

GENERAL ORDER

G.O. 4-321

SUBJECT: SELECTION



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INDEX: HIRING PROCESS, ENTRY LEVEL HIRING PROCESS, CANDIDATE QUALIFICATIONS

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and establish the procedures for the selection of entry level police officers at the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of the Board of Police Commissioners, and the Chief of Police to establish the standards for the selection of personnel for the Police Department.
 - 2. It will be the responsibility of the Chief of Police to use a selection process which is valid, useful and nondiscriminatory to ensure the identification of qualified candidates.
 - 3. It will be the responsibility of the Board of Police Commissioners and the Chief of Police to evaluate the selection process annually, or prior to the

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beginning of a process.

II. DISCUSSION:

- A. This general order deals with the process used in the selection of qualified candidates as police officers. The selection process is generally acknowledged as a key activity in determining the operational effectiveness of a law enforcement agency. Identification of the best qualified persons as potential employees is the chief objective of any selection process. A process that is multi-faceted focusing on several major aspects such as basic knowledge, ability to comprehend, physical fitness and agility, a stable mental attitude and a moral background is most likely to successfully identify the best qualified candidates for employment. The intent of this directive is to establish procedures to insure that a fair and effective selection process is developed and utilized by the Town and this Department. This agency complies with all POSTC requirements for selection and testing of police officers.

III. DEFINITIONS:

- A. ADVERSE IMPACT: A substantially different rate of selection (generally less than 80 percent) that works to the disadvantage of members of a race, sex, or ethnic group; an unfavorable effect.
- B. APPOINTMENT/SELECTION RATE (RATIO): The number of candidates who achieve entry level probationary status divided by the total number seeking employment.
- C. CONSTRUCT VALIDITY: The identification and measurement of the characteristics or traits believed to be important to successful job performance; must be documented by statistical data.
- D. CONTENT VALIDITY: The justification of a component of the selection process by showing that it measures a significant part of the job.
- E. CRITERION-RELATED VALIDITY: The justification of a component of the selection process by showing that it is predictive or correlated with important elements of the job; must be documented by statistical data.
- F. MINIMUM ADVERSE IMPACT: The use of selection components or procedures among all those available that reduce any unfavorable effect to the greatest extent

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possible consistent with validity.

- G. UTILITY/USEFULNESS: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected and the nature of the job.
- H. VALIDITY: Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department to obtain the best police officers possible using a selection process that possesses characteristics of validity and usefulness while simultaneously affording equal opportunity to everyone consistent with the Town of Monroe's affirmative action and equal employment opportunity policies.
- B. It will be the policy of the Monroe Police Department to inform all candidates of the nature and scope of the selection process and of the anticipated length of the process.
- C. It will be the policy of the Monroe Police Department to incorporate components of the selection process that have been documented as having validity, utility, and minimum adverse impact.
- D. It will be the policy of the Monroe Police Department to use a polygraph examination conducted by a qualified, trained, and experienced examiner as part of the selection process.
- E. It will be the policy of the Monroe Police Department that all sworn entry level personnel be required to successfully complete a probationary period of sufficient duration to evaluate performance prior to appointment to permanent status.

V. PROCEDURES:

- A. PROFESSIONAL AND LEGAL REQUIREMENTS:
 - 1. SELECTION PROCESS MANUAL: A manual describing all elements of the

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selection process is maintained by, or accessible to, this Police Department.

2. JOB RELATED: All elements of the selection process will use only those rating criteria or minimum qualifications that are job related.
3. UNIFORM SCORING: All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner, including the following:
 - a. Time limits will be consistently adhered to;
 - b. Oral instructions will be identical to all groups;
 - c. Answer sheets will be scored in the same manner;
 - d. Scoring formulas will be universally applied.
4. CANDIDATE INFORMATION: Applicants will be informed of the individual elements of the selection process in writing at the time of their formal application. Candidates are informed of:
 - a. All elements of the selection process;
 - b. Expected duration of the selection process; and
 - c. Department policy on reapplication, re-testing, re-evaluation of candidates not appointed and final results of the selection process.
5. REJECTION NOTIFICATION: Candidates who are not eligible for probationary employment or who are not appointed as a result of failure to attain a satisfactory score or review in any component of the selection process shall be notified in writing within thirty (30) days of this decision.
6. SELECTION PROCESS RECORDS DISPOSITION: Records of selection processes pertaining to unsuccessful candidates will be retained in accordance with State of Connecticut regulations for retention of records. At time of disposal such records shall be destroyed in an approved manner under the observation of the Chief of Police or the command level officer designated by the Chief of Police.

