

Recruitment & Hiring Policy, Deputy Sheriff Job Description, PowerPoint presentation and test are distributed to office staff involved in recruiting and hiring activities through our Relias Learning System.

Stark County Sheriff's Office 

Protecting, Leading, Serving Since 1809

YOUR SCSO RECRUITMENT GUIDE
(SHORT TEST TO FOLLOW.)

WHY ME? 

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You are a great Recruiter!!!!!!

EQUAL OPPORTUNITY EMPLOYMENT 

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- The Sheriff's Office prohibits discrimination in all phases of the employer/employee relationship. This includes discrimination against or in favor of any applicant or employee because of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability.

EQUAL OPPORTUNITY EMPLOYMENT 

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What is the Plan?
Affirmative Action Plan and EEO Plan

- Take active steps to encourage members of underrepresented groups to seek employment with this office.
- Comply with all federal and state laws to ensure nondiscriminatory practices in all aspects, conditions and privileges of employment and prohibits any discriminatory act to ensure EEO compliance.

EQUAL OPPORTUNITY EMPLOYMENT 

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Affirmative Action Plan and EEO Plan

- In the event that an employee believes they have been subject to employment discrimination, the Sheriff has established a complaint procedure.
- Employees can file a complaint with their immediate supervisor or directly with the Human Resource Director.
- A complaint may also be filed with an external regulatory office.

RECRUITING GOAL 

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The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse workforce that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies 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.

RECRUITING GOAL (cont.)



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Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

RECRUITING THE PLAN



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- Attend job fairs and recruitment events at the Job Center, local colleges and high schools;
- Recruiting representative speak at high schools and colleges;
- Attend community events, i.e. block parties, benefit dinners, community events, civil and religious functions;
- Partnership with Stark County Veterans Commission;
- Advertise open positions on the Sheriff's website and other employment websites.

RECRUITING THE HIRING PROCESS



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1. Employment application
2. Record checks – Courts and Driver License
3. Written test results and if applicable typing results
4. Board interview
5. Polygraph test
6. Home, work and neighborhood interviews
7. Post-Offer Psychological Fitness Examination
8. Post-Offer Medical Examination

RECRUITING THE HIRING PROCESS



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1. Application Process
 - Disqualifying Criteria
 - Mandatory Disqualifiers:
 - Felony Convictions
 - Two or more misdemeanor convictions
 - Drug use or sales
 - Sex offense convictions and acts of violence
 - Guns, Concealed Weapons and Dangerous Ordinance convictions
 - Traffic Offenses related to DUI and license suspensions
 - Making false statements or cheating during the application and selection process

RECRUITING THE HIRING PROCESS



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1. Pre-Application Process (Cont.)
 - Other Disqualifying factors
 - Termination from prior employment for serious misconduct
 - Theft from place of employment
 - Failing to honor or obey court judgments
 - Other than Honorably discharged from the military
 - Intentional false alarm calls to police agencies
 - Current pattern of alcohol, Drug abuse or illegal gambling
 - Paid or accepted a bribe
 - Unstable work history
 - Failure to pay just debts

RECRUITING THE HIRING PROCESS



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1. Application Process
 - Qualifications: Deputy Sheriff applicants must be OPOTA certified
2. Records Check
3. Written Examination Process
 - Typing test for Clerks and Communication Techs
4. Board Interview
5. Polygraph Examination

RECRUITING THE HIRING PROCESS



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7. Background Investigation
8. Post – Offer Psychological Examination
9. Post – Offer Medical Examination

MISCELLANEOUS RECRUITMENT INFORMATION



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1. Fast Track/Lateral Hires for Deputy Sheriff
2. Reconsideration, Retesting, Reevaluation, and Reapplication
3. Notification of Candidates
4. Application materials
5. An annual review and analysis of the recruitment and hiring process is done

RECRUITMENT ANALYSIS



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- Our staffing level for 2016 is: 263
- Present Staffing is: 246
 - Hiring goal is:
 - 8 Deputy Sheriff's, 8 Correction Officers, 1 Maintenance Worker
- Demographics of Stark County

• Females	51.4%	Males	48.4%
• American Indian	.3%	Asian	.7%
• Black	7.6%	Hispanic	1.6%
• White	88.7%		

RECRUITMENT ANALYSIS



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- Breakdown of Deputy Sheriff demographics

• Females	11
• Males	114
• American Indian	1
• Black	1
• Hispanic	1
• White	122

RECRUITMENT GOALS



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- Our goal is to seek increased minority representation to reflect our community.
- To increase our female staffing levels in our Deputy Sheriff classification.

REALLY? THE SCSSO DOES ALL THAT?



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ABSOLUTELY

QUESTIONS?



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If you have any questions regarding this training, please refer to General Order 81650.00 Recruitment and Hiring
or
Call Human Resources at:
(330) 430-3804
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