



## Boynton Beach Police Department

# Recruitment and Selection of Personnel

	<b>Index Code:</b>	801	
	<b>Scope:</b>	All Department Members	
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	<b>Proponent Unit:</b>	Office of the Chief	
	<b>Rescinds:</b>	IC 801 dated May 1, 2018	
	<b>Michael Gregory Chief of Police</b>	<div style="border: 1px solid black; padding: 5px; text-align: center;">The original signed copy of this directive is on file in the Professional Standards Office</div>	

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### I. PURPOSE:

This directive establishes the department's recruitment and selection process. The procedures set forth herein are designed to identify persons who meet the high standards of the Boynton Beach community and Police Department for hiring.

### II. POLICY

The City of Boynton Beach is an equal opportunity employer and is committed to ensuring that our hiring process does not adversely impact any segment of the population, and results in a police force reflective of the community that we serve. The department, in conjunction with the city's Human Resources Department, work collaboratively to ensure a fair and impartial selection process.

### III. RECRUITMENT AND SELECTION PROCESS

- A. Personnel involved in the recruitment and selection process will be knowledgeable in Criminal Justice Standards Training Commission (CJSTC) rules and regulations as well as federal, state and local statutes and ordinances pertaining to the recruitment and selection of employees. Personnel assigned to recruitment activities shall also be trained in accordance with equal employment opportunity guidelines.
- B. The Human Resources Department shall ensure that the city is listed as an equal opportunity employer on any recruitment literature, applications and websites.
- C. Any member who refers an applicant who is subsequently hired and completes the probationary period shall receive a "Chief's Day" of leave.
- D. All police officer applicants must adhere to the following selection criteria:
  1. Be a United States citizen, at least twenty-one (21) years of age and meet all qualifications for employment as a police officer as delineated in Florida Statute 943.13.
  2. Be a high school graduate or its equivalent.
  3. Not have been convicted of any felony or of a misdemeanor that involves perjury or a false statement. Applicants will be disqualified if they have been found guilty or have pled Nolo Contendere to any offense that would be classified as a felony in any state, territory or country.
  4. Not have received a dishonorable discharge from any of the Armed Forces of the United States.
  5. Have processed fingerprints on file with the employing agency.
  6. Have passed a physical exam by a City authorized licensed physician.
  7. Have good moral character as determined by a background investigation.
  8. Execute and submit an affidavit of applicant attesting to their compliance to the requirements.
  9. Complete a commission approved basic recruit training program.

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10. Achieved an acceptable score on the officer certification exam.
  11. Comply with continuing training and education requirements.
- E. Prior to extending a conditional offer of employment, all applicants must pass an initial oral interview comprised (at minimum) of the Professional Standards Commander, or designee, Human Resources representative, and member designated by the Chief of Police.
  - F. All applicants are required to complete an employment application and provide any information necessary for the agency to complete a thorough background investigation. Background investigations will be conducted on all police department applicants, irrespective of their placement within the organization.

The background investigations shall be completed in accordance with Florida Department of Law Enforcement (FDLE) regulations by personnel who have received training in the process, and shall include the following:

    1. Warrants check
    2. Fingerprints check
    3. Local records check
    4. Prior employment check
    5. Criminal history check
  - G. Applicants will be required to pass a physical examination conducted by a licensed professional to conduct such testing. A urinalysis will be conducted to determine drug usage in conjunction with the physical examination.
  - H. The Chief and/or the Chief's appointees are not required to take a psychological evaluation. All other applicants will undergo a psychological evaluation which will include a clinical interview to determine the applicant's suitability to perform as a law enforcement officer. A summary of each candidate's evaluation will be maintained in accordance with Florida Statute 119.071 and will be stored in the applicant's personnel folder in a secured area.
  - I. Prior arrests do not necessarily disqualify an applicant from employment with the agency. However, the circumstances surrounding any arrest will be investigated and considered on a case by case basis.
  - J. Applicants will be disqualified if they have been found guilty or pled Nolo Contendere to any offense that would be classified as a misdemeanor in any state, territory or country when such misdemeanor involves:
    1. Perjury or falsification of any document
    2. A sexual offense or indecent exposure on a child
    3. Violence against a spouse, child or an incompetent person
    4. The sale of a controlled dangerous substance
  - K. An applicant may be disqualified if they have been found to engage in conduct which would constitute a felony or misdemeanor in the state of Florida, whether this conduct resulted in the arrest of the applicant or the filing of criminal charges.
  - L. An applicant may be disqualified if they have displayed any of the following:
    1. Exhibited anti-social behavior
    2. Established a poor work history
    3. A history of poor performance while in military service
    4. A sexual offense or indecent exposure
    5. Discrimination of any protected class to include on the basis of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status and/or ethnic groups
    6. The transfer of a controlled dangerous substance
  - M. An applicant must have the ability to perform the physical tasks required of a police officer.
  - N. Applicants are required to undergo a Voice Stress Analysis or Polygraph examination to aid with investigating information contained on the employment application. Failure of the Voice Stress Analysis or Polygraph will not be the sole criteria for disqualification of any applicant. Truth verification testing must be performed by personnel certified to conduct such tests.
  - O. Any applicant that has exhibited an unacceptable pattern of substance abuse, as determined by the Chief of Police, shall be deemed unfit for employment.
  - P. Any use of drugs listed in the Florida Statutes, Section 893.03 Schedule I or any use of drugs listed on any Schedule within the referenced statute without a prescription, within one year of application, may disqualify a candidate for employment. A file review with the Chief of Police, or his/her designee, shall occur for a final determination to be made

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- Q. Applicants must be able to obtain a valid Florida driver's license prior to hiring, and not have exhibited a pattern of poor driving conduct. A file review shall occur with the Chief of Police, or his/her designee, for a final determination to be made whether the conduct is unacceptable.
  - R. Applicants who have been terminated for misconduct by any federal, state or municipal law enforcement agency without having been exonerated by a judicial or administrative review process will be deemed unfit for employment.
  - S. All applicants who have completed the selection process will be interviewed by the Chief of Police prior to being selected for probationary evaluation.

#### **IV. REVIEW OF SELECTION CRITERIA**

- A. All aspects of the selection process will be reviewed by the city's Human Resources Department to ensure that the process is job related and does not adversely impact any group of applicants. All personnel involved in the selection process will ensure that it is administered, scored and interpreted uniformly and fairly.
- B. The files of all candidates who have been determined to be unqualified will be reviewed by the Chief of Police or his designee to ensure that the selection process had been administered uniformly and fairly. Files of unqualified candidates will be sent to the city's Human Resources Department and retained there in accordance with General Records Schedule guidelines.
- C. The Human Resources Department will periodically evaluate the efficacy of our program as to whether our selection criteria adversely impact any specific group. This evaluation will also include a race/gender breakdown of applicants and dispositions.

#### **V. PROBATIONARY PERIOD**

All new employees will serve a probationary period of one year and undergo evaluation as provided for by existing departmental directives. The probationary period is the final stage of the process used to select candidates for tenured service with the department. During this probationary period, employees retain no "property right" to their position and can be dismissed without cause.

Whenever a probationary employee is placed on any administrative, personal leave, medical or any other status where the employee is not performing routine patrol officer functions for a period in excess of 21 days, the employee's probation period shall be extended for that same period of time.

In addition, each employee hired after December 1, 2013 must successfully complete all entry-level training and receive a final annual evaluation which establishes that the member can serve in accordance with the standards of the department. The probationary employee will undergo an End of Probationary Period interview with the Chief of Police prior to being placed on permanent status. The probationary employee will be evaluated on a "pass/fail" scale.