



## Auglaize County Sheriff's Office

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WAPAKONETA, OHIO 45895

**Michael L. Vorhees**  
Sheriff

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# Memorandum

To: All Perspective Employees of the Auglaize County Sheriff's Office/Corrections Center (ACCC)

From: Sheriff Michael L Vorhees

Date: January 4, 2021

CC: Ohio Collaborative Board

RE: Employee Qualifications

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The Auglaize County Sheriff's Office accepts applications on a continuing basis.

It is the policy of the Auglaize County Sheriff's Office / Auglaize County Corrections Center (ACCC) to provide equal employment opportunity to all applicants for employment without regard to race, color, religion, gender\* or national origin and to base all employment decisions so as to further this principle of equal employment opportunity. The Auglaize County Sheriff's Office / ACCC will not discriminate against any employee or applicant for employment because of race, color, religion, gender\*, national origin, age\*\*, handicap or veteran's status and will take affirmative action to ensure that applicants and employees are treated without regard to race, color, religion, gender\*, national origin, age\*\* or handicap.

The policy reflects the position of the Auglaize County Sheriff's Office / ACCC toward the principle of Equal Employment Opportunity, and it is the obligation of each employee of the Auglaize County Sheriff's Office / (ACCC) to conduct himself or herself in conformity with the principle of equal employment opportunity at all times. Every employee of the Auglaize County Sheriff's Office / ACCC shall be responsible and accountable for compliance. All employment activities, including but not limited to hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay, fringe benefits and selection for training, shall be conducted without regard to race, color, religion, gender\*, national origin, age\*\* and handicap status.

All perspective applicants must be 21 years of age (minimum 18 years of age if applying for a Corrections Officer), possess a valid drivers license, have a high school diploma or GED; Law Enforcement applicants must possess certificate of Basic Peace Officer Training.

Personnel will be selected, and the actual appointment made by the Sheriff using policies established by the Auglaize County Sheriff's Office / ACCC. Each candidate for employment will be subject to a background investigation (including but not limited to reference(s) contacted), criminal history check, perspective employees initial interview by Chief Deputy or designee, a Sheriff's interview, drug test, and scheduled psychological test. At any time during the selection process if the candidate does not meet the qualifying standards the process will be terminated and the individual will be notified in writing.

Once the perspective employee has passed the required criteria and has accepted a position at the Auglaize County Sheriff's Office; the employee will be sworn in by the Sheriff followed by an orientation with the Administrative Assistant or designee at a time agreed upon between the employee and the Administrative Assistant.

Applicants failing to satisfactorily complete any phase of the selection process will be notified in writing.

\* Except when gender balance is required

\*\* Must be 21 years of age (18 years of age, if applying for Corrections position)

**WORKING TOGETHER TO SERVE AUGLAIZE COUNTY**