3.4 RECRUITMENT AND SELECTION

SUBJECT: Recruitment and Selection

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William Cochran
William Cochran, Chief of Police

CALEA:: 16.3.2; 31.2.1; 31.2.2; 32.1.1; 32.2.1; 32.2.7; 32.2.8; 32.2.10

3.4.1 PURPOSE

This policy prescribes all elements of the recruitment and selection process for full-time personnel.

3.4.2 POLICY

This Department is an equal opportunity employer and will apply its employment standards uniformly to all candidates to ensure fair treatment in the selection and recruitment process for all persons, regardless of race, color, religion or creed, national origin or ancestry, sex, age, physical or mental disability, veteran status, genetic information and citizenship. <3.1.1>

3.4.3 RECRUITMENT

A. Recruitment Team

1. The Chief of Police shall designate a sworn employee as the Department’s recruiting coordinator.

2. Recruiting coordinator duties:

   a. Maintain a list of trained Department employees who shall attend recruiting events in Topeka and the regional area.
   b. Make recruiting assignments for members of the Department recruiting team and make a concerted effort to recruit in all areas of the community and other regions.
   c. Maintain all required recruiting equipment supplies and stock (flyers, brochures, etc.).
   d. Collect and forward all ‘Application for Written Exam for the Topeka Police Department’ cards to the City Personnel Department.
   e. Maintain contact with interested applicants throughout the hiring process.
   f. Prepare annual analysis of the recruiting efforts that includes demographics of potential applicants.
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1) These annual reports are to be maintained by the recruiting officer.
2) The recruiting officer shall create an annual analysis report of progress toward stated objectives following the currently active Recruiting Plan. <31.2.2a>
3) The recruiting officer shall distribute this report to the Deputy Chief of Police and to the Accreditation unit.
4) The plan shall be revised as needed. <31.2.2.b>

3. Recruiters

a. Officers interested in becoming Department recruiters shall submit a memo to their Bureau Commander. The Bureau Commander shall notify the Recruiting Coordinator of any officer approved for the assignment.

   1) The Chief of Police or designee shall set the number of authorized recruiters;
   2) Recruitment officers may not be on probation; and
   3) Special duty time may be provided to attend recruiting events.

b. Recruiter duties include, but are not limited to the following:

   1) Staff recruiting table at various events locally, in state, and out of state at colleges, universities, schools, organizations, military stations, etc.;
   2) Collect completed application cards from attendees;
   3) Disseminate Topeka Police Department recruitment brochures and information; and
   4) Turn in application cards to the Recruiting Coordinator upon completion of event.

4. Job Announcements & Recruitment Notices

a. Job announcements and recruiting notes may include the following:

   1) Duties of the position;
   2) Responsibilities;
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3) Necessary skills;
4) Educational requirements;
5) Other minimum qualifications and requirements; and
6) Application deadlines.

b. All advertisements and notices should include an equal opportunity employer statement.
c. Postings and notices shall be placed on the City of Topeka job notification system and advertised through electronic and printed media. Postings may also include military and college job placement services, community service organizations, community access television, job services, Chamber of Commerce and colleges.

3.4.4 SELECTION PROCESS

The Department shall seek to recruit high quality applicants who possess the skills, knowledge, and abilities for the position of police officer. All elements of the selection process are to be administered, scored, evaluated and interpreted in a fair, impartial and uniform manner.

A. The Department will coordinate recruitment and selection efforts with City Human Resources and the Civil Service Commission.

B. The Chief’s office shall coordinate the Department’s involvement in application, testing and background phases of the selection process for sworn officers.

C. The Civil Service Commission will approve the written examinations given to applicants.

D. The Chief of Police retains authority to select individuals placed on the certified Civil Service eligibility list.

E. The Civil Service Commission may strike, from the eligibility list, the name of any applicant which has been on the list for more than one year and has failed to be appointed under the City Municipal Code. Applicant processing will cease whenever a disqualifier is found and confirmed (see “disqualifiers for police applicants” under the Civil Service Commission Hiring Guidelines). The Civil Service Commission will certify all applicants prior to being offered employment.

F. Applicants will be notified when they are determined to be ineligible based on interview or investigation.
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G. The Department shall maintain contact with applicants from initial application to final employment disposition. This will include:

1. Acknowledgement of application receipt; and
2. Notice of application status.

H. All contacts will be documented and maintained in the applicant’s file.

I. Applications for all positions need not be rejected due to omissions that can be corrected prior to testing or the interview process.

