



VOLUSIA SHERIFF'S OFFICE

NON-SWORN APPLICANT SELECTION PROCEDURE AND INFORMATION PACKET

The Volusia Sheriff's Office (VSO) is an Equal Employment Opportunity Employer and will not deny employment opportunity based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based on factors. VSO strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of VSO should be characterized by mutual trust and the absence of intimidation, bullying, oppression, and exploitation. The VSO will not tolerate unlawful discrimination or harassment of any kind.

The VSO selection process is based on the General Orders and provides a means to ensure that all personnel actions, including recruitment, selection and advancement of employees shall be based on skills, relative knowledge, and abilities (SKAs).

PROCEDURE

A. SELECTION PROCESS – NON-SWORN

The selection process for the Volusia Sheriff's Office begins upon receipt of the application by the Human Resources Section. Applications received by the deadline are reviewed for completeness and minimum hiring requirements. At the time of employment application, applicants will be provided with information and an acknowledgment statement in writing regarding all elements of the selections process, expected duration of the process, and agency policy on reapplication. The complete selection and hiring process is as follows (order may vary):

- Application reviewed for completeness and minimum hiring requirements
- Phone screening
- Preliminary background information
- Testing, if applicable for the position (**Telecommunicator Applicants MUST complete a skills test; other positions may also require a skills test**)
- Interview
- Conditional offer of employment
- Detailed background investigation
- Truth verification examination (computerized voice stress analysis [CVSA])
- Psychological examinations are required of applicants/candidates for the following positions:
 - **Telecommunicator;**
 - **Warrants Specialist;**
 - **Crime Scene Investigator;**
 - **Evidence Specialist;**

- **Evidence Support Specialist;**
 - **Latent Print Examiner**
 - **Civilian Pilot**
- Medical examination, including drug and may include nicotine testing. Examinations for telecommunicator applicants include hearing and vision testing and are completed before appointment to a probationary position. Examinations for other positions are based on the position's mental, physical, and environmental requirements.
 - Eligibility list, if needed
 - Final offer

From start to finish, the selection process may take two (2) to four (4) months to complete. Unforeseen circumstances or staffing levels may shorten or lengthen the time to complete the process. Applicants may be disqualified at any step in the process. Disqualification notifications shall be made via email. Veteran's preference will be awarded at the conclusion of a passing interview.

Applicants who have been convicted of a violation of law, including moving traffic violations, or pleads guilty or nolo contendere to such charges in any local, state, federal, or other jurisdiction in any state, at any time, shall be responsible for disclosing such information as part of the application. All applications must be signed by the applicant attesting to the truthfulness of all statements provided. Omission of facts that would alter the decision to employ may be regarded as untruthful statements.

Applications found to be inadequate or incomplete will not be considered as meeting the minimum qualification for the job. Applicants will have until the closing deadline for the job posting to update applications.

Notification will be provided to applicants who do not meet the minimum hiring requirements and standards and their pre-screener disposition will be marked accordingly. Notification will be in writing within 30 days of the determination, and they shall be informed, therein, of the reapplication process.

1. Phase I

- a. **Preliminary background investigation** - conducted on all qualified applications received.
- b. **Phone Screening** – initial contact will be established with the applicants to answer any questions they may have regarding the agency or the selection process.
- c. **Skills Test** – for Telecommunicators: will be administered before the interviews are conducted. Unsuccessful candidates will not move to the next step. Other positions will complete the skill testing either before or after the time of interview.
- d. **Interview** – Applicants who meet the minimum qualifications and/or are successful on the skills test will be selected for interviews.

2. Phase II

- a. **Conditional Offer of Employment** – A conditional offer of employment may be made prior to completion of all background procedures and will be made contingent upon successful completion of truth verification, physical examination, and psychological examination, where applicable.

- b. **Detailed Background Investigation** – A detailed background investigation will be conducted to verify accuracy of applicant information and follow up on any questions developed during the background process.
- c. **Computer Stress Voice Analyzer (CVSA) test** – shall be conducted on all applicants. Examinations shall be conducted by operators trained and certified in the use of CVSA.
- d. **Psychological examination** – The VSO requires applicants for telecommunicator, warrants specialist, crime scene investigator, evidence specialist, evidence support specialist, latent print examiner, and civilian pilot ,to undergo a psychological examination, using valid, useful, and non-discriminatory procedures. This will be used to determine fitness and ability to adequately and safely perform the duties and responsibilities of the position for which a candidate is being considered. This examination shall be scheduled and conducted by a qualified professional to ensure emotional stability and psychological fitness.
- e. **Medical Examination** – to be conducted to certify the general health (physical and mental) of candidate prior to appointment, including drug and nicotine screening where applicable. The medical examination for telecommunicator applicants includes hearing and vision testing and is completed prior to appointment to a probationary position.

3. Phase III – FINAL SELECTION

- a. The Sheriff, through the Human Resources Director, shall notify all candidates of their official start date and provide relevant information regarding equipment, uniforms, orientation, etc. Notification will be made by telephone followed by an email.
- b. Unsuccessful candidates will be notified of their non-selection via email within 30 days of the determination.

B. REAPPLICATION PROCESS:

1. The Human Resources Director specifies the conditions and procedures for re-advertisement, re-application, retesting and re-evaluation of applicants.
2. An applicant who is unsuccessful in completing the selection process for one (1) or more reasons may apply to the position after six (6) months from the date of the examination in which they were unsuccessful. However, the applicant will not be allowed to re-apply if unsuccessful on the truth verification or psychological examination. Exceptions may be made at the discretion of the Sheriff.
3. It shall be necessary for an applicant to submit a new application for employment to be considered for any future examinations.
4. Applicants who believe their applications have been erroneously rejected or who believe that their examinations have been incorrectly rated may present their appeal to the Human Resources Director.