



## VOLUSIA SHERIFF'S OFFICE

### CIVILIAN APPLICANT SELECTION PROCEDURE AND INFORMATION PACKET

The Volusia Sheriff's Office (VSO) selection process is based on the General Orders and provides a means to ensure:

- That all personnel actions, including recruitment, selection and advancement of employees shall be on the basis of knowledge, skills and abilities (KSAs).
- Fair treatment of all applicants in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, physical or mental handicap and with proper regard for privacy and constitutional rights, Federal and State laws.

#### PROCEDURE

##### **A. SELECTION PROCESS - CIVILIAN**

The selection process for the Volusia Sheriff's Office begins upon receipt of the applications by the Human Resources Section. The applications, received by the deadline, are reviewed for completeness and minimum hiring requirements. At the time of employment application, applicants will be provided with information and an acknowledgment statement in writing regarding all elements of the selections process, expected duration of the process, and agency policy on reapplication to include:

- Preliminary Background Information
- Testing, if applicable for position – **Telecommunicators MUST complete a skills test; Other positions may also do a skills test**
- Interview
- Conditional Offer of Employment
- Detailed background investigation
- Computer Voice Stress Analyzer (CVSA) Test
- Psychological Exam – **Telecommunicators ONLY**
- Medical Questionnaire – All applicants will be required to complete a medical questionnaire. The results of the questionnaire may require an applicant to undergo a medical examination.
- Medical Exam – Based on the position's mental, physical and environmental requirements the applicant may undergo a medical examination.
- Final offer; eligibility list, if needed

From start to finish the selection process may take two (2) to four (4) months to complete. Applicants may be disqualified at any step in the process. Disqualification notifications shall be made via letter/email and/or phone. Veteran's preference will be awarded at each step of the selection process.

Applicants who have been convicted of a violation of law, including moving traffic violations, or pleads guilty or nolo contendere to such charges in any local, state, federal, or other jurisdiction in any state, at any time, shall be responsible for disclosing such information as part of the application. All applications must be signed by the applicant attesting to the truthfulness of all statements provided. Omission of facts that would alter the decision to employ may be regarded as untruthful statements.

Applications found to be inadequate or incomplete will not be considered as meeting the minimum qualification for the job. Applicants will have until the closing deadline for the job posting to update applications.

Notification will be provided to applicants who do not meet the minimum hiring requirements and standards and their pre-screener disposition will be marked accordingly. Notification will be in writing within 30 days of the determination and they shall be informed, therein, of the reapplication process.

#### **1. Phase 1**

- a. Preliminary background investigations are conducted on all qualified applications received.

#### **2. Phase II**

- a. **Skills Test** – for Telecommunicators will be administered before the interviews are conducted. Unsuccessful candidates will not move to the next level. Other positions will complete the skill test, at the time of interview.
- b. **Interview** – Applicants who meet the minimum qualification and/or are successful on the skills test, will be selected for interviews.
- c. **Conditional Offer of Employment** – A conditional offer of employment may be made prior to completion of all background procedures and will be made contingent upon successful completion of physical examination (including drug screening) and psychological examination, where applicable.
- d. **Detailed Background Investigation** – A detailed background investigation will be conducted to verify accuracy of applicant information and follow up on any questions developed during the background process. A supplemental civilian questionnaire will be sent by electronic means to each selected applicant to obtain detailed information about the applicant's education, employment and criminal history.
- e. **CVSA** - shall be conducted on all applicants. Examinations shall be conducted by operators trained and certified in the use of polygraphs

- 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.