

## PERSONNEL SELECTION AND PROMOTION

STANDARD NO(S):

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REFER TO:

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- I. OBJECTIVE: 'The Seneca County Sheriff will ensure that its' recruitment program complies with all applicable federal, state, and local laws as well as all SCSO policies. Selection and retention shall be based on and be in compliance with County personnel policies and directives issued by the Seneca County Sheriff. The Seneca County Sheriff's Office and Seneca County are equal opportunity employers and shall not discriminate on the basis of age, sex, race or religion.
- II. POLICY: 'To establish guidelines for the recruitment and hiring of new employees, and the promotion of permanently appointed employees in the Seneca County Sheriff's Office.
- III. DETAILS:

### A. Initial Selection (Entry Level)

1. For full time Deputy Sheriff's and/or Correction Officers, initial selection is based on the passing of a New York State Civil Service test at the county level, while scoring high enough in the ranking so as to be selected. For part time Deputy Sheriffs, Corrections Officers and Special Patrol Officers, and all other non-sworn positions initial consideration will be given upon the completion and submission of an Application for Employment with the Seneca County Personnel Office.

In addition to Full Time Deputy Sheriff's and Corrections Officers, Records and Secretarial positions are under Seneca County Civil Service authority. Candidates for these positions are assigned a numerical ranking after taking a Civil Service written examination. The Full Time Correctional Facility Nurse is non-competitive Civil Service position. Candidates for this position do not take a written Civil Service examination, however the Seneca County Personnel Officer ranks a candidate based on a qualification and experience formula set by Civil Service to produce an eligible list of three candidates as with other Civil Service positions

Upon the successful passing of Civil Service Examination, candidates for full time Deputy Sheriff and/or Correction Officer positions will be notified in writing by the Seneca County Personnel Office of the fact they have passed the examination and an initial ranking will be assigned based on their numerical test score. This procedure applies to all other Civil Service positions at the Seneca County Sheriff's Office as well.

2. The Seneca County Personnel Office will canvass successful prospective full time Deputy Sheriff and/or Correction Officer candidates based on this initial ranking to reply in writing if they want to be considered for a full time position. Based on these replies, a candidate's initial ranking may or may not be changed as prospective candidates decline or accept consideration.
3. Based on the above query, the Seneca County Personnel Office will notify prospective full time candidates and schedule a physical agility assessment test conducted by the Seneca County Personnel Officer using valid, non-discriminatory agility testing constructs.
4. The Seneca County Personnel Office will notify the Seneca County Sheriff by listing eligible full time candidates by rank and standing based on the results of the civil service test and physical agility test scores.
5. Prospective candidates from the eligible list will be notified by the Corrections Lieutenant for the Corrections Division and/or the Chief Deputy for the Law Enforcement Division to present themselves at the Seneca County Law Enforcement Center for the purpose of an initial interview assessment by the Corrections Lieutenant or their designee for Correction Officer positions or the Chief Deputy for the Law Enforcement Division.
6. Prospective candidates for part time positions with the Seneca County Sheriff's Office are required to complete an application for the part time position at the Seneca County Personnel Office. The Seneca County Personnel Office will review such completed applications to ensure that prospective part time candidates meet or exceed the minimum qualifications for appointment as a part time employee in the position sought. The Seneca County Personnel Office will forward to the Chief Deputy all applications for part time employment at the SCSO. Upon receipt by the Chief Deputy the following procedures utilized will be the same for both full and part time prospective sworn employees.
7. Prospective full and part time candidates will be interviewed using a standardized set of non-discriminatory interview questions for each candidate. The answers of prospective candidates will be recorded on the interview form and made a part of the prospective candidate's background investigative packet.

8. The Seneca County Sheriff, Undersheriff, Chief Deputy and Jail Administrator or Jail Lieutenant are responsible for determining whether full and part time candidates are technically qualified for the position and if the applicant can work suitably in the Correctional Facility. The Seneca County Sheriff, Undersheriff and Chief Deputy are responsible for determining whether full and part time candidates are technically qualified for the position and if the applicant can work suitably in the Law Enforcement Division.
9. A criminal background check will be conducted in all cases. Prior convictions will not necessarily disqualify an applicant for employment but will be considered in light of their relationship to potential job performance.
10. The Chief Deputy or his designee will cause a background investigation to be commenced and upon completion the results of such investigation will be submitted to the Chief Deputy or his designee.
11. The standardized SCSO background investigation packet for all prospective employees in every division and component of the SCSO will include the following:
  - a. A detailed list of instructions to prospective full and part time candidates outlining the steps to be taken to complete the background investigation packet along with the documents required to be attached and submitted with the completed background investigation packet.
  - b. An signed, notarized general authorization for the release of personal information from held by governmental agencies such as law enforcement; courts and various branches of the United States Military; past and present public service or private sector employers; educational, financial and/or credit institutions; medical and/or psychiatric providers or institutions, attorneys or any other person, institution or agency possessing such records.
  - c. Instructions for the use of the HIPPA – compliant Authorization Form to Release Health Information Needed for Litigation, along with OCA Official Form No.: 960, *“Authorization for Release Information Pursuant to HIPPA.”*
  - d. A Background Investigation Questionnaire and appropriate instructions to candidates to submit information concerning: personal, family, employment, firearms, licensing and educational data, residency, business references, military information, financial status, arrest record, motor vehicle driving history, past, present or current drug use, personal character references and a life experience section for the applicant to include any information not requested elsewhere in the background investigation packet.
  - e. All prospective employees must furnish any requested graduation certificates, diplomas, or other certificates, licenses and other documents for review, verification and incorporation into the personnel file.

