

# Delaware County Sheriff's Office



## Process and Guidelines for Hiring

*Effective 03/2024*

## Process and Guidelines for Hiring

The goal of the Delaware County Sheriff's Office is to recruit and hire qualified individuals while providing equal employment opportunities. The Office believes there is a strong necessity to have a diverse workforce. Delaware County is comprised of a diverse population and will strive to have a diverse work force that reflects the citizens we serve.

Non-discrimination and equal employment opportunity are the policy. The Office shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

The Office will strive to utilize due diligence in ensuring that prospective employees have the proper temperament, knowledge and attitude to handle the assigned job. The Office's goal is to ensure our employment requirements are related to the skills that are necessary to be a successful employee.

Various matters may disqualify candidates from the selection process. Not only are a candidate's truthfulness and honesty regarding past behavior conditions for employment, but the specific facts revealed regarding past behavior may also cause disqualification from the selection process. Although various factors may lead to immediate disqualification of a candidate, the Sheriff's Office also retains the right and the discretion to determine which candidates to select or not select for employment; merely meeting the minimum standards for employment does not, in itself, have any bearing on a candidate's prospect for hire.

When reviewing criminal history, it is the criminal act that is considered. While a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification.

Participation in the selection process is voluntary; you may withdraw at any time. Anything revealed and documented during the selection process becomes public record and generally must be provided to anyone upon their request. This list is not meant to be exhaustive and the Office retains the right to disqualify applicants from the selection process for any non-discriminatory reason.

A. **Honesty/Falsification** (ORC Chapter 2921) – Any applicant who fails to cooperate with the Delaware County Sheriff's Office in the processing of his/her application for a position with the Office shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history questionnaire or any part of the processing procedure, or the failure to include any information or documents requested by the Delaware County Sheriff's Office in a timely manner or within specified time limits established by the investigator.

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal

offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Delaware County Sheriff's Office if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Sheriff's Office employee.

Applicants may be removed from the selection process for any of the following reasons:

1. At any stage of the selection process, the applicant deliberately provides false, incorrect, or inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. The applicant's use or attempted use of political influence to secure employment.

B. **Personal History** (ORC Chapters 2907 & 2919) – Applicants may be removed from the selection process for any of the following reasons:

1. Verified or admitted abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
2. Verified or admitted abuse of any animal.
3. Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law.
4. A violation of any protective or temporary restraining order as determined by a court of law.
5. Any undetected behavior that, if known, could result in a criminal offense or a violation of DCSO policy.

C. **Employment** - Applicants may be removed from the selection process for any of the following reasons:

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Discharge or resignation in lieu of discipline or termination from any criminal justice related employment. Ineligibility for re-hire with any criminal justice agency will be considered for removal from the selection process. This includes a review of applications with other criminal justice agencies and disqualification from consideration for hire.
3. A poor employment history may result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of drugs and/or

alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Delaware County Sheriff's Office shall be grounds for disqualification.

D. **Military History** (Uniformed Code of Military Justice - UCMJ) – Applicants may be removed from the selection process for any of the following reasons:

1. Dishonorable or Less than Honorable discharge from military service.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or otherwise listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. Failure to register with selective service. Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their eighteenth birthday. Almost all male non-citizens are also required to register including illegal aliens, legal permanent residents, and refugees. For more information regarding who must register, to find your selective service number or other questions, go to [www.sss.gov](http://www.sss.gov).

E. **Traffic** (ORC Chapter 2903 & 4511) – Applicants may be removed from the selection process for any of the following reasons:

1. Any conviction of vehicular homicide.
2. OVI or OVI Related Offenses:
  - a. Conviction within the past three (3) years, or
  - b. More than one (1) OVI or OVI related conviction as an adult; or
  - c. More than two (2) OVI or OVI related convictions, if one of the convictions was as a juvenile.
3. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years (unless applicant can show that the suspension was the result of an error by the BMV or administrative overlap). Financial Responsibility Act random selection process shall not be an automatic disqualification; it will be reviewed on a case by case basis.
4. Any conviction within the past three (3) years of leaving the scene of an accident, fleeing and eluding, or reckless operation.
5. Four (4) or more moving violations in the past three (3) years as an adult.
6. At the time of the application or anytime during the selection process the applicant does not possess a valid driver's license.

F. **Criminal Activity** (All sections included in ORC chapter 2900) – Applicants may be removed from the selection process for any of the following reasons:

1. Any admission or conviction as an adult of any criminal offense as defined by the federal, state or local law of the jurisdiction where the offense occurred.
2. Any fraudulent insurance claims or fraudulent applications for welfare, workers' compensation, unemployment compensation, or other public assistance benefit program.
3. Any admission or conviction as a juvenile of any criminal offense as defined by federal, state, or local law of the jurisdiction where the offense occurred.

G. **Sexually Deviant Behaviors** - Applicants shall be removed from the selection process if any of the following exist:

1. Applicant has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 USC § 1997).
2. Applicant has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent, or was unable to consent or refuse.
3. Applicant has been civilly or administratively adjudicated to have engaged in the activity described in number (2) of this section.
4. Admission or verification of sexual abuse of one's spouse, ex-spouse, child, stepchild, parent, or other relative or person with whom one has lived or has an intimate relationship.
5. Sexually explicit conduct at a current or former employer.
6. Other sexually deviant behaviors will be considered on a case by case basis.

H. **Substance Abuse** (ORC Chapter 2925) – Applicants may be removed from the selection process for any of the following reasons:

1. The prior use of marijuana at a level that would indicate more than casual or experimental use or any use of marijuana within one (1) year.
2. Any use, possession, or purchase of drugs of abuse or unlawful prescription drug (except marijuana) within three (3) years.

For the purpose of this standard the "use" of drugs includes, but not limited to when an applicant smokes, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug or unlawful prescription drug.

I. **Applicant Non-Responsiveness** – An applicant may be removed from the selection process for any of the following reasons:

1. Failure to appear for any scheduled step in the hiring process.
2. Failure to respond in a timely manner to agency personnel at any point during the hiring process.

3. Applicant is no longer interested in employment with the Delaware County Sheriff's Office.

**Conclusion:**

The Delaware County Sheriff's Office, through careful and thorough applicant processing procedures, shall strive to ensure that only those candidates demonstrating the division's core values of Integrity, Courage, Discipline, Loyalty, Diligence, Humility, Optimism, and Conviction are employed and retained.