

RULE 6 - CERTIFICATION AND SELECTION OF APPLICANTS

6.01 CERTIFICATION OF APPLICANTS

The Sheriff shall request certification of eligible Applicants to fill vacant positions in the Office. Upon receipt of request from the Sheriff, the Director in consultation with the Business Liaison shall certify a list of eligible Applicants to the Office. The system currently in use by the Office shall be adopted by the Council.

6.02 SELECTION OF APPLICANTS

A. In each case of certifications from open competitive, promotional, and reappointment registers, the Sheriff's selection must be from among one of the certified Applicants, unless eliminated for cause, in which case a new list will be certified.

B. In order to make the best selection and offer equal opportunity to each Applicant, a minimum of five (5) Applicants or 20% of the Applicants certified should be contacted and interviewed by the Sheriff.

C. The final selection by the Sheriff shall be reported to the Director. The Business Liaison shall indicate the action taken on each Applicant certified and shall forward to the Director for permanent record all evidence of non-availability and any other materials concerning the Applicants.

6.03 AVAILABILITY OF APPLICANTS

Once qualified, Applicants will be certified on the basis of their indicated availability for employment consideration. It shall be the responsibility of Applicants to notify the Director and Business Liaison in writing of any change of address or other change affecting availability for appointment.