

## Pasco Police Department Policy Manual

<b>RECRUITMENT AND SELECTION</b>	<b>Chapter No. 31</b>
<b>Effective Date: 04/01/2018</b>	<b>Reference: Civil Service Rules &amp; Regulations AO 215 – Recruiting &amp; Hiring Procedures AO 201 – Equal Employment Opportunity</b>

### 31.1.1 AGENCY PARTICIPATION

Employment activities for Pasco Police personnel are vested within the Civil Service Commission. A formal process has been established for police personnel recruiting and is outlined in 31.4.1.

Both Civil Service and the Police Department realize that there are many aspects of the recruiting and hiring process that require the active involvement of each department to achieve maximum benefit. To facilitate this, the Civil Service Chief Examiner and the Deputy Chief maintain a close liaison.

### 31.1.2 ASSIGNMENT/RECRUITMENT

The City of Pasco is committed to ensuring that professional law enforcement selection methods are utilized in the hiring process.

Police personnel, Human Resources Division and the Civil Service Chief Examiner assigned to recruiting duties are trained in personnel matters including:

1. Equal Employment Opportunity and Civil Service compliance guidelines
2. Department's recruitment needs and commitments
3. The community and its needs
4. Methods of informal record keeping and systems for candidate tracking
5. All components of the screening and selection process (31.4.1)
6. Career opportunities within department, salaries, benefits and training
7. Criteria that may disqualify candidates
8. Cultural awareness in different ethnic groups

### 31.2.1 RECRUITMENT PLAN

The Pasco Police Department is committed to ensuring that professional law enforcement selection methods are utilized in the hiring process. The objective of the Department's Recruitment Plan is to achieve a well-qualified and well-trained work force that is representative of the community we serve.

The Deputy Chief will be responsible for ensuring the Recruitment Plan is utilized, as needed,

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to continue meeting department recruitment needs.

The City of Pasco is committed to being impartial in all relations with employees and applicants for employment and to conduct all aspects of employment without regard to race, color, religion, gender, age, national origin or ethnic heritage.

The Pasco Police Department seeks to maintain a comprehensive recruiting plan in conjunction with its overall efforts to mirror stakeholder's demographic makeup. In doing so, the Department will continue to seek out eligible law enforcement candidates with the aid of community, ethnic and minority based organizations, educational organizations, military resources, public notices and forums, etc. and in full support of the City of Pasco's EEO guidelines. The Department recognizes that suitable law enforcement candidate's representative of the community will further our philosophy of Community Oriented Policing.

#### **31.2.2 ANNUAL ANALYSIS**

The Deputy Chief or designee will conduct an annual analysis of its Recruitment Plan annually to determine strengths, challenges, progress toward objectives and opportunities to refine hiring efforts that can more accurately approximate our geographic workforce demographics for the Police Chiefs review.

#### **31.2.3 EQUAL EMPLOYMENT OPPORTUNITY**

The City complies with Equal Employment Opportunity (AO 201) and City of Pasco's Resolution #1897 – Federal Affirmative Action Program and Equal Employment Opportunity (EEO) Policy.

The City is committed to ensuring that all individuals be given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment and has adopted its own EEOP.

It is the policy of the Pasco Police Department to promote and afford equal treatment and service to all citizens.

#### **31.3.1 JOB ANNOUNCEMENTS**

The Pasco Civil Service Commission and Human Resource Manager are responsible for the following:

- A. Publishing job announcements and recruitment notices for all positions, which includes a description of the job's basic function, working conditions, representative duties, responsibilities, necessary skills, knowledge and abilities, educational level and other minimum qualifications or requirements. An outline of the complete selection process, salary and dates for filing of applications are included.
- B. Advertising of all full time vacancies are done through electronic, print and other media sources.

All Pasco Police Department employment application packets and recruitment announcements will advertise that the City is an equal opportunity employer.

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#### **31.3.2 NOTIFICATION EXPECTATIONS**

The Pasco Police Department works with community organizations and key community leaders to support its recruitment goals.

The police department, working with the Civil Service Commission, makes job announcements for all positions; civilian and sworn, available to community service organizations. These organizations have contact with individuals who are likely subjects for recruitment.

#### **31.3.3 MAINTAINING APPLICANT CONTACT**

The Human Resources Division processes all applications for all positions and the Civil Service Commission maintains written contact with all applicants throughout the selection process.

- A. Invitation letters are sent to applicants that meet the minimum requirements and rejection letters are sent to applicants that do not.
- B. Throughout the selection process, all applicants receive letters informing them of their status.

An examination roster is prepared and maintained by Civil Service for each posted position throughout the examination process.

