

RULE 4 – RECRUITMENT/EXAMINATION PROCESS

4.01 RECRUITMENT ANNOUNCEMENTS

A. Open Competitive Announcements

Announcements for open competitive examinations shall be by public notice (no less than five (5) calendar days) or on an open continuous basis. Every reasonable effort shall be made to attract qualified persons to compete in the examinations for appointments.

B. Internal Recruitment Announcements

At the determination of the Sheriff, recruitment may be limited to employees of the Office or Office Unit where the vacancy exists.

C. Promotional Announcements

Announcements for Promotional Examinations shall be posted in work areas of the Office and on-line for no less than five (5) calendar days. Every reasonable effort shall be made to attract qualified persons to compete in the examinations for appointments.

D. Content of Announcements

All announcements shall specify the official classification, title, salary range, typical duties to be performed, the minimum qualifications, preferred qualifications, any special instructions to the Applicant, the final date for receipt of applications or statement of open continuous examinations, the nature of the examination and testing process, and instructions on how to apply, and examination date or TBD if applicable.

4.02 APPLICATIONS

A. Official Forms

All applications shall be in a format provided by the Director in consultation with the Business Liaison.

B. Filing Applications

1. Applications for open competitive announcements, internal recruitment announcements, and promotional announcement must be filed as designated in the announcement or on or before the final filing date specified in the announcement.

2. Applicants shall submit such documents or supplemental information as required in order to verify and accurately evaluate the Applicant's qualifications and complete the background investigation.

C. Qualifications

Applications for open competitive announcements shall be open to all Applicants who meet the minimum requirements of the Arizona Peace Officers Standard and Training Board (AZ POST), established Office Selection Guidelines, and the qualifications and standards provided in the classification specifications and examination announcements.

Promotional examinations shall be open to all Applicants who meet the qualifications and standards provided in the official class specifications and examination announcements.

All Applicants must possess qualifications of good character, integrity, temperate habits, and physical and mental ability to perform successfully the duties of the position.

Admittance to the examination does not constitute assurance of a passing rating on either the Applicants qualifications or evaluation of the Applicant's training and experience.

D. Disqualification of Applicants

The Director in consultation with the Business Liaison, may refuse to examine an Applicant, or after examination, shall disqualify such Applicant (indefinitely, if applicable) or remove his/her name from the register or refuse to certify any Applicant on a register, or may consult with the Sheriff in taking steps to remove a person already appointed if it is found that the Applicant:

1. Does not meet the minimum qualifications for the classification or position;
2. Is found unfit for performance or unsafe to him/herself or other workers or the public in performing the regular duties of the class;
3. Does not meet the Arizona Peace Officers Standards and Training (AZ POST) Board Hiring Standards and/or the Office Selection Guidelines;
4. Has made a false statement of material fact in his application;
5. Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in the appointment to a position in the Office;

6. Has directly or indirectly obtained information regarding the examination to which, as an Applicant, he was not entitled;
7. Has failed to submit his application correctly or within the prescribed time limits;
8. Has taken part in the compilation, administration, or correction of the examination for which he/she is an Applicant;
9. Has previously been dismissed from a position in the county service for cause;
10. Has been charged with or is charged with or under indictment for any crime which upon conviction would cause denial of eligibility under this Rule; or
11. Otherwise has willfully violated the provisions of these Rules.

4.03 NATURE OF EXAMINATIONS

A. Selection Process

All Applicants shall be evaluated and scored using one or any combination of the following, as defined in the announcement:

1. Oral Board Interview
2. Command Interview
2. Written Examination
3. Performance Test or Assessment Center
4. Training and Experience
5. File Review (where applicable)

B. Types of Examinations

Entrance examinations shall be of such character as to determine qualifications, fitness and ability of the person tested to perform the duties of an entrance level employee. The examinations may be written, oral, physical, or in the form of a demonstration of skill, polygraph, psychological, or any combination thereof.

Promotional examinations shall be of such character as to determine the qualifications, record of performance, conduct within the field of law enforcement, fitness and ability of the person examined to perform the duties of the class of position for which a list is to be established.

