

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Deputy and Cadet Selection

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1. Purpose

To establish and maintain a process to select the most qualified applicants to become Harford County Sheriff's Office (HCSO) deputies and cadets.

2. Policy

The HCSO is an equal opportunity employer and prohibits discrimination in recruitment based on race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability. The HCSO will recruit and process all applicants who meet the minimum requirements for the position for which they are applying, with the goal of maintaining a highly-qualified, diverse workforce.

3. Definitions

APPLICANT: a person who has expressed interest in employment as an HCSO deputy or cadet and been deemed to be competitive after his background questionnaire has been reviewed.

BACKGROUND INVESTIGATION: An exhaustive and comprehensive investigation into the education, residential history, employment, driving record, credit standing, legal history, and other character influences to determine if the candidate has the moral, ethical and legal background required to meet the qualifications necessary to become a law enforcement or correctional deputy.

CADET: an individual between the ages of 18 and 21 who is introduced to the various aspects of the law enforcement profession to help prepare them for a future career as a deputy.

FUNCTIONAL FITNESS ASSESSMENT TEST (FFAT): a standardized test administered to all prospective applicants to measure their relative level of physical fitness compared to accepted national norms.

POLICE OFFICER'S STANDARDIZED TEST (POST): an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job.

PROSPECTIVE APPLICANT: a person who has expressed interest in employment as an HCSO deputy or cadet but has not yet been deemed to be competitive after his Applicant Information Sheet has been reviewed.

WRITTEN EXAMINATION: a validated, nationally-recognized examination for the selection of entry-level law enforcement officers.

4. References

MD. CODE ANN., PERS. & PENS. §2-302.

MD. CODE ANN., PUB. SAFETY §2-402.
COMAR 12.04.01.19(F)(2).

5. Administrative Procedures

- A. The timelines in this written directive are meant as a guide; deviation from these timelines may be approved by Human Resources Section (HRS) when in the best interest of the HCSO.
- B. An applicant must successfully complete all phases in the hiring process to be considered for employment.
- C. The HRS will maintain documented contact with applicants throughout all phases of the application process.

6. Validation of Application Process Elements

- A. Written exam has been validated by HRS;
- B. FFAT has been validated by Fitness Instructors Cadre';
- C. Oral interview has been determined to be job related through a job description.

7. Selection Materials:

- A. Includes all paperwork created or gathered as part of the hiring process to include background information and information documenting performance on various aspects of the hiring process.
- B. Will be stored securely, generally within HRS, when those materials are not being used.
- C. Will be accessible only to those employees who are directly involved in the selection process and incorporated into an employee's personnel file if the applicant is hired and retained per policy.
- D. Will be retained securely for three years locally and after 20 years the materials are archived to disc.

8. Application for Employment

- A. Applicants may retrieve an Application for Employment and submission instructions from the HCSO website link.
- B. As applications are received, they will be reviewed for completeness.
- C. Applicants who are deemed to be ineligible for hiring after submitting their Application for Employment will:
 - 1. Be removed from the application process;
 - 2. Be notified by letter or email within 30 days of the determination that they are non-competitive and that they have been removed from the process; recommendations will be provided on how to become more competitive in a future process.

9. Selection Process

A. Functional Fitness Assessment Test

1. To participate in the FFAT, an applicant must have a valid FFAT Medical Waiver form signed by a physician prior to the FFAT date.
2. To meet minimum required standards of the FFAT, applicants will be required to perform:
 - a. 18 push-ups in one minute;
 - b. 27 sit-ups in one minute; and
 - c. 1.5-mile run in 15 minutes and 20 seconds or less.
3. Applicants who meet minimum required standards of the FFAT will be invited to participate in the written examination.
4. Applicants who do not meet minimum required standards of the FFAT are advised on site if they fail the FFAT.

B. Written Examination

1. The POST consists of three components: math skills, reading skills, and grammar.
2. Applicants must pass the components of the test with a minimum score of 70%.
3. Applicants will be notified on site of the results of their written examination.
4. A passing score on the written examination is valid for only the current process.

