



*Kern County Sheriff's Office*

**Policies and Procedures**

<b>TITLE: PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION</b>		<b>NO: J-2000</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: October 29, 1996</b>	<b>REVIEWED: 06/15/2018</b>	<b>REVISED: 03/10/2006</b>	<b>UPDATED: 06/15/2018</b>

**POLICY**

It will be the policy of the Sheriff's Office to allow any Deputy Sheriff, Reserve Deputy Sheriff, Detentions Deputy, or Deputy Coroner candidate, who believes that an error has been made in the interpretation of his or her pre-employment psychological examination, to be re-examined, at the candidate's own expense, by another Department approved examiner. The examiner will be either a psychiatrist or psychologist.

In the event the result of the second examination contradicts the findings of the original County appointed examiner, the results of that examination will be forwarded to the Department Review Committee, which will be made up of the Chief Deputies, or the Sheriff's designees. It will be the responsibility of the Department Review Committee to review the submitted material and to advise the Sheriff or designee as to the suitability of the candidate for employment.

In such instances, the final decisions regarding the suitability of a candidate for employment will rest with the Sheriff or designee.

**EXCEPTION:**

This policy will not apply to those situations where it is determined by the examiner that the applicant has purposely attempted to anticipate the correct answers on the written portion of the exam and as a result the examiner is unable to accurately evaluate the results of the written examination. In such instances, the candidate will be deemed to have failed the psychological examination and there will be no appeal rights. Further, the applicant will not be allowed to repeat the written portion of the exam for a minimum of one (1) year.

**PROCEDURES**

A candidate must file the written request to appeal with the Commander of the Personnel Division within ten (10) days of the mailing of said notice to the candidate. Upon timely receipt of the appeal letter, the Commander of the Personnel Division will direct that a letter is sent to the applicant, outlining the following:

- The candidate will be given the names of the approved psychologists or psychiatrists authorized by the County to conduct such examinations. The choice of the examiner will be made by the candidate from the approved list.

- The candidate will be instructed that he or she will be responsible for any expenses of the examination.
- The candidate will be notified that if the second examination contradicts the findings of the original examination, a review will be conducted by the Department Review Committee. The Review Committee will make a recommendation to the Sheriff or the Sheriff's designee to continue or end the hiring process.
- The candidate must complete the appeal process within sixty (60) days of notification of the right to appeal by this Department.
- After the examination, the candidate will forward a copy of the examiner's report to the Commander of the Personnel Division.
- The Commander of the Personnel Division will provide copies of this report to the Department Review Committee.
- The Department Review Committee will review all information available on the candidate, including the report submitted by the candidate, and make a recommendation to the Sheriff or Sheriff's designee on the candidate's suitability for hiring.
- The final decision as to the candidate's psychological fitness for employment will be made by the Sheriff or Sheriff's designee after the review process.
- The candidate will be notified in writing of the final decision.

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