C. Objectivity of Ratings

All examinations, evaluations, ratings and other selection processes or items shall be rated impartially, and be job-related. In no case shall admittance to the

evaluation process constitute assurance of a passing rating on any component of the selection process.

D. Conduct of Examinations

Examinations and interviews shall be conducted in such locations deemed necessary by the Sheriff, based on the reasonable availability of a testing facility; reasonable accommodation will be afforded to Applicants with disabilities. The Director in consultation with the Business Liaison may designate proctors or examiners as deemed appropriate.

E. Panel: When an oral board interview is used, the process shall be conducted, and Applicants rated by a panel of three (3) or more qualified, impartial individuals, of an equal or greater classification or rank, selected by the Sheriff. Any member of an oral examination panel who is related to the Applicant or for any other valid reason shall disqualify himself.

4.04 EVALUATING RESULTS AND RATING EXAMINATIONS

A. The Director in consultation with the Business Liaison shall utilize professionally accepted principles and methods to ensure that passing scores meet acceptable standards of validity and reliability.

B. Register placement, when available, shall be based upon the process in its entirety.

C. The Director in consultation with the Business Liaison and, with approval of the Sheriff shall determine the minimum passing rating that must be attained by the Applicant in order to be placed on the register or to compete in the next phase of the examination process. Such rating will be determined prior to the examination.

D. Written notice of examination results shall be provided to each Applicant.

4.05 NOTICE OF EXAMINATION RESULTS

Written notice shall be given to each Applicant of his/her scoring as soon as possible after completion of the process.

4.06 BACKGROUND INVESTIGATIONS

The Sheriff shall conduct background investigations on all Applicants who have successfully completed all phases of the examination process.

4.07 RETAKING EXAMINATIONS

Examinations may not be retaken for a period of sixty (60) calendar days from date of examination. In each case of a repeated examination, the most recent test score achieved shall be used to determine the eligibility of the Applicant.

4.08 INSPECTION OF EXAMINATION

Any Applicant may request review of an examination as provided by these Rules.

A. Request to inspect examination papers shall be made in writing to the Director within seven calendar (7) days after notice of the final scoring has been given to the Applicant or employee.

B. The Applicant may compare his answer sheet for any written test with the scoring key at such location and with such security procedures as may be designated by the Director for the purpose of determining whether his answers have been accurately scored. Such inspection shall be under the supervision of an Office staff member or other authorized representative. Answer sheets for copyrighted or standardized examinations shall be excluded by the Business Liaison from such inspection. Any Applicant who reviews his/her test papers with a score key must wait a minimum of sixty (60) days from that time before retaking a written test where the same test materials are to be used.

C. Only an Applicant may inspect his or her own s examination papers.

4.09 ADJUSTMENT OF ERRORS

If the Director in consultation with the Business Liaison identifies that an examination is incorrectly scored or that a portion of an examination is defective, he/she shall: (1) Correct all scoring errors, or (2) Eliminate the defective portion of an examination and revise the score of each competitor.

If after a review of the Applicant's complete examination file it is determined that an examination is incorrectly scored, a manifest error notice shall be sent by the Director to the Sheriff. The status of an Applicant shall be adjusted in order to correct a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.

4.10 EXAMINATION RECORDS

The Director shall be responsible for the maintenance of all records pertinent to selection and examination processes. Applications and other records shall be kept as long as is required by law.

4.11 VETERAN'S PREFERENCE

A. A veteran, as defined in Rule 1.54, shall be eligible to apply for and receive employment in the Office regardless of age, if otherwise qualified, subject only to the requirement that he is below the regular retirement age at the time of entering County employment.

B. A veteran, as defined in Rule 1.54, who has been separated following more than six (6) months of active duty and takes an examination for entrance into the Office for which the establishment of a register may be necessary, shall in the determination of his final scoring be given a preference of 5 points over other Applicants. If such veteran has a service-connected disability and is receiving compensation or disability retirement benefits, he shall be given a preference of 10 points over other Applicants. Such preference is to be added to the final scoring earned by him on the examination, but only in the event he earns a passing grade or rating on such examination without the addition of such preference. Such veteran's preference shall be applied to original entrance examination scores and not to promotional examinations.