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7. TEST MATERIAL SECURITY: All materials used in the selection process shall be stored in a secured area. Access will be limited to employees of this Department or its agent involved in the administration of the selection process. All materials used in the selection process will be disposed of in a manner that prevents disclosure of the information contained within.

B. ADMINISTRATIVE PRACTICES:

1. BACKGROUND INVESTIGATIONS: Each candidate considered for appointment as a probationary employee shall be the subject of a thorough, in-depth background investigation which shall address, but not be limited to, the following areas:
 - a. Verification of candidate's qualifying credentials:
 1. Age;
 2. Citizenship;
 3. Educational attainment (diploma, GED);
 4. Possession of valid operator's license;
 5. Satisfactory employment history.
 - b. Criminal record checks utilizing fingerprint submissions to Federal Bureau Investigation (FBI), applicable state agencies, and personal visits to local police agencies if conditions allow;
 - c. Verification of at least three (3) personal references;
 - d. General reputation.
2. TRAINED INVESTIGATORS: Background investigations of prospective employees will be conducted by personnel of this Department's Detective Division.
3. BACKGROUND INVESTIGATION RECORDS RETENTION: Records of

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background investigations of candidates for police officer shall be retained as follows:

- a. Candidates who have been employed shall have records of their background investigation maintained as part of the personnel file in the office of the Chief of Police;
 - b. Candidates who were not granted employment, shall have records of the background investigation retained in accordance with State of Connecticut regulations pertaining to retention of records.
4. POLYGRAPH SUBJECT AREAS DISCLOSED: All applicants will be given a list of the general areas from which polygraph examination questions will be drawn at the time they file a formal application with this Department.
 5. POLYGRAPH EXAMINERS: Examinations using the polygraph or other instruments for the detection of deception shall be conducted by persons trained in the procedures for the use of the instrument and who possess professional training and credentials in the use and interpretation of this investigative tool.
 6. POLYGRAPH PROHIBITED USE: No candidate for employment as a sworn officer with this Department shall be rejected based solely on an adverse report of an examination using a polygraph or other instrument for the detection of deception. Nothing in this section shall preclude the use of such adverse results with other information to be cause for rejection of any applicant.
 7. MEDICAL EXAMINATIONS: A medical examination conducted by a licensed physician using valid, useful and nondiscriminatory procedures will be conducted for each candidate prior to appointment to probationary status.
 8. PSYCHOLOGICAL EXAMINATION: A psychological/emotional stability examination conducted by a qualified psychologist or psychiatrist, using valid, useful and nondiscriminatory procedures, will be given to each candidate prior to appointment to probationary status.
 9. PSYCHOLOGICAL RECORDS RETENTION: Records pertaining to the emotional stability or psychological fitness of applicants shall be retained as follows:

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- a. Records of candidates granted employment shall be maintained as part of their personnel file in the office of the Chief of Police;
 - b. Records of candidates not granted employment shall be retained in accordance with State of Connecticut regulations for retention of records.
10. SELECTION STANDARDS: To qualify as a police officer in the Town of Monroe an applicant must meet all relevant entry level standards, some of which are that the candidate:
- a. Be a citizen of the United States;
 - b. Be at least 21 years of age;
 - c. Be a high school graduate or have passed the General Educational Development Test;
 - d. Possess a valid motor vehicle operator's license;
 - e. Have passed a validated written entry test;
 - f. Have been tested by an oral interview panel;
 - g. Have met all physical fitness requirements;
 - h. Have been fingerprinted and a search made of fingerprint files for any record;
 - i. Not have been convicted by a court of any felony, any Class A or Class B misdemeanor or have committed any act which would constitute perjury or false statement;
 - j. Have been the subject of a background investigation;
 - k. Have been the subject of a polygraph examination;
 - l. Have been the subject of a psychological examination;

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- m. Have not tested positive on a controlled drug screen;
 - n. Have been examined and certified by an accepted method as fit to perform the duties of a probationary candidate police officer;
 - o. Have personally certified knowledge that any falsification of any statement in the application process constitutes grounds for termination.
11. **PROBATIONARY DURATION:** All entry level employees shall be required to successfully complete a probationary period of one (1) year from date of successful completion of instruction, required by the Connecticut Police Officer Standards and Training Council (POSTC) in accordance with Article IV, Section 4.01 of the Agreement between the Town of Monroe and Council #4 AFSCME .