J. Omission of information or providing false information will result in rejection of the application.

K. The Department will conduct all recruitment and selection following the guidelines and policies of the City pertaining to equal employment opportunity.

3.4.5 SWORN SELECTION <32.1.1>

A. Application Requests

1. Potential applicants may obtain an interest card for the written examination and Police Officer Physical Abilities Test (POPAT) in person from the Human Resources Department, the Law Enforcement Center, or online through the Department’s recruiting website, the Human Resources Department’s website or the City of Topeka employment opportunities website.

2. The Human Resources Department will send potential applicants notice of the test date, time and location. Included with this letter is information on the POPAT and written examination.

B. Written Exam

1. The Human Resources Department will administer the written exam with the assistance of Police Department personnel on an as needed basis to maintain a qualified pool of candidates.

2. All applicants will be advised of the required passing score prior to testing and will be notified of their test score on the day of the test.

3. All test materials will remain under the control of the Human Resources Department at all times.

4. Applicants who pass the written exam and POPAT will be given an application and hiring process handout describing:

   a. Elements of the selection process;
   b. The expected duration of the selection process; and
c. The policy on re-application of applicants not selected.

C. Agility Test

1. Applicants must pass the POPAT by meeting minimum standards in each phase to continue in the selection process.
2. Applicants will be given two opportunities to pass the POPAT before being disqualified.
3. Continuation of an applicant’s POPAT, at any point during the testing, is at the discretion of any facilitator on site if the facilitator has safety concerns.

D. Test Scoring

1. Applicants successfully completing the written exam and POPAT will be ranked based upon the test scores.
2. Applicants are removed from this list two years from the date of the written test, if not hired.
3. Additional applicants will be placed on the list in a position determined by their written test scores.

E. Initial Elimination Process

1. Applications will be reviewed for possible disqualifiers.
2. A records check will be run that consists of an Interstate Identification Index (III), KBI, DMV, TPD records, and credit history inquiry.

F. Initial Interview

Background investigator(s) will conduct the interview which will include:

1. Completing general questionnaire with the applicant; and
2. Having applicant complete HBI-R test and forward to Recruiting Coordinator.

G. Background Investigation

1. Selected applicants will undergo an intensive background investigation by an investigator.
2. The background investigation will include:
   a. Verification of qualifying credentials;
   b. Review of any criminal record;
   c. Verification of at least three personal references.
   d. Verification of education and/or employment history; and
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e. Review of decertification resources, if the applicant indicates previous law enforcement experience.

H. Majors File Review

1. The Majors will review all information in the applicants file and recommend the applicant to continue or not continue in the hiring process.
2. Applicants who are recommended to continue will be scheduled for an interview with the Staff Interview Board.
3. Applicants who are recommended to not continue will have the recommendation and file reviewed by the Chief’s Office.

I. Staff Interview Board

1. The Staff Interview Board consists of two Majors, one command staff level officer, one Field Training officer and one Field Training supervisor.
2. The Staff Interview Board will interview applicants and recommend the applicant to “continue or “not continue” in the hiring process.
3. Applicants who are recommended to continue may be scheduled for an interview with the Civil Service Commission.
4. Applicants who are recommended to not continue will have the recommendation and file reviewed by the Chief’s Office.

J. Chief’s Office Review and Selection

The Chief of Police and the Deputy Chief may review the file and make a determination for an applicant to continue or not continue in the hiring process at any stage after the initial testing.

K. Civil Service Interview and Certification

1. The Civil Service Commission will interview applicants who have successfully completed the hiring process.
2. The Civil Service Commission may then certify applicants to be placed on the civil service eligibility list.

L. Conditional Offer of Employment

1. A conditional offer of employment (COE) will be made by the Chief of Police to applicants who are selected for additional confidential informational inquiry. Applicants must successfully complete the following employment qualifiers:
   a. Minimum standards on the physical and written test;
b. A fingerprint based NCIC inquiry, Interstate Identification Index (III), and local records & warrants check and driver’s license check; <32.2.1>
c. A truth verification examination on questions drawn from four areas;
   1) The applicant’s formal application;
   2) The general questionnaire;
   3) The law enforcement questionnaire; and
   4) The background investigation.
d. A medical exam and drug screen that does not reveal any prohibited substances;<32.2.7> and
e. A psychological evaluation. <32.2.8>

2. Items a. and b. above are to be completed prior to any COE. Items c., d., and e. will be completed after the COE. Admissions during the truth verification exam along with other information may be used to determine eligible employment status.

