

Juvenile Court Policy 1000

Approved by: Tori Peterson, Administrator Date: 1/7/2021 [3/1/2019, 1/13/2015,10/17/2014]

Recruitment and Selection for Employees

1000.1 PURPOSE: The employment policy of the Spokane Juvenile Court shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained at the Human Resources Department.

1000.2 APPLICANT QUALIFICATIONS: Candidates for job openings will be selected based on merit, ability, competence and experience. They shall also meet any qualification set forth by state or federal funding agencies or state law and must be 21 years of age at time of hiring.

1000.2.1 Applicant Testing Requirements:

Prior to appointment, all candidates will at a minimum be screened through the following methods:

1. Background investigation
2. WSP Criminal background check
3. CPS background check
4. Debarment and LEIE Database checks
5. Medical Examination
6. Professional and Personal Reference checks
7. Certification for specialized staff (eg- medical, mental health) will be
8. All prior Institutional employers will be contacted
9. College Degree Verification
10. College Accreditation
11. Armed Forces Verification
12. DOL verification
13. Insurance verification
14. National Sex Offender Registry
15. Property Verification

In addition,

16. for Probation Counselors, Medical, Corrections Officers and Management, all candidates will also be screened through a polygraph as a condition of employment or continued employment as provided for in RCW 49.44.120.

17. for Corrections Officers (JCO & SS), candidates will have to pass a physical abilities test in order to attend the Washington State Criminal Justice Training Commission Academy.

1000.2.2 Security of Applicant Files

All applicant files will be secured and available only to those who are authorized to participate in the selection process.

1000.3 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. The Human Resources department maintains all the standards for Juvenile Court. In addition, candidates will be screened using the approved supplemental questions in Exhibit B, the background check, and fingerprint documents.

The following are the SELECTION & BACKGROUND CHECK STANDARDS for Spokane County Juvenile Court are included as an Attachment.

1000.4 PROCEDURES

All positions are handled under Exhibit A - Applicant Processing Steps approved by Management Team yearly.

1000.5 RETENTION AND DESTRUCTION

All retention and destruction is according to the State of Washington Schedule <http://www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforStateGovernmentAgencies.aspx>

Under the Washington State Archives – State Government General Records Retention Schedule – Section 4.13 RECRUTIMENT/HIRING

Exhibit A - APPLICANT PROCESSING

1. Positions are applied for from the website neogov.com for all positions.
2. Supplemental questions are administered through the application process as a requirement for all positions.
3. Applications are screened for minimum qualifications based on the Job classification by HRD.
4. ***Some positions require a written test which is administered by the HRD.***
5. HRD downloads qualified applicants to NeoGov for management review.
6. Management selects those who will move to the interview process
 - ✓ Set up Initial Interviews
 - ✓ Set up Oral Boards
 - ✓ Provide the top candidate for the background investigation process
7. A physical ability test is administered to those applicants who are going to the oral board interview process by detention staff to verify physical fitness qualifications.
8. The Business Manager prepares the summary checklist for each candidate and schedules a meeting to complete the background investigation information.
 - ✓ Review Personal History Supplemental with Applicant
 - ✓ PAT test scheduled with Detention
 - ✓ Background Check- RMS, Triple II, DOL
 - ✓ Fingerprint request and submission
 - ✓ CPS History Check
 - ✓ National Sex Offender Registry
 - ✓ Certification for Specialty Positions (eg-MHP, RN)
 - ✓ College Transcripts/Diploma
 - ✓ Military Records Check- DD214
 - ✓ Property Verification
 - ✓ Driver's License Verification
 - ✓ Vehicle Insurance Verification
 - ✓ Debarment Check/LEIE Data base Check
 - ✓ Advisement to Applicant for Reporting

✓ Other verifications as approved by the Juvenile Court Administrator

9. Personal and professional reference checks are conducted by the Probation or Detention Manager.
10. Business Manager collects and prepares a file for all areas above for the applicant.
11. Administrator meets with the applicant.
12. The applicant is given a verbal conditional offer.
13. Complete Notice of Intent to Hire in PeopleSoft which goes to Risk Management and Human Resources.
14. Risk Management sets up a level II physical exam with OMA and the candidate
15. Schedule a polygraph.
16. Run the background checks again and note SID number
17. Verify physical exam is passed
18. Determine a start date
19. Administer an employment offer letter. Attach the following documents to the employment offer letter: Mission Statement, Code of Ethics, Job Classification.
20. Set up (as needed) Gas Card, Building Access Tags, Phone, Computer, get Name plate ordered
21. If Corrections Staff, apply for Special Deputy Commission clearance.
22. Place the background investigation packet in the locked fire proof file cabinet in the Business Manager's office alphabetically.
23. Hiring packet information includes interview paperwork, openings, application, checklist, PA and is filed according to position number and placed in the secured files in the basement.
24. HR I-9 form needs to be completed within three days of hire at Human Resources.
25. DOH Certification and AIDS training for positions who need Agency Affiliated Counselor Certification must be applied for prior to start date
26. County Orientation is through HR on line.
27. ID tags are administered through Risk Management

