

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Disposition of Records of Candidates		CHAPTER/SECTION NO.: 22.6	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b>** See Master File SHERIFF</b>	
STANDARD NUMBER: 32.1.6		Revised 9/19/03	

## 22.6 Policy

22.6.1 Individual candidate selection records are the overall responsibility of the Chief Deputy or his/her designee, and will be stored in a secured file by the Sheriff's Office Executive Assistant. Selection records will include:

- A. Candidate application
- B. Description of position applied for and selection criteria.
- C. Test Scores
- D. Interview Scores
- E. Identification of stage eliminated, if appropriate.
- F. Date of appointment, if appropriate
- G. Date of register expiration, if not selected

### 22.6.2 Selection records of appointees:

- A. Are classified as "private" according to the GRAMA Classification and Retention Schedule and,
- B. shall be kept permanently,

### 22.6.3 Selection records of applicants, not appointed:

- A. Are classified as private according to the GRAMA Classification and Retention Schedule and,
- B. may be destroyed **two years** after the register expires.

22.6.4      **Access to selection records is restricted to:**

- A.    the Sheriff,
- B.    Chief Deputy,
- C.    Executive Assistant
- D.    Professional Standards Section personnel  
assigned to internal affairs and/or  
background investigations.

22.6.5      The Department of Human Resources retains  
candidate registers for **two years**, as well as  
the following applicant lists related to the  
register:

- A.    List of all applicants for a position
- B.    List of applicants who took the initial test
- C.    List of applicants who qualified to advance  
to the interview stage.
- D.    Final candidate register