M. Final Elimination of Applicants

1. Applicants may be eliminated due to:
   a. Falsified information;
   b. Failing physical or psychological standards;
   c. Deficiencies revealed in intensive background investigations; or
   d. Any other concerns arising from other phases of the employment process.

2. The Civil Service Commission shall be notified of any post conditional job offer rejections.

N. Final Selection of Candidates

1. An applicant will be eligible for selection after successfully completing all tests and exams.
2. All successful candidates shall be placed on a final list for employment. Subject to budget constraints and the number of positions to be filled, a final offer of employment will be issued to candidates instructing them to report for duty and begin employment.
3. All new police officers shall be placed on probationary status for 18 months, which includes successful completion of the TPD Training Academy, the FTO program and the initial solo patrol period. <32.2.10>
3.4.6 NON-SWORN SELECTION PROCESS

A. When a non-sworn employee resigns:

1. The Bureau Commander or unit supervisor shall forward a copy of the resignation to the Chief’s Office, the Accounting Unit and the Professional Standards Unit.
2. Accounting will prepare the necessary personnel adjustment forms, attach a position description, and submit this information to the appropriate Bureau Commander for review. The Bureau Commander will then forward the information to the Chief’s Office for approval. The personnel adjustment form and position description will be forwarded to the Human Resources Department.

B. Non-sworn vacancies may be filled through one of these methods: <32.4.6.b>

1. Promotion;
2. Union bid (see AFT Contract);
3. Injured worker review or light duty personnel;
4. In-house posting;
5. External advertising; and
6. Selection from a previous list of certified applicants.

C. All appropriate union contract positions must follow City of Topeka and AFT contract hiring/promotion procedures.

D. The Human Resources Department will initiate the appropriate advertising for the vacancy. At the close of advertising, the Human Resources Department will screen all applicants to ensure they meet the qualifications of the position description and will forward selected applicants to the Bureau Commander or unit supervisor.

E. All viable applications are reviewed for automatic disqualifiers.

F. The Bureau Commander and/or unit supervisor and the Human Resources Department should discuss the need for a medical health assessment based on the job description.

G. The Bureau Commander may recommend the number of applicants to be interviewed. As a general rule, more candidates per vacancy will be interviewed to pre-qualify applicants for future hiring.

H. The unit supervisor shall coordinate the interview dates and times with the applicant.
I. Upon completion of the interview process, the Bureau Commander or unit supervisor may request background investigations be completed on selected candidates for the position? <32.2.1>

J. The background investigator will determine the applicant’s continued interest in the position and conduct a background investigation, except for a polygraph examination. All information shall then be given to the Bureau Commander for review.

K. The Bureau Commander shall submit any request for a conditional offer of employment along with all applicant documentation to the Chief of Police for approval.

L. The Human Resources Department will give final approval to hire.

M. The Bureau Commander or unit supervisor shall then contact the applicant and make the conditional offer of employment pending completion of the remaining requirements (polygraph, drug screen, etc.) and schedule a polygraph exam.

N. While the results of the drug screen and polygraph are pending, the Bureau Commander may submit a request for a final offer of employment to the Chief of Police for approval.

O. The supervisor shall notify the applicant of the final offer and, once the offer is accepted, instruct the employee to contact the Human Resources Department for an employment start date.

P. The Human Resources Department will notify the unit supervisor and accounting of the employee’s start date.

Q. The supervisor shall be responsible for providing the Chief’s Office with the documentation necessary to create an employee personnel file which will be kept in the Human Resources Department.

R. The interview sheets and applications of all candidates will be submitted to the Human Resources Department.

3.4.7 RECORDS RETENTION

A. Records of eliminated applicants:

Applicant III and credit history documents shall be destroyed and all other records shall be maintained in secure storage by the Professional Standards Unit.
B. Hired Applicant Records

1. Applicant III and credit history documents shall be destroyed prior to documents being sent to the Human Resources Department.
2. A record of applicant psychological and polygraph exams will be sealed separately in an envelope and placed with the applicant’s hiring documents and kept by the Human Resources Department in a secure area; and
3. Medical physicals will be kept by the Human Resources Department in a secure area.

C. The Department and the Human Resources Department shall comply with all federal, state and local requirements regarding the privacy and security of applicant records and data.