#### **31.4.1 SELECTION PROCESS DESCRIBED**

The Pasco Police Department utilizes a formal process for the selection of qualified applicants incorporating defensible minimum standards. The process consists of a job related written examination measuring aptitude, a physical ability test, an in-depth background investigation and an oral board to determine if the applicant is a suitable candidate for the Department. If approved, the applicant is offered a Conditional Offer of Employment. Results of any deception examinations will not stand alone, but are to be used in conjunction with information gathered in the pre- and post-polygraph interviews. The applicant must also pass the psychological evaluation and medical examination to be given a final job offer. The recruiting activities for all Pasco Police Department employees are completed in conjunction with and in compliance with the City of Pasco's Human Resources Division. Many aspects of the recruiting process require the collaboration of both Departments to achieve the maximum benefits. The Deputy Chief is responsible for administering the recruiting/hiring program with the assistance of the City of Pasco Human Resources Division.

The Pasco Police Department keeps on file the following reference materials to assist with the selection process of sworn personnel:

- The Civil Service Rules and Regulations
- AO 215 – Recruiting and Hiring Process
- The Revised Code of Washington ([RCW 41.12](#))

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- Pasco Municipal Codes

These outline the authority and order of events in the selection process to ensure proper procedures and administration of the process is followed. A copy of these rules, regulations, policies, procedures and laws are kept on file by the Deputy Chief.

All Civil Service testing is a cooperative effort between the City department and the Human Resources Division. The Human Resources Division performs all or part of the testing function (may contract with private agency for part of process) for regular, part-time and temporary employees. Both the Civil Service Commission and the Human Resources Division follow the criteria as set forth in the Civil Service Rules and Regulations and City Policy when performing their function in the selection process.

Information about the purpose, development, job relatedness, administration, scoring and interpretation of all elements used in the selection process are found in Civil Service Rules and Regulations Rule 8.

#### **1. Uniformed Personnel**

##### 1. Initial Testing

A. All segments for uniformed personnel are monitored by the Civil Service Commission and include the following:

- Physical Assessment: as required for Basic Law Enforcement Academy attendance.
- Written Examinations: has been validated as being able to assess skills necessary for the job of police officer and has been approved by the Chief of Police and Civil Service Commission.
- Oral board: has been developed to identify in each candidate many of the qualities and skills listed in the job description. All elements are standardized in order to be effective and impartial. Uniform questions and rating scale will be used as established by the Civil Service Commission.

##### 2. Additional Testing

The Police Department conducts additional testing under the authority of the Civil Service Commission to determine the suitability of candidates to proceed in the hiring process which includes:

- Background investigation
- Polygraph examination
- Interview with the Chief

When these aspects of the process are completed, it is determined whether a candidate will be offered a conditional position, be removed from the list for cause or be passed over.

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If a candidate is offered a conditional position, the following must be completed prior to the date of hire:

1. Medical examination
2. Drug Testing
3. Psychological examination
4. Pre-Academy Physical Abilities Test

#### **2. Non-Uniform Personnel**

##### **A. Testing**

All segments are monitored by the Civil Service Commission and include:

- **Written Examinations:** has been validated as being able to assess skills necessary for the job and has been approved by the Chief of Police and Civil Service Commission.
- **Oral board:** has been developed to identify in each candidate many of the qualities and skills listed in the job description. All elements are standardized in order to be effective and impartial. Uniform questions and rating scale will be used as established by the Civil Service Commission.

##### **B. Additional Testing**

The Police Department may conduct additional testing under the authority of the Civil Service Commission to determine the suitability of candidates to proceed in the hiring process to include:

- Background investigation
- Polygraph examination
- Interview with the Chief

#### **31.4.2 JOB RELATEDNESS**

All elements of the selection process use only those rating criteria or minimum qualifications that are job related based on the specific job task analysis for sworn personnel.

The Civil Service Commission and Chief Examiner screen all selection instruments used by the Police Department. Such screening ensures the components are documented as having validity, utility and minimum adverse impact. All tests utilized will meet criteria established by regulation, case law and other relevant means.

It is the policy of the department and the Civil Service Commission that elements of the

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selection process that are administered or provided by a private sector organization or vendor meet the requirements of validity, utility and minimum adverse impact. The Chief of Police and the Civil Service Commission and Chief Examiner ensure that they meet recognized standards and testing components.

The purpose of the selection process is to facilitate the appointment of the best-qualified candidate, while at the same time remaining aware of citywide equal employment opportunity goals and objectives and policies. To ensure fairness and elimination of any possibility of potential bias from entering into the selection process, each element of the process will be monitored for adverse impact.

- A. Adverse impact is defined as a different rate of selection (generally less than 80%) that works to the disadvantage of members of a race, sex or ethnic group.
- B. City of Pasco and the Civil Service Commission subscribe to the hiring guidelines established by the Equal Employment Opportunity Commission.
- C. In the event adverse impact would be noted through the evaluation of past selection processes, or be alleged, it would be measured by comparing the selection rates for each race, sex and ethnic group with the group having the highest selection rate.

When the Civil Service Examiner selects the test, efforts are made to ensure it is equally valid to all groups in the local population. Through this, adverse impact is minimized.

The Civil Service Commission and Chief Examiner maintain records and data necessary to monitor adverse impact.

Selection tools are described in 31.4.1.

#### **31.4.3 UNIFORM ADMINISTRATION**

The selection process, for sworn and civilian positions, is outlined in 31.4.1 and Civil Service Rules and Regulations. All examinations shall be fair, impartial, competitive and uniform within the classification. Competitive examinations are ruled by Civil Service Commission Rule 8.

