

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>SELECTION ADMINISTRATION</b>		
<b>POLICY AND PROCEDURE 4.1.9</b>		
<b>Effective Date :</b> 12/01/2014	<b>Accreditation Standards:</b> CALEA 32.1.1, 32.2.1 – 32.2.3, 32.2.7 – 32.2.9 CFA 13.13M	<b>Review Date:</b> 01/01/2016

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**PURPOSE:** To identify and describe the Department selection process and its legal requirements.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Chief of Police (Chief) and Human Resources Department (HR)

**POLICY:** It is the policy of this Department to utilize a selection process to facilitate the appointment of the best qualified applicant while at the same time, remaining cognizant of city-wide goals and objectives relating to recruitment, selection, assignment, advancement (i.e., promotion) and other applicable conditions of employment. A fair selection process identifies the skills, knowledge and abilities necessary for those applicants seeking careers within this Department.

### **1. SELECTION PROCESS RESPONSIBILITY**

- a. The Chief and HR shall have a shared responsibility in the selection process of applicants seeking employment in positions at the Department.

- b. The Chief shall have the final authority in the selection and hiring of Department members.
- c. All elements of the selection process shall use only those rating criteria or minimum qualifications that are job related. Selection elements currently used by the Department prior to an offer of employment are a completed application package and the Oral Interview.
- d. After an offer of employment is made, the following activities shall be conducted in accordance with Florida State Statutes and Criminal Justice Standards and Training Commission (CJSTC) guidelines:
  - i. Polygraph exam or Computerized Voice Stress Analysis (CVSA);
  - ii. Background Investigation;
  - iii. Psychological Examination; and
  - iv. Medical Examination and Drug Screening Test.
- e. Elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner within each position description.
- f. The Chief's designee shall make every effort to routinely include qualified persons of different sexual, ethnic, and racial backgrounds whenever possible in the selection process.
- g. Those members participating in the selection process will receive appropriate training whenever possible, or prior to assignment to any part of the selection process.
- h. Training and/or orientation regarding the selection process may be provided by the Department or in conjunction with HR.
- i. Selection regulations are governed by the Chief and applicable City rules and regulations.

## **2. SPECIFIC RESPONSIBILITY IN THE SELECTION PROCESS**

- a. This Department shall work closely with HR to ensure that the following considerations are addressed:
  - i. Specific needs of the Department;
  - ii. Skills and attributes for the position are determined; and
  - iii. Appropriate evaluating instruments are used as determined by the Department.
- b. The specific areas within the selection process handled by the Department are:
  - i. Participation in recruitment activities/program where specified;
  - ii. Coordinate the processing of applicants;
  - iii. Schedule and administer the oral interview;
  - iv. Schedule and administer the polygraph exams or CVSA;
  - v. Conduct the background investigations;
  - vi. Schedule the psychological exams;
  - vii. Schedule the medical exams;
- c. The Department may keep on file, the following:
  - i. Records on the status and final disposition applications;
  - ii. Recruitment literature for walk-in and referral applicants;
  - iii. An outline of the selection process.
  - iv. Background supplementary information;
  - v. Any records and data, used during the selection process, that reflect the impact of testing on ethnic, racial, and gender groups participating in the selection process.
- d. The Department in conjunction with HR is responsible for conducting and scoring of any tests, if a test is used. Content of any testing material is to be strictly monitored by HR for validity, utility, and minimizing adverse impact. Test material will be updated whenever appropriate. Instructions given prior to the use of any test will be consistent with established practices set forth by HR.
- e. All selection instruments will be screened by the Department. Such screening will ensure that components in the selection process are documented as having validity, utility, and minimum adverse impact.
- f. All tests utilized will meet criteria established by regulations, case law, and other relevant means.

**3. SELECTION PROCESS EVALUATION/VALIDATION**

- a. All components of the selection process shall be evaluated on an annual basis.
- b. The selection process used by the Department shall be valid in accordance with recognizable professionals and courts for measuring its validity (job relatedness) in regard to each component within the selection process.
- c. Validity or validation of selection components allow for proof that components in the selection process are job related, backed by statistical data, and that sufficient prediction can be made as to the applicant's job performance or by detecting important aspects of the work behavior related to the position.
- d. Validating the selection process requires the following to be used:
  - i. Criterion-related validation -The justification of a component of the selection process by showing that it is predictive or correlated with important elements of the job, and/or must be demonstrated by statistical data.
  - ii. Construct validation -The identification and measurement of the characteristics or traits believed to be important to successful job performance; and/or must be demonstrated by statistical data.
  - iii. Content validation -The justification of a component of the selection process by showing that it measures a significant part of the job.
- e. If outside organizations or individuals are contracted to perform any part of the selection process, the Chief or HR, will ensure such organization or individual meet recognized standards, and all such test elements, if used, shall meet the legal requirements of validity, utility, and minimum adverse impact.
- f. Components of the selection process which are contracted to, or provided by private sector organizations shall meet the same legal requirements of validity, utility, and minimum adverse impact.
  - i. Selection elements which are contracted to private organizations may include, but not be limited to polygraph exams or CVSA, psychological evaluations, medical exams, physical fitness screening, etc.

