

OCSO/OCJ Hiring Process

1. **PHASE 1 (Process explained, Applicant receives documents)**
 - A. Enter name, address, DL#, SS#, and daytime phone in journal/database.
 - B. Give application with date Applicant picks up application and from whom. Also reflects position applying for.
 - C. Procedure Sheet is discussed with Applicant informing Applicant of the Aptitude Test to be taken at CCCC and the Agility Test to be taken on Thursday mornings at 8:30 at CCCC; Applicant is informed at this time that they can take the agility test of their choosing (Tests explained as to what each consists of); that once the Instructor explains the tests at CCCC, Applicant can then decide which one they wish to take.
 - D. Authorization Form signed authorizing OCSO/Sheriffs' Training to get info. This form remains with Personnel.
 - E. The position is then explained to Applicant in full detail.
 - F. Applicant returns application and this date is noted and initialed by who receives it.
 - G. Applicant submits results of the Aptitude Test.
 - H. Instructor provides the results of the Agility Test.
 - I. The Applicant's driver's license is copied, HS diploma copied, County records check received, DD2-14 received.
 - J. Applicant is then taken and fingerprinted and photographed.
 - K. Personnel perform all the background checks, AOC, NCIC, etc.
2. **PHASE 2 (F-3 completed and returned)**
 - A. Applicant returns Personal History Statement.
 - B. Applicant is then informed that they have provided the necessary paperwork and will be notified after the OCSO has completed background investigation
3. **PHASE 3 (Personnel reviews file with Sheriff, Background Investigation)**
 - A. Sheriff authorizes background investigation or has Personnel store file
 - B. Upon completion of background checks, etc., file is again reviewed with Sheriff and Personnel. If favorable, an interview date is set.
4. **PHASE 4 (Oral Interview with Hiring Board and Final Tests)**
 - A. Applicant has interview with Administrative Staff.
 - B. Applicant takes drug screening test and Polygraph.
 - C. If results are favorable, a hire date is then set.