12. The officer assigned to complete the background investigation on all prospective employees will verify information supplied from the packet and check various sources of information, both governmental and private, relating to the candidates suitability for employment. The officer assigned will run a criminal history on the subject using the public employment applicant code and follow up with any information obtained through that method.

The officer assigned will conduct an interview of the candidate using a standardized set of questions, but shall, of course, follow-up with further non-scripted questioning depending on the answers he is given to insure a complete investigatory process.

The officer assigned will complete a written report when the background investigation is completed and submits the entire packet to the Chief Deputy for review.

13. If the background investigation discloses any misrepresentation on the application form or information indicating the individual is not suited for employment at the Seneca County Sheriff's Office; the applicant will be refused employment or, if already employed, will be terminated.
14. An offer of employment at this stage will be contingent on the passing of physical examination, mandatory drug test and psychological examination, (which may consist of a written test or an in person psychological assessment by a licensed professional qualified to make such psychological assessments using valid, non discriminatory procedures to examine each candidate prior to appointment).
15. Upon the successful completion and passing of a physical examination assessment and drug test employment will be contingent upon the successful passing of a written conditional reasoning (psychological) examination. The written examination developed by psychologists and psychiatrists use valid, useful and non-discriminatory procedures and constructs to examine each candidate prior to appointment. The written examination is scored using valid, generally accepted clinical measurements to assess individual personality traits.
16. Upon the successful completion and passing of a written psychological examination, the decision to hire an applicant will be approved by the Sheriff. All persons selected for hire as Deputy Sheriff's will undergo a personal interview with the Sheriff prior to being hired. All persons hired as either part or full time Deputy Sheriff's and/or Corrections officers will serve a probationary term of fifty two (52) weeks and will have their work performance measured on at least three occasions as outlined in **"Training"** in the LEMOI or CMOI..
17. All persons hired as part or full time Deputy Sheriff's, Corrections Officers and/or Special Patrol Officers will be required to take an oath of office

administered by the Seneca County Clerk or their designee.

18. All records associated with the hiring of full and part time members or employees will be maintained on file with the SCSO for a minimum of six years beyond the duration of their employment in comport with Seneca County's Records Retention policy – CO-2.
19. All persons hired by the SCSO will be responsible for paying any and all fee's for the submission of fingerprints to various State and Federal Agencies.

## **B. Promotion**

1. Promotional practices will comport with applicable county personnel regulations.
2. All positions within the Seneca County Sheriff's Office will comply with the rules and regulations of the New York State Civil Service Commission.
3. Staff promotions within the Seneca County Sheriff's Office to fill vacancies will be on the basis of need and the ability of the employee to perform the duties involved.
4. Job announcements for all promotions will be posted for all staff on all Administration Bulletin Boards located in the Administration, Corrections, and Law Enforcement areas of the LEC. These announcements will contain at a minimum, the location, grade, pay and duties of the position.
5. Applications for promotional positions may be obtained from the Seneca County Personnel Office. That office will specify the type of documentation needed to establish qualifications for a given position.
6. All promotions within the Seneca County Sheriff's Office will based on the successful passing of a written examination and ranking on a civil service eligible list.
7. The Seneca County Personnel Office will report to the Sheriff by way of a certified eligible list all employees and their ranking on the respective list for promotion.
8. Employee's eligible for promotion to a higher rank and position will be interviewed by the Sheriff, Undersheriff, Chief Deputy, Jail Lieutenant or designee for the Correctional Facility or the Sheriff, Undersheriff and Chief Deputy for the Law Enforcement Division. Each prospective promotional candidate will be interviewed using a standardized set of non-discriminatory promotional interview questions for each candidate. The answers of prospective promotional candidates will be recorded on the interview form and made a part of the prospective promotional candidates personnel file.
9. The decision on who to select will be approved by the Sheriff. This selection process may involve, but not limited to:
  - a. personal interviews
  - b. review of candidate's work record

- c. recommendations by Sheriff's Office administrative command staff.
- d. terms and conditions of the respective collective bargaining agreement.

10. Duration of Civil Service lists will be determined by the Seneca County Personnel Office.

### **C. Non-Full-Time Employees**

- 1. Part-time, contract and temporary hire employees may be hired in accord with this policy in general.
- 2. All such appointments will be made in accordance with applicable County personnel regulations and approved by the Sheriff and the County Personnel Director before committing to the employment of the individual involved.