

## Employment Disqualifiers

Applicants for employment as a member of the Sheriff's Office in any job classification shall be required to meet the following standards:

- Shall not have used, tried, tasted, experimented with, or possessed any illegal controlled substance within the twelve (12) months prior to application.
- Shall not have used, tried, tasted, experimented with, or possessed any illegal controlled substance classified as a Schedule I substance (except cannabis) or Schedule II substance as enumerated in LA Revised Statutes Title 40 within the sixty (60) months prior to application.
- Usage or sale or delivery of any illegal controlled substance classified as Schedule II as enumerated in LA Revised Statutes Title 40 within thirty-six (36) months prior to application will be reviewed to determine if an applicant will continue in the hiring process. In the event the applicant is hired, monthly drug screens will be conducted for the first (1<sup>st</sup>) year of employment. After the first (1<sup>st</sup>) year with clean screenings, the employee will be placed in the random drug screening pool.
- Shall not have been convicted of a felony offense or any misdemeanor offense classified as constituting moral turpitude.

Any member who was terminated as a result of criminal and/or policy violations shall not be eligible for reappointment.

Any member who resigned, in lieu of termination, for criminal and/or policy violations shall not be eligible for reappointment.

Honorable Discharge and Form DD-214 if a military veteran.

- Only an Honorable Discharge will be accepted (General Discharge Under Honorable Conditions is not acceptable).
- Although a veteran may possess an Honorable Discharge, circumstances of discharge still may preclude employment by the agency. Examples include, but are not limited to:
  - Inability to adapt;
  - Defective attitude;
  - Physical disability (full or partial that prohibits performance of essential functions of the job); or
  - Mental disability (if it prohibits performance of essential functions of the job).

A background investigation shall be conducted for all positions prior to the appointment of a candidate to conditional status and shall consist of, but not be limited to:

- Previous employers of the applicant shall be contacted by mail, telephone or through personal contact to ascertain the applicant's job credentials, job performance and personal habits while employed by each employer.
- Every reasonable effort shall be made to obtain the applicant's complete employment history to determine the applicant's stability and desirability as a potential member of the Sheriff's Office.
- Law enforcement agencies having jurisdiction in areas where the applicant has resided shall be contacted to determine if the applicant has an arrest record.
- The applicant's driving history and current driver license status shall be obtained from the LA Department of Public Safety Office of Motor Vehicles and the Department of Motor Vehicles in each state in which the applicant has resided.
- A credit report may be requested from an appropriate credit-reporting bureau.
- A status report shall be obtained from the Louisiana Criminal History (LACCH) and from the National Crime Information Center (NCIC) to determine if the applicant has a criminal record.
- In some circumstances it may be necessary to verify an applicant's performance with or discharge from the military. In such circumstances the necessary records shall be obtained by mail from the Military Personnel Records Section of the General Services Administration.

Motor Vehicle Operation: The following standards shall be required of all applicants for appointment to the job classification of deputy sheriff, corrections deputy or any other classification that requires operation of an agency motor vehicle to perform the essential functions of the position. The applicant shall:

- Possess a current valid Louisiana driver's license.
- Not have had their driver's license suspended for non-payment of insurance nor for non-payment of traffic fines more than twice during the sixty (60) months prior to date of application.
- Not have been convicted or pled to Operating While Intoxicated (OWI) as defined in LA R.S. 14:98, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted or pled to fleeing or attempting to elude a police officer as defined in LA R.S. 14:108.1, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted of any criminal traffic offenses as defined by LA R.S. 14:96 through 14:100, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted of giving false information to a law enforcement officer.
- Not have a driving record that demonstrates repeated offenses and flagrant disregard for traffic laws during thirty-six (36) months prior to date of application.

