



Pueblo County Sheriff's Office <b>General Order</b> Policies and Procedures Manual	
Pueblo County Sheriff's Office <b>Section 1</b>	
<b>Part 5</b>	Subject: Employment and Selection
Related CALEA Standards: 22.2.1, 31.1.2, 31.3.3, 31.4.1, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.3, 33.4.3  Related CAELA COMM Standards: 1.3.3, 1.3.4, 3.2.5, 4.1.2, 4.1.6, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.3.4, 4.3.7, 4.3.8	Related ACA standards: 5-ALDF- 7B-03, 7B-04

### Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authorities manage and direct all activities connected with Employment and selection is delegated to the Undersheriff.

### Purpose

To provide guidelines on the selection process for office employment.

### Employment and Selection Policy

It is the policy of this office to recruit, select, appoint or employ those persons who successfully meet the selection procedures and standards. All such employment or appointments will be determined without regard to applicant's or member's race, color, religion, sex, national origin, age, physical or mental disability, creed, ancestry or any other characteristic protected by law.

The sheriff will have the final determination in employment, selection and promotional decisions.

Members assigned to recruitment activities will be knowledgeable in personnel matters, especially equal employment opportunities and affirmative action as it affects the management and operation of the sheriff's office. <COMM 4.1.2> <31.1.2>

The Pueblo County Sheriff's Office in most cases will publish new job announcements on the office website, and to various agencies and newspapers throughout the county and state. The Pueblo County Sheriff's Office also participates in "career day" programs that are offered through local colleges, universities or local agencies.

### Pre-Selection Standards Commissioned Personnel

- 21 years of age.
- Possess valid Colorado driver's license.
- High-school graduate or G.E.D., with some college credits preferably.
- Stable or consistent work history.
- Able to pass various qualifying exams.
- Able to complete intensive background investigations, polygraph, psychological, medical and fitness examinations in accordance with specific job descriptions.
- Be able to perform all essential functions of the position.

**Pre-Selection Standards Communications Officers**

- 18 years of age.
- Possess valid Colorado driver's license.
- High-school graduate or G.E.D., with some college credits preferred.
- Stable or consistent work history.
- Able to pass various qualifying exams.
- Able to complete intensive background investigations, polygraph, psychological, medical and fitness examinations in accordance with specific job descriptions.
- Be able to perform all essential functions of the position.

**Clerical and Non-Commissioned Personnel**

- 18 years of age.
- Possess valid Colorado driver's license.
- High-school graduate or G.E.D.
- Stable or consistent work history.
- Ability to pass qualifying exams and background investigation.
- Able to complete polygraph and medical exams.
- Each job description may require some acceptable experience in specific job functions.

**Rejection of Candidates**

A candidate for examination or appointment will be rejected from further consideration where the candidate is not qualified for the position. They will not be rejected because of missing documents that can be provided prior to the testing and/or interview process.

**Selection Procedures**

This office shall implement the following process to select appointees for positions within this office.

<COMM 4.2.1>

The selection process will use only those rating criteria or minimum qualifications that are job related.

<COMM 4.2.2>

The selection process will be administered, scored, evaluated and interpreted in a uniform manner.

<COMM 4.2.3> <31.4.3>

A criminal record check is conducted on all new employees prior to their assuming duties to identify whether there are criminal convictions that have a specific relationship to job performance.

This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency. <5-ALDF-7B-03>

**Position Process Deputy Sheriff: Pre-Offer**

Resume /Application Review

Written Exam

Assessment Center

Background Investigation

Polygraph Exam

**post-Offer**

Psychological Exam

Medical / Fitness Exam

[Centura Fitness Exam: Post Offer](#)

**Detention Deputy: Pre-Offer**

Resume / Application Review

Written Exam

Assessment Center

Background Criminal Investigation, if suspect information on matters with potential terrorism connections is

returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency.

Polygraph Exam

**Post Offer**

Psychological Exam

Medical/Fitness Exam

[Centura Fitness Exam: Post Offer](#)

**Communications: Pre-Offer**

Resume / Application Review

Successful completion of the "Critical" Exam

Oral Interview

Mandatory observation of the 911 Center.

Background Investigation

Polygraph Exam

**Post Offer**

Medical / Fitness Exam

Psychological Exam

**Clerical / Civilian: Pre-Offer**

Resume Review

Application Review

Assessment Center

Background Investigation

Polygraph Exam

**Post Offer**

Medical/Fitness Exam

**Equal Pay for Equal Work Act (EPEWA) C.R.S. 8-5-101 et seq.**

EPEWA became effective on January 1, 2021

This two-part act with Part 1: Wage and equality of sex. Part 2: Transparency in pay and opportunities for promotion and or career advancement.

