



## Dillon County Sheriff's Office Selection of Personnel

### I. PURPOSE

To establish an effective selection process that results in the employment of persons with the knowledge, skills, and abilities necessary to operate a professional and highly respected law enforcement agency.

### II. POLICY

The Sheriff's Office is committed to hiring the best suited applicants for all positions. Each applicant selected for hire will be chosen on the basis of merit and will possess the minimum qualifications needed to perform the duties associated with the position for which (s)he is selected.

### III. PROCEDURE

#### A. Administration <31.4.1>

1. The selection process will evaluate all applicants by measuring qualifications directly related to the duties of the position sought. <31.4.2>

2. All elements of the selection process will be administered, scored, evaluated, and interpreted consistently. <31.4.3>

3. Professional Standards staff will acknowledge receipt of all employment applications in writing.

4. A notice will be provided to all applicants explaining the Sheriff's Office's selection process, its expected duration, and describing the Sheriff's Office's policy on reapplication and reevaluation of applicants not selected for hire. <31.4.4 a.><31.4.4 b.><31.4.4 c.>

5. Applicants eligible for consideration will meet with an interview board for a preliminary screening interview and may be offered a conditional offer of employment.

6. Applicants not eligible for hire will be promptly notified in writing. <31.4.5>

7. The Chief of Police or his designee will assign one or more Sheriff's Office members with primary responsibility for performing background investigations. These employees will be trained to collect the required information and to maintain confidentiality. <31.5.2>

8. As workload dictates, the Chief of Police or his designee may assign other Sheriff's Office members to assist with background investigations. The Internal Affairs Supervisor will ensure that all background investigators are qualified to conduct background investigations and that they are conducted in a timely manner. <31.5.2>

#### B. Background investigations are conducted on all applicants for sworn and non-sworn positions. <31.4.1><31.4.2>

1. A complete and in-depth background investigation will be conducted on all applicants for sworn and non-sworn positions. This investigation includes, but is not limited to:

- a. Verification of credentials;
- b. Criminal history;
- c. Listed personal references and professional references; \
- d. Education verification;
- e. Employment history; and
- f. Review of prior certification status (if applicable).

2. All post-conditional information gathered will be reviewed by the background investigator.

#### C. Testing <31.4.1>

1. Police officer applicants are tested as follows : <31.4.2>

a. The Physical Ability Test (PAT) is used to assess an applicant's ability to perform physically as a police officer and succeed at the South Carolina Criminal Justice Academy (SCJJA).

b. The National Police Officer Selection Test (POST) is used to assess an applicant's probability of success in basic law enforcement training at the South Carolina Criminal Justice Academy (SCCJA) and specifically to measure an applicant's ability to comprehend and interpret written materials. South Carolina certified law enforcement officers are exempt from the Physical Abilities Test (PAT) and the National Police Officer Selection Test (POST). These areas are completed during law enforcement certification at the SCJJA.

c. A polygraph examination is used as an investigative aid to help verify a candidate's eligibility. Applicants are furnished with a list of areas from which polygraph questions will be drawn. <31.5.3> Only qualified polygraph examiners are used to conduct the examinations and evaluate the results. <31.5.4> The results of the polygraph examination will be considered as an investigative aid and will never be the single determinate of employment status. <31.5.5>

d. Psychological tests are used to determine a candidate's potential fitness for duty and for success during their tenure with the Sheriff's Office. Psychological tests are conducted and assessed by qualified professionals. <31.5.7>

e. Physical examinations by licensed physicians will be conducted to certify the general health of each candidate. The physicians will meet the requirements of SC Code of Laws, 1976, as amended, §23-23-60 (B) (3) (a) & (b). All pre-employment physical examinations include drug screening tests. <31.5.6>

2. Applicants for non-sworn positions are tested to determine their qualifications for the positions sought. In addition, drug screening tests, polygraph examinations, and physical examinations (when applicable) are performed.

3. Results of all testing is reviewed by the Internal Affairs Supervisor, a summary submitted to the Chief of Police, and all information maintained in a secure file. <31.4.2>

#### D. The Final Step in the Hiring Process

The Chief of Police considers the information gleaned from background investigations and testing, meets with the applicant, and may offer employment contingent upon the successful completion of a six-month probationary period. <32.2.10> Offers of employment for sworn positions also require successful completion of basic law enforcement training. </31.4.1>

#### E. Storage and Disposition of Records

1. A record of all applicants (including those not appointed to probationary status) will be maintained by Professional Standards staff in the form of a computerized Applicant Matrix. <31.4.6 a.><31.4.6 b.><31.4.6 c.><31.4.6 d.><32.2.3><32.2.9>

2. All other applicant records are retained for a minimum of two years and may be retained longer, at the discretion of the Professional Standards Supervisor. <31.4.6 a.><31.4.6 c.><31.4.6 d.>

3. The Sheriff's Office complies with all federal, state, and local requirements for the privacy, security, and access to information of candidate records and data. <31.4.6 c.><31.4.6 d.>

4. Materials used in the selection process are stored in a secure area when not in use. <31.4.6 b.>

5. Disposal of selection material is performed so as to prevent disclosure or compromise of the process. <31.4.6 a.>

BY ORDER OF:  
Douglas Pernell, Sheriff

References: SC Code of Laws, 1976, as amended, §23-6-440

SC CODE OF LAWS, 1976, as amended

SECTION 23-23-60. Council may issue certificates; inspection of training facilities; recommendations for improvements; information to be submitted as to candidates; expiration of certification; renewal.

(B) All city and county police Sheriff's Offices, sheriffs' offices, state agencies, or other employers of law enforcement officers having such officers as for certification shall submit to the director, for his confidential information and subsequent safekeeping, the following:

3) evidence satisfactory to the director of the candidate's physical fitness to fulfill the duties of a law enforcement officer including:

(a) a copy of his medical history compiled by a licensed physician or medical examiner approved by the employer;

(b) a certificate of a licensed physician that the candidate has recently undergone a complete medical examination and the results thereof;

<CALEA Standards: 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, 31.5.7, 31.5.8>