



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Appointment From An Open Tested List</b>		Article: 1302	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

### **POLICY**

Appointment of new employees from a list of candidates shall be guided by the uncompromising goal of selecting only the most qualified and promising persons into county government and into the probation organization in particular. The Kern County Probation Department is committed to the principle of equal opportunity employment.

Probation employees are called upon to handle many emotion-laden situations where vital decisions have to be made quickly. Among the personal qualities which allow employees to cope and deal effectively with such situations are a liking for people, a spirit of helpfulness, knowledge geared to the process of problem solving, honesty, the desire to be objective, openness to new ways of seeing the familiar, a respect for rules, and a well-balanced personality.

A mature personality will be guided by a nonjudgmental attitude and respect for the person and not the behavior. Communication skills and active listening are basic when working with people.

Finally, only persons of good moral character are suitable candidates for positions of trust, to give moral guidance to youthful clients, to deal effectively in an official capacity without gender bias or other prejudices, to respect the laws and rules which legitimize the official status of the position, to be worthy role models to the clients we wish to influence, to promote positive public relations, and to earn public respect for ourselves and the system we represent.

### **PROCEDURES**

Background investigations are performed on all candidates for employment as well as non-employees who provide services to probationers within the Probation facilities or offices. All candidates require fingerprinting to complete criminal record checks and in mandated positions, to obtain firearms clearance. Law enforcement checks are also conducted.

A background investigation includes a review of the applicant's applications and verification of documents as required for the particular position. The applicant can also be asked to complete a questionnaire depending on the position. Former employers, personal references and landlords are contacted in an attempt to determine the work ethic and character of the individual. The applicant's DMV record and social media are examined. In applicable cases the financial history, military record and applications to other agencies are reviewed. To comply with State mandates, Peace Officer background investigations are more extensive than those of non-sworn positions.

Upon completion of the investigation, a Background Investigation Summary Report is prepared by the investigator for consideration by Administration. If the applicant appears suitable for

employment, the peace officer applicants are referred for psychological and medical evaluations, including drug testing, prior to appointment. Drug testing is also required for specified departmental positions.

Background investigation files are maintained in a separate and confidential file from the employee's personnel file.