- The intent of Part 1 is to close the pay gap in Colorado and ensure employees with **substantially similar job duties** are paid the same wage rate regardless of sex or sex in combination with another protected identity status (Sex includes gender identity). C.R.S. § 8-5-102(1).

All job postings will be posted/announced to all Pueblo County employees for an appropriate period of time.

**Elements and Activities of the Recruitment Process** The human resources section will post an announcement with the various agencies listed in this policy. The announcement will include the position available, the grade of the position, the starting salary, requirements to apply for this position, testing procedures to include dates, times and locations, and application closing date.

If the application has been accepted to proceed through the application process the applicant will receive written notification stating when the next process will take place.

If the application has not been accepted, the applicant will receive written notification stating the reason for denial of the application.

All successful applicants for a position will be sent written communication stating when and where their next phase will take place. The written tests will be sent back to the company they purchased from for grading. The scores on the written tests will constitute part of the overall score.

Applicants who successfully pass the written test may receive notification of the location for the assessment center process, if one is scheduled.

The assessment center may include the following components:

- Role Play-scenarios involving job specific situations.
- A test to evaluate comprehension, writing skills and spelling demonstrates the ability to read a map.
- Oral bard interviews consisting of job-related questions.
- Stand-up resume the applicants tell assessors about themselves.

Scores from the assessment center will be combined with the written test scores for the final test score.

Once all the testing thus far has been successfully completed, a composite score will be compiled. Lists will be drawn up depending on the composite score for hiring purposes.

Pre-polygraph and background checks will be conducted on all applicants on the list when their names come up for hiring. The background investigator will investigate their application, their personal references, business references and criminal history.

If all aspects of the background investigation are acceptable, the next step will be to move to polygraph. If the background investigation is not acceptable, a written communication will be sent to the applicant notifying them that they are no longer being considered for the position.

A polygraph exam will be conducted. See Policy [42.5 Polygraph Examinations](#) regarding procedures for pre-employment polygraphs.

Once the applicant has successfully completed the polygraph, the next available position will be offered to him or her. Once the applicant has received the offer letter, the applicant may be sent for a psychological exam. The results of this exam will be sent to the human resources division. The applicant will also be scheduled for a medical exam through a contracted medical agency.

The Pueblo County Sheriff's Office will have an independent outside facility conduct drug testing on all pre-employment candidates. If an employee is positive for any prescription narcotic drugs, it will be run through the (PDMP) Prescription Drug Monitoring Program to verify the applicant is on the prescription drug. This may prevent eligibility in the employment of the candidate depending on the circumstances.

If the results of the psychological and medical exams are acceptable, the applicant will be hired. If the results of the exams are unacceptable, the applicant will be sent written notification notifying them that they are no longer being considered for the position.

### **Formal Application Process**

At the time of their formal application for a position, candidates are informed, in writing, of all elements of the selection process. <COMM 4.2.4 a> <31.4.4 a>

Expected duration of the selection process, which normally will not exceed four months.

<COMM 4.2.4 b> <31.4.4 b>

The agency's policy on re-application, re-testing, and re-evaluation of candidates not appointed.

<COMM 4.2.4 c>, <31.4.4 c>

The Pueblo County Sheriff's Office will maintain contact with applicants from initial application to final employment disposition. <COMM 4.1.6>, <31.3.3>

If candidates require any corrections on the initial application or any testing documents, contact will be made via e-mail or phone call to correct and or update any omissions and or errors.

Candidates determined to be ineligible for appointment due to disqualification on the basis of a single test, examination, interview, or investigation are informed in writing within 30 days. <COMM 4.2.5>, <31.4.5>

Candidates are notified by writing through email that they have been added to an eligibility list for a time period specified by the Sheriff. Position vacancies are filled based on this eligibility list.

Candidates who are not offered a position at the time the eligibility list is exhausted are notified in writing by email and are invited to attend the next testing session. The notifications are maintained indefinitely in the NEOGOV system.

### **Records of Candidates**

The PCSO follows the State of Colorado Retention schedule on the disposition of records of candidates not selected for employment. Two years from the date of creating the record. <COMM 4.2.6 a> <31.2.6 a>

The secure storage of selection materials are maintained in the Human Resource office.

<COMM 4.2.6 b> <31.4.6 b>

The PCSO follows the State of Colorado Retention schedule for the retention of background information for all candidates. 10 years after retirement or separation. <COMM 4.2.6 c> <31.4.6 c>

The PCSO follows the State of Colorado Retention schedule for the retention of medical, emotional stability, and psychological fitness examinations. Ten years after retirement or separation. <COMM 4.2.6 d> <31.4.6 d>

### **Selection Material**

Selection materials for candidates will be stored in a secure area when not being used and are disposed of in a manner that will prevent disclosure of the information contained within them.

