

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Contact With Applicants		CHAPTER/SECTION NO.: 21.8,21.9	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 31.3.3			

21.8 Policy

- 21.8.1 The Sheriff or his/her designee will ensure that contact with applicants, for positions within the Office, is maintained from receipt of the initial application to the final employment disposition. Contact will be either through letters or phone conversations.
- A. Contact will not be made until the applications are processed through the Weber County Human Resources Department and then forwarded to the Sheriff's Office.

21.9 Procedure

- 21.9.1 To ensure that contact with applicants is maintained, the following procedure will be followed:
- A. Upon a request for an application, a candidate will receive supplemental literature describing the testing process, or the entry level program and testing process, as appropriate.
- B. All applicants will be notified by the County Human Resource Department of testing dates by letter at least 10 days prior to the test, if practical.
- C. Each applicant passing all factors of the examination shall be notified by mail by the Director of Human Resources of the final

rating on the register. An applicant who fails the written or physical examination or fails to pass overall rating shall be notified by mail of such failure.