may reapply six (6) months after the date of rejection. (SCLEA 6.7)





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## 207.10 RETIREE RETURN-TO-WORK PROCESS

KCSO employees who retire and return to work (30 days or 1 year depending on individual situations) will be subject to an abbreviated hiring process. All equipment/vehicles must be returned to the KCSO until the individual completes the hiring process and is showing as an employee of the KCSO again. The process can be amended as need at the direction of the Sheriff.

### **Application Submission**

All new hires must submit an application with *all* of the required documentation before being considered for an open position. This includes retirees who have been removed from the system (as well as the South Carolina Criminal Justice academy/SCCJA) and are returning to work in a part-time, or another, capacity.

A NCIC check (purpose code J) and 10 year driving history should be included as part of this process.

### **Physical Abilities Test (PAT)**

All retirees returning to work as a SCCJA certified deputy must complete the PAT prior to being reinstated as an employee of the KCSO. This is the same PAT used by the SCCJA prior to certifying officers. The required time to complete the PAT is 5:30.

The PAT consists of the following essential (physical) job-tasks for certified law enforcement officers:

- Running;
- Jumping (low hurdle);
- Climbing stairs;
- Low crawling;
- Jumping (6-foot ditch);
- Climbing a fence (four feet high);
- Climbing through a window;
- Moving/dragging a weight (approx. 100 pounds);
- Changing direction on the run;
- (6 rounds) fired from a patrol rifle, (4) shotgun, and (6) sidearm at a stationary steel target from varying distances.



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## **Physical/Medical Exam & Drug Test**

All retirees returning to work at the KCSO are subject to completing a physical/medical exam at the medical facility of the KCSO's choosing as well as a drug test. The physical/medical exam must conclude that the candidate is fit for duty.

## **Firearms Qualification**

All certified (and non-certified) officers employed by the KCSO must qualify with their issued firearm using the course of fire submitted by the SCCJA within three days of being issued a weapon. If a retiree is already in the possession of their duty weapon due to being supplied the firearm as part of their retirement, they will need to qualify within three days of hire. The documentation should be submitted to the SCCJA on their website via the Firearms Verification Form by the Firearms Instructor who conducted the qualification.