

Oakland County Sheriff's Office
GENERAL ORDERS # 2.3



SUBJECT: Selection of Personnel		NUMBER: 2.3
EFFECTIVE DATE: 2/28/2024	MACP STANDARDS IMPACTED: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5	
REVIEW DATE: Annually		
REPLACES AND RESCINDS: GO 2.3 Dated 2/2/2024	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 3

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The purpose of this directive is to establish the process for the selection of new full-time personnel.

II. POLICY

It is the policy of the Oakland County Sheriff's Office to work in conjunction with Oakland County Human Resources to recruit applicants for vacant positions in compliance with the Merit System Rules. The Oakland County Sheriff's Office utilizes the benefits of a merit system to recruit and retain quality employees, to assure continuity of good governmental administration and to assure that the selection, pay and treatment of employees is based on merit. The selection of Sheriff's Office employees shall be based solely on merit without reference to their political affiliation, religious beliefs, racial sexual or gender identity in accordance with Federal and State Laws.

III. PROCEDURES

A. Process for Selection of New Full-Time Personnel (MACP Standard 2.5.1)

1. Vacancies for new full-time personnel will be announced by Oakland County Human Resources, including a general summary of duties, minimum qualifications, and any additional special requirements, if applicable.
2. Examinations and/or evaluation of applications shall be publicly announced at least seven calendar days in advance of the last date for filing applications by means of an announcement posted on the official bulletin board in the Oakland County Human Resources Department, by advertisement in the two County published newspapers with the largest County circulation and by such other means as the Oakland County Human Resources Director shall deem appropriate.
3. The eligible lists shall be prepared by and kept at the Oakland County Human Resources Department.
4. The Oakland County Human Resources Department has the final responsibility for administration and implementation of eligible lists in accordance with applicable provisions of the Merit System Rules, administrative guidelines as established by the County Executive and Personnel Policies as adopted by the Board of Commissioners.

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5. Examinations shall be conducted and scored in an objective manner and may be made up of any combination of the following tests, ratings or evaluations:
 - a. Written tests
 - b. Oral tests
 - c. Physical ability (agility) tests
 - d. Performance-based tests or evaluations
 - e. Personality-based evaluations
 - f. Rating of past experience and/or training
 6. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.
 7. Eligible lists shall remain in effect for six months unless exhausted, superseded by a new eligible list for that classification or extended for another six months by the Personnel Committee.
 8. Candidates considered for employment will be required to complete an interview with a panel of members at least one classification of a higher rank than the position being interviewed for. All applicants will respond to the same set of interview questions.
- B. Background Investigations**
1. Due to the sensitive nature of Law Enforcement, all candidates considered for employment shall undergo and pass a background investigation prior to employment. This background investigation shall include at a minimum:
 - a. A fingerprint check for criminal record **(MACP Standard 2.5.2 a)**
 - b. A check of the applicant's driving history and verification of operator's status **(MACP Standard 2.5.2 b)**
 - c. Criminal history check through LEIN and NCIC **(MACP Standard 2.5.2 e)**
 - d. A review of candidate's application, pre-employment questionnaire, criminal history check, and interview questions to verify truthfulness and ensure eligibility for the position applied for **(MACP Standard 2.5.2 c)**
 - e. Verification of at least three personal references **(MACP Standard 2.5.2 d)**
 - f. Interview current and previous employers **(MACP Standards 2.5.2 f)**
 - g. A review of relevant de-certification resources, if available **(MACP Standards 2.5.2 g)**
- C. Law Enforcement Officer Separation Service Records Act Compliance (MCL 28.561, et seq)**
1. Candidates' separation records from prior law enforcement agencies shall be reviewed prior to employment with the Oakland County Sheriff's Office. Records to be reviewed include reasons for, and circumstances surrounding, the separation of service from all prior employing law enforcement agencies. These reasons and circumstances will be considered as factors when evaluating the candidate for hire. **(MACP Standards 2.5.5)**
- D. Medical Exams (MACP Standard 2.5.3)**
1. Medical examinations will be administered prior to appointment for all candidates to establish fitness for the classification, in accordance with the requirements for each classification.
 2. Medical examinations will be conducted following a conditional offer of employment and will be administered by a physician selected and approved by the Oakland County Human Resources Department.

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3. Failure to meet the medical requirements for the classification of an appointment shall be cause for disapproval and removal of the candidate's name from the eligible list for that classification.

E. Drug Testing

1. All candidates will be required to undergo drug testing for commonly abused controlled substances. All testing will be conducted by a licensed independent medical laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results. Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

F. Psychological Exams (MACP Standard 2.5.4)

1. Psychological testing will be required for most full-time sworn classifications, including Deputy I, Deputy II and Dispatch Specialist.
2. Psychological testing will be administered and assessed by a qualified, licensed professional after a conditional job offer has been issued.



ISSUED BY: Sheriff Michael J. Bouchard