C. Polygraph

1. Polygraph tests are administered to applicants at the direction of the HRS.
2. Polygraphs will only be administered by personnel who have been trained in the use of polygraph equipment and the interpretation of polygraph test results.
3. Applicants will be provided with a Pre-Screening Questionnaire prior to the polygraph examination.
4. During the pre-examination interview, applicants will be informed of the subject areas that will form the basis of the questions asked during the polygraph.
5. The Polygraph Coordinator will forward the results of polygraph examinations to the HRS.
6. The HRS will review the polygraph test results to determine if the applicant is competitive or non-competitive.
7. Applicants who are deemed non-competitive by the HRS will undergo command review of the application.
8. Applicants who demonstrate deception will be removed from the process for a minimum of one year from the date of disqualification. They may be, at the discretion of the Chief Deputy, provided a

follow-up polygraph examination at the conclusion of this period.

9. Applicants who demonstrate unresolved deception may be removed from the process permanently if other information is developed that corroborates the applicant's deception.
10. An indication of deception during the polygraph examination will:
 - a. generally not be used as the single determinant of employment status; however, pretest and post-test discussions that reveal adverse information will be documented and used in the subsequent selection process; and
 - b. in accordance with COMAR 12.04.01.19, disqualify a candidate if that deception is related to the use of a controlled dangerous substance.
11. Applicants who are removed from the process will be notified by letter or email within 30 days of the decision advising them of their status and providing them with information about reapplying, if applicable.
12. Polygraph Examinations are valid for only the current process.

D. Background Investigation

1. The assignment of background investigations is the responsibility of the HRS.
2. Background investigations for out-of-state applicants will enlist local police agencies for local criminal and traffic checks.
3. Background investigations will be:
 - a. assigned to personnel who have been appropriately trained;
 - b. documented on an applicant summary; and
 - c. returned to the HRS by the due date specified on the applicant's file unless an extension is granted.
4. Background investigations will include, at a minimum, criminal history checks, interviews with at least three personal references, interviews with current and former employers, verification of credentials, a review of financial data and any other MPSTC requirements.
5. Completed background investigations are returned to the HRS and will be evaluated for competitiveness, completeness and compliance with MPSTC guidelines.
6. Applicants deemed non-competitive will be removed from the process and notified by letter or email within 30 days of the decision advising them of their status.
7. Background investigations are valid for only the current process.

E. Oral Interviews

1. The Oral Interview Board will be comprised of up to four Agency members.
2. Board members will conduct the interview using the Oral Board booklet provided by HRS and

document the applicant's responses.

F. Conditional Offer of Employment

1. A conditional offer of employment is issued:
 - a. by the Polygraph Examiner prior to the administration of the polygraph examination; and
 - b. after receiving the application for employment and determining the candidate is competitive.
2. Upon accepting a conditional offer of employment, applicants will be directed to contact the Human Resources Section to schedule a medical screening and the Maryland Police Standards and Training Commission (MPTSC) required psychological testing.
3. Conditional Offers are valid for 90 days if all listed conditions are met.

G. Medical Examination

1. A medical examination and a psychological examination will be administered to all applicants prior to appointment.
2. All aspects of the selection process that are related to medical and psychological matters are administered and conducted by qualified medical professionals.
3. Completed medical and psychological examinations will be valid for one year unless a different time period is specified by the HRS Manager.
4. Applicants who fail a medical or psychological examination will be removed from the process for the time specified and will be notified by letter or email.

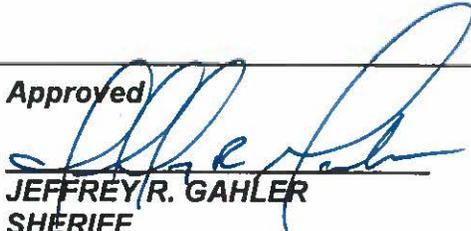
H. Final Offer of Employment and Appointment – Deputy Applicants

1. Law Enforcement candidates who successfully pass all phases of the entry-level testing will be given a final offer of employment to coincide with the start of an HCSO law enforcement academy class.
2. Correctional candidates who successfully pass all phases of the entry-level testing, and receive a final offer of employment, may begin working at the Harford County Detention Center (HCDC) pending the start of a correctional academy class.
3. The number of final offers issued will be based upon available positions and the availability of adequate funding.

I. Final Offer of Employment and Appointment – Cadet Applicants

1. Cadets must begin the application process for the position of deputy prior to the beginning of the first deputy candidate class for which they become eligible based on age.
2. At age 21 a cadet must apply for, and be accepted for, an HCSO academy or employment will be terminated.
3. During the period of employment, cadets are periodically evaluated for efficiency and general performance of duties.

4. Cadets must meet and maintain all of the qualifications required for employment as a deputy in order to be considered for employment as a deputy.

Approved 

JEFFREY R. GAHLER
SHERIFF

DATE 7.11.17