

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Selection Process		CHAPTER/SECTION NO.: 22.1	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 32.1.1			

22.1 Policy

22.1.1 Administrative Practices and Procedures

- A. The administrative practices and procedures for the selection process are listed in the Personnel Administration, Appointment, Classification, Establishment of Registers, and Examination Sections of the Weber County Personnel Policies and Procedures.
- B. The Weber County Personnel Policies and Procedures contains the information on the purpose, development, job relevance, administration, scoring, and interpretation of all elements used in the selection process.
- C. The Weber County Personnel Policies and Procedures, includes timetables, order of events, administration, scoring, interpretation of test results, and other pertinent information.
- D. The Director of Human Resources shall be responsible for determining the adequacy of existing registers for all positions. It is the duty of the Sheriff to notify the Human Resources Director as far in advance as possible of vacancies which may occur in the Sheriff's Office.