

- f. **Psychological examination** - The VSO requires Telecommunicators, prior to appointment to probationary status, to undergo a psychological examination, using valid, useful and non-discriminatory procedures. This will be used to determine fitness and ability to adequately and safely perform the duties and responsibilities of the position for which a candidate is being considered. This examination shall be scheduled and conducted by a qualified professional to ensure emotional stability and psychological fitness.
- g. **Medical Examination** – to be conducted to certify the general health (physical and mental) of candidate prior to appointment, including drug screening where applicable.

3. Phase III

FINAL SELECTION:

- a. The Sheriff through his Human Resources Director, shall review all candidates of their official start date and provide relevant information regarding equipment, uniforms, orientation, etc. Notification will be made by telephone followed by a letter/email.
- b. Unsuccessful candidates will be notified of their non-selection via email within 30 days of the determination.

B. REAPPLICATION PROCESS:

1. The Human Resources Director specifies the conditions and procedures for re-advertisement, re-application, retesting and re-evaluation of applicants.
2. The Applicant who is unsuccessful in completing the selection process for one (1) or more reasons may apply to the position after six (6) months from the date of the examination in which they were unsuccessful. However, the applicant will not be allowed to re-apply if unsuccessful on the truth verification or psychological examination. Exceptions may be made at the discretion of the Sheriff.
3. It shall be necessary for an applicant to submit a new application for employment to be considered for any future examinations.
4. An Applicant who was not selected for the position they applied for will remain on an eligible list for a period of twelve (12) months.
5. As vacancies become available, those applicants on the eligible list will be re-evaluated for selection.
6. Applicants who believe their applications have been erroneously rejected or who believe that their examinations have been incorrectly rated may present their appeal to the Human Resources Director.