#### **31.4.4 CANDIDATE INFORMATION**

The Human Resources Division informs candidates of all the elements of the selection process in writing at the time of formal application. Candidates are also given notice of the expected duration of the selection process.

Applicants under Civil Service Commission Rules are eligible for reapplication, re-testing and re-evaluation if they are not offered a conditional offer status during the next recruitment effort. Exceptions to this rule are conditions that previously eliminated an applicant from appointment and are of a nature that they will be rejected again (i.e. extensive criminal background).

Candidates are informed that their name on the Civil Service hiring eligibility list is valid for one year.

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Reapplication for applicants who have failed the written or physical portion of an examination may reapply six (6) months from the date on which the examination was given (Civil Service Rule 7.9).

#### **31.4.5 NOTIFICATION OF INELIGIBILITY**

Candidates who are not selected will be notified in writing within 30 calendar days. The Civil Service Commission and Chief Examiner make the notification.

#### **31.4.6 RECORDS**

Selection materials used by the police department, Civil Service Commission, or Human Resource Division are stored in a secure area when not being used. Materials to be destroyed by the Civil Service Commission are monitored by the Commission or designee. Materials disposed of by the Police Department are monitored as directed by the Deputy Chief or designee.

In accordance with Civil Service Regulation 8.19, the examination records of a sworn applicant, who fails to qualify, may be destroyed five years after the testing, provided no appeal is pending.

The Chief of Police maintains background investigations of candidates granted probationary status and subsequent permanent status for at least six years after separation, termination or retirement as stated in [RCW 40.14.070](#). The records of psychological examinations are kept on file to ensure proper procedures are followed and for reference purposes. These test results are confidential and kept in locked filing cabinets and secured by the Chief of Police.

Medical records on candidates are filed separately from the rest of the background investigation as required by the Americans with Disabilities Act and are maintained by the Human Resources Division.

#### **31.5.1 BACKGROUND INVESTIGATIONS**

A background investigation for each candidate, sworn and civilian, is conducted before a conditional offer of employment and prior to appointment to probationary status.

Whenever practical the investigation should be done in person and may involve a home visit with the candidate and their family as well as interviews with neighbors, employers and fellow employees.

The background investigation includes a verification of the candidate's qualifying credentials and depending on the position applied for, elements of the following:

- The review of the application packet
- A notarized waiver and release form
- Receiving three (3) sets of fingerprints (two sent to Washington State Patrol, one to the Civil Service file)

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- A credit history check
- Driving record abstract review
- Criminal history report
- Military verification
- Employment history verification
- Educational verification
- Polygraph examination results
- Medical examination results
- Psychological examination results
- A letter indicating a conditional offer of employment
- A letter indicating an offer of probationary employment
- A check with other agencies that the individual may be testing with
- Check personal references (minimum three) and professional references
- Drug screening results

#### **31.5.2 TRAINING**

All background investigators are provided necessary training on how to complete background investigations (refer to 31.2.1). This training is given under the supervision of the Deputy Chief or by an approved outside agency.

#### **31.5.3 POLYGRAPH EXAMINATIONS – PRE-EMPLOYMENT**

A polygraph examination is given to each police department employment candidate as a condition of employment. A list of areas from which polygraph questions will be drawn is provided with the formal application packet. The report is maintained with the background file in a sealed envelope as a part of the hiring process.

#### **31.5.4 POLYGRAPH EXAMINATION QUALIFICATIONS**

The administration of polygraph examinations and evaluation of their results is done by personnel certified in these procedures.

#### **31.5.5 USE OF POLYGRAPH EXAMINATION RESULTS**

Candidates for employment shall not be disqualified from employment based solely on the

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analysis of the chart recordings obtained during the polygraph examination.

#### **31.5.6 MEDICAL EXAMINATIONS**

A licensed physician gives candidates for a sworn position a pre-employment medical examination after a conditional offer has been made. The evaluation is maintained with the Human Resources Division in a sealed envelope as a part of the hiring process.

#### **31.5.7 PSYCHOLOGICAL FITNESS EVALUATIONS**

Licensed professionals, experienced with law enforcement officers, conduct psychological evaluations on candidates for a sworn position after a conditional offer has been made.

The Chief of Police reviews the written evaluations prepared by the professionals. The evaluation is maintained with the background file in a sealed envelope as a part of the hiring process.

#### **31.5.8 PROBATIONARY STATUS**

City of Pasco Civil Service Rule 11 defines probation of civilian and sworn employees. Each will serve a twelve-month probationary period (refer to Civil Service Rule 11.02). Probationary employees are "at-will" employees and are not governed by the disciplinary procedures and grievance procedures.

Extensions of probationary periods must be by written request from the Chief of Police to the Civil Service Commission. The request must include reasons for the requested extension and estimated time frames for the completion of the probation as cited in Civil Service Rule 11.03. Reasons include interruption of probation as a result of temporary disability, active military duty or allowing for completion of 12 months of satisfactory performance.