



GREENVILLE COUNTY  
SHERIFF'S OFFICE

# GENERAL ORDERS

# RECRUITING

**PURPOSE:**

An ongoing recruiting effort designed to attract highly qualified men and women from all segments of our community is critical to providing qualified applicants for the Sheriff's Office. This policy imparts procedures to ensure a recruiting process that is fair to all concerned and allows this agency to fulfill its commitment to professional law enforcement.

**RECRUITING  
PRACTICES AND  
PROCEDURES:**

The Sheriff's Office maintains an ongoing recruiting program to attract applicants for entry-level positions. Greenville County Human Resources is primarily responsible for all initial procedures involving the filing, screening, and referral of applications. The Sheriff's Office is responsible for the actual progression of applicants through the hiring process.

Greenville County Human Resources receives all applications and screens them for completeness and correctness. Additionally, Human Resources determine if applicants meet the minimum law enforcement qualifications as stated in the South Carolina Code of Laws.

Within the Sheriff's Office, a lieutenant in the Administrative Services Division, serving as the Director of Personnel/Recruitment, is responsible for the recruiting process.

**DIRECTOR OF  
PERSONNEL AND  
RECRUITMENT:**

**The Director of Personnel/Recruitment:**

1. Is the primary coordinator of recruiting efforts.
2. Is responsible for requesting applications, when needed, from Greenville County Human Resources.
3. Is the primary contact person for all applicants or potential applicants wishing to discuss employment opportunities with the Sheriff's Office.
4. Ensures that all applicants selected for formal interviews meet the minimum requirements for employment.
5. Ensures that all applicants selected for interviews are notified of the date, time, and place of the interview.
6. Informs applicants of the steps in the selection process and expected length of time involved.
7. Coordinates the appointment of an Employment Interview Board, notifies all selected members, and ensures that board members are familiar with scoring procedures.

8. Notifies applicants of their status after the interview process.
9. Coordinates the credit history inquiry, background investigation, polygraph examination, psychological assessment, medical examination, physical abilities test, and drug screening of candidates.
10. With the Sheriff's approval, declares candidates qualified for appointment to an introductory status.

**The Director of Personnel/ Recruitment and others assigned to recruiting duties are to be knowledgeable in Sheriff's Office personnel procedures, particularly in:**

1. Sheriff's Office recruiting needs and commitments.
2. Sheriff's Office career opportunities, salaries, benefits, and training.
3. Equal Employment Opportunity/Affirmative Action as it affects the Sheriff's Office.
4. Our community and its needs.
5. Cultural awareness or an understanding of different ethnic groups.
6. Techniques of computerized records-keeping for applicant/candidate tracking and human resource management.
7. The application process as it applies to Greenville County Human Resources.
8. Characteristics that disqualify candidates.
9. Medical requirements.
10. Psychological requirements.

**NOTE** - All Sheriff's Office personnel are expected to participate in recruiting activities, if only to initiate referrals of potential applicants. Minority personnel are always to be included in recruiting activities, both formal and informal.

**COMMUNITY OUTREACH** - The Sheriff's Office, through supervisory staff and its Director of Personnel/Recruitment, seeks recruiting assistance, referrals, and advice from community organizations, key leaders, and educators.

Working with Greenville County Human Resources to ensure a broad dissemination of all job announcements, the Sheriff's Office will post solicitations for applications with community service organizations, especially those with strong contacts in the minority community.

The Director of Personnel/Recruitment is responsible for arranging visits to educational institutions and community organizations to recruit on-site.

Particular attention is to be given to “Career Days” at those institutions offering associate and baccalaureate degrees in Criminal Justice.

**COMPREHENSIVE RECRUITING PLAN** - The Director of Personnel/Recruitment is responsible for developing and administering an annual recruiting plan. This recruiting plan will contain goals for the agency to achieve in regards to developing a workforce that is approximately proportional to the makeup of the available workforce of the county in regards to ethnic, racial, and gender categories. The recruitment plan will include the following elements:

- Recruiting objectives.
- Plan of action to achieve the objectives.
- A statement of authorized, budgeted, and actual strength.
- Key activity timetables.
- Itemized recruiting budget, if any.

The Director of Personnel will be responsible for conducting an annual analysis of the recruitment plan which will include the progress made towards the objectives, any revisions that need to be made to the plan and demographic data of sworn personnel.

**RECRUITING:**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN** - The policy of the Sheriff’s Office is to maintain a ratio of ethnic minority group employees in approximate proportion to their make-up in the available work force of Greenville County. In an effort to maintain this ratio, the Sheriff’s Office includes within its recruiting plan procedures, containing the following elements, designed to monitor this effort:

1. A statement of measurable objectives for minority recruiting.
2. Plan of action to correct any imbalances.
3. Key activity timetables.

**ANNUAL RECRUITMENT PLAN** - Includes revisions and updated information from previous plan, an analysis of recruiting and employment policies, practices, and procedures. The evaluation determines what progress has been made in meeting recruiting objectives and the relevant impact the plan has had on the employment and utilization of ethnic minorities and women. This analysis is an integral part of the Sheriff’s Office commitment to equal opportunities for employment for ethnic minorities and women.

**JOB ANNOUNCEMENTS  
AND PUBLICITY:**

Written announcements for job vacancies for all personnel are to include a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position to be filled.

Vacancies are publicized, at least ten days prior to any official application deadline.

Entry-level job vacancies are advertised through the mass media when needed, with advertisements placed with minority media whenever possible. Advertising is coordinated with Greenville County Human Resources.

All recruiting materials and employment applications advertise the Sheriff's Office as an Equal Opportunity/Affirmative Action Employer. Sheriff's Office recruiting materials are to depict women and ethnic minorities in law enforcement roles.

**APPLICATION  
PROCESS:**

**Official filing deadlines** for applications are indicated on employment announcements or recruiting advertisements. This is coordinated through the Greenville County Human Resources Department.

**Applications** are available to interested persons through the Internet or at recruiting site locations. The Sheriff's Office website has a link for the Greenville County website for online applications.

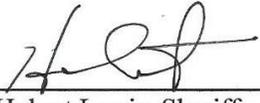
**Upon receipt of referred applications** from Greenville County Human Resources, the Director of Personnel/Recruitment acknowledges receipt to the applicant within five working days. The Director of Personnel/Recruitment, or designee, maintains contact with applicants for all positions from initial application to final employment disposition.

**Recruiting efforts** are directed primarily at Greenville County. However, recruiting outside the county is generally necessary in order to ensure a broad applicant flow. This is done primarily at educational institutions and military installations.

**Applications for all positions are not rejected because of omissions or deficiencies**, which can be corrected prior to the interview process. The Director of Personnel/Recruitment ensures that Greenville County Human Resources forwards these aforementioned applications.

**INTERNS:**

When possible, student interns are used within the Sheriff's Office to provide students with training in law enforcement. Interns are used in non-sworn positions to provide students with a meaningful experience and to serve in the best interests of the Sheriff's Office.



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Hobart Lewis, Sheriff