



# HAMILTON COUNTY SHERIFF'S OFFICE

## Recruitment Selection

### Automatic Disqualifiers – Policy 31.4.o Selection Process

The administration has a list of automatic disqualifiers that renders a candidate ineligible for a position with the agency. These disqualifiers are applied uniformly to ensure the integrity and professionalism of the agency. A candidate will be automatically disqualified from consideration if any of the following are met:

1. Is not a citizen of the United States.
2. Does not have a high school diploma that is recognized by the State's Department of Education. Special Education diplomas are not recognized by POST and TCI.
3. Does not have a valid drivers license (has been revoked or placed inactive by the state's Department of Safety) for sworn personnel.
4. Has been convicted of, or pleaded guilty to, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or municipal ordinances relating to force, violence, theft, dishonesty, gambling, liquor, controlled substances or controlled substances.
5. Does not have an Honorable Discharge but rather Dishonorable Discharge or Bad Conduct Discharge.  
Has an Uncharacterized Discharge, General Discharge under Honorable Conditions or Entry Level Separation will proceed and reviewed with investigative background brief. If proceeds in process, waiver will need to be requested from POST or TCI depending on position.
6. Has an active warrant.
7. Has an active order of protection.
8. Was a prior employee of HCSO who did not leave in good standing.
9. Does not meet the minimum qualifications for the position.
10. Left a prior law enforcement agency under active investigation.
11. Must be 21 for a certified law enforcement position.
12. Has been decertified or voluntary separation of certification as a LE or Corrections deputy.
13. Has had handgun permit revoked (notation on drivers license).
14. Has used Marijuana within 12 months prior to the date applied.
15. Has used the following within 5 years prior to the date applied.  
COCAINE/CRACK CLUB DRUGS: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) HALLUCINOGENS: PCP, Angel Dust, Wet, Phencyclidine, LSD, Mushrooms, or Psylocybin OPIATES: Opium, Morphine, or Heroin STIMULANTS: Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine. AEROSOLS: An applicant has not inhaled aerosols, sometimes referred to as Huffing (paint) or Whippets (Nitrous Oxide) or used Khat.
16. Has used 4 or more controlled substances within the 10 years prior to the date applied.
17. Has used any illegal drug(s) while employed in a criminal justice, correctional and/or law enforcement capacity or any other government agency which involved a position of trust.
18. Has manufactured or cultivated illegal drug(s) for the purpose of the sales/marketing of the drug(s) or use.
19. Has sold or facilitated the sale of illegal drugs.
20. Has indicated that they will not remove tattoos (from wrist to fingertips or above the collarbone).
21. Has indicated that they will not shave facial hair for sworn applicants.