### **Polygraph Examinations**

Each candidate will be subject to a polygraph examination prior to appointment to probationary status. This will be conducted by personnel trained in the administration and evaluation of these tests.

Candidates will be provided with a list of areas from which polygraph questions will be drawn prior to the examination.

The results of the polygraph or other instruments for the detection of deception will not be the single determination of employment status. <COMM 4.3.4> <31.5.3>

Each candidate will be subject to a medical examination to be conducted prior to probationary status to certify the health of each candidate. The medical exam will include a hearing and vision examination, prior to probationary status. <COMM 4.3.7>

A psychological exam may also be conducted prior to probationary status if required for the position. It is conducted and assessed by a qualified professional. <COMM 4.3.8>

Once a candidate is provided with a conditional job offer, the background, medical, fitness exam and the psychological examinations will become a part of their confidential file and maintained by the Administrative Services Division indefinitely.

If disqualified for employment, the medical and psychological examination will be maintained by the Administrative Services Division for a minimum of three years.

A pre-assignment physical examination is conducted for all employees. Information obtained as part of a required medical examination and/or inquiry regarding the medical condition or history of applicants and employees is collected and maintained in separate forms and in separate medical files and treated as a confidential medical record. Provisions exist for re-examination, when indicated. The medical files are kept separate and in locked files in the human resources office. <5-ALDF-7B-04>

All new hires will receive training on how to access the policy and procedure manual which contains information regarding:

- Agency's role, purpose, goals, policies and procedures.
- Working conditions and regulations.
- Responsibilities and rights of members.

### **Rehire of Previous Members**

Previous members may request in writing to be considered for rehire for up to one year from the date of their

resignation. Eligibility of reinstatement will be determined by the Sheriff based on, but not limited to, the following:

- The circumstances surrounding the member's resignation.
- The member's past work / performance history.
- The member's past corrective / disciplinary actions; and
- The member's work history or productivity during the period of absence.

### **Law Enforcement Academy Selection**

All non-P.O.S.T. certified members will only be eligible for office sponsorship to the Pueblo Area Law Enforcement Academy after completion of their first year of full-time employment. All eligible candidates may be required to participate in, and successfully complete the required testing mechanism, and be placed on an eligibility list for the law enforcement academy. The sheriff or designee will authenticate the eligibility list. The sheriff or designee has the sole authority to select an attendee to the law enforcement academy.

### **Special Assignment Selection**

Any special assignments that are deemed appropriate by the sheriff may be announced agency-wide and filled through a selection process. The announcement will describe the selection criteria for the position to be filled. If the specialized assignment is such that it requires physical fitness, the sheriff may require the employee to pass a physical exam prior to the employee being placed in the special assignment. <COMM 1.3.4>

### **Review of Special Assignments**

The affected bureau chief and/or undersheriff or designee shall review all special assignments annually for the purpose of determining whether it should be continued. The review will include:

- A listing of the agency's specialized assignments; <COMM 1.3.3 a>
- A statement of purpose for each assignment; <COMM 1.3.3 b>
- An evaluation of the initial problem or condition that required the implementation of the specialized assignment. <COMM 1.3.3 c>

All law enforcement and detention deputies must complete the recruit training program, Colorado Peace Officers Standard Testing (P.O.S.T.), prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program as required in accreditation standard <33.4.3 d>

### **Resource Pool Members Security**

Part time resource pool security members may work as armed security deputies and will complete a training program. The Resource Pool Deputy can be given arrest powers and may be armed for specific duties to be carried out that do not carry over into their private lives.

A Resource Pool member may carry out certain on-duty jobs that are specific in assignment and job duty.

An office member assigned to a position that will have the capacity to carry a weapon or is in a position to make an arrest will have to have successfully completed a law enforcement training academy and have successfully completed a P.O.S.T. certified firearm qualification course prior to being considered for a position.

A copy of the law enforcement certificate and passing rating for the firearm qualification course will be included and/or documented in the employees' personnel or training file.

No person will be hired in such capacity unless they are certified or certifiable under Colorado law. The nature of some specific positions or responsibilities may necessitate a need for periodic health screenings.

Because of this the bureau chief or captain of the respective bureau may require periodic health screenings for such positions as crime scene personnel, firearms instructors, evidence personnel or positions where employees are exposed to hazardous chemicals or lead contamination.

### **Physical Examinations After Hire**

The bureau chief or captain of the respective bureau may require an officer member to have a physical examination in order to determine the employee's general fitness.

The examination may include a hearing or vision test to determine fitness for duty to perform the tasks of their assignments. <COMM 3.2.5>, <22.2.1>

After-hire physicals will be conducted on a case-by-case basis. Required physical examinations will be provided at no cost for the employee.

A handwritten signature in blue ink that reads "David J. Lucero". The signature is written in a cursive, flowing style.

By Order Of The Sheriff