**4. ADVERSE IMPACT**

- a. To ensure fairness and eliminate potential bias in the selection process, each element of the process will be monitored for adverse impact.
- b. This Department shall work with HR during each test to prevent any adverse impact on the test process.
- c. If tests are used for designated positions in the Department, the tests shall be administered by HR.
- d. The test shall be scored on a pass/fail basis.

**5. WRITTEN EXAMINATION:**

- a. This Department does not use written tests at the recruit entry level.

**6. SELECTION PROCESS MATERIALS**

- a. All selection materials shall be stored in a safe and secure area. Safe and secure area shall mean a locked file cabinet or safe.
  - i. Selection materials should not be left unattended.
- b. If selection materials are disposed of, the manner of disposal shall be consistent with that of classified documents, i.e., burning or shredding.
- c. Destruction of such materials shall be the responsibility of the Chief's designee.
- d. Retention and destruction of selection process materials shall be in accordance with General Records Schedule GS1-SL.
- e. Reports of destruction will be filed.

**7. APPLICATION PROCESS PROCEDURES**

- a. All applications received by members of the Department shall be forwarded, along with all pertinent information to HR on or before the application filing deadline.

- b. Upon receiving an application(s), HR will maintain contact with the applicant through the selection process.
- c. Any application received prior to the application deadline date, test (if used), or interview process will not be rejected because of omissions or deficiencies that can be corrected prior to the test (if used, or interview). All applications are good for six (6) months from the date they are submitted. After six months the applicant must complete a new application.
- d. At the time of applicant formal application, applicants shall be informed, in writing, of the following:
  - i. All elements of the selection process.
  - ii. Expected duration of the selection process.
  - iii. Process for reapplication, retesting if used, and re-evaluation of applicants not appointed.
  - iv. Process of appeal, if applicant feels process is unfair.
  - v. Information relevant to what criteria might disqualify an applicant.
- e. Applicants must attain a prescribed score on each weighted portion of the selection process, which shall be indicated as follows:
  - i. Written application (if used) -Qualify
  - ii. Oral Interview –Pass/Fail
  - iii. Polygraph examination –Pass/Fail
  - iv. Psychological examination –Pass/Fail
  - v. Background investigation –Pass/Fail
  - vi. Medical examination/drug testing –Pass/Fail
- f. Results of elements of the selection process for non-hired applicants shall be maintained by HR in a safe/secure area.
- g. Through the planning & research accreditation unit, the department initiates follow-up contact by mail with interested applicants. Contact is continued by HR.
- h. Applicants determined to be ineligible for appointment on the basis of a single test, exam, interview, or investigation shall be informed in writing.

## **8. PHYSICAL AGILITY TEST**

- a. This Department does not use physical agility (fitness) tests at the recruit entry level.
- b. If used, the physical agility testing shall be valid, useful, and non-discriminating and directly related to the actual physical tasks performed by officers.
- c. Tasks analysis shall be utilized to determine the frequency and types of physical activities that are performed by officers.

## **9. POLYGRAPH EXAMINATIONS or CVSA**

- a. As a condition of employment, entry level officers shall be administered a polygraph exam or CVSA.
- b. Prior to the polygraph exam or CVSA, the examiner shall provide each applicant with a list of relevant areas/questions to be asked.
- c. Sufficient time shall be allowed for the applicant to ask questions or clear up any misunderstandings about what will be asked.
- d. No polygraph exam or CVSA will be administered unless the applicant gives his/her informed consent in writing.
- e. Polygraph exams or CVSA administered for hiring purposes shall be administered by examiners who are trained in the use of polygraph or CVSA instruments and skilled in the evaluation of data resulting from the examination.
- f. The Department will maintain a file which supports the examiner's training and credentials.
- g. Results of the polygraph exam will not stand alone as a single determinant for hire, but are to be used in conjunction with information gathered in the pre-and post selection process.

**10. ORAL INTERVIEW**

- a. Those applicants successfully completing the written exam, if used, and subsequent test, if used, shall be invited to an oral interview. The purpose of this phase of the selection process is to assess the applicant's individual qualification for the position.
- b. The evaluation received by the applicants from the oral interview will identify those who have successfully passed and the individual(s) will be invited to continue in the remaining components of the selection process.
- c. During the oral interview, questions asked of applicants are structured, consistent, valid, and uniform.

**11. PSYCHOLOGICAL EVALUATION**

- a. All entry level applicants, after passing the oral interview and prior to appointment to probationary status, will be subject to psychological evaluation.
- b. The evaluations are designed to screen the applicants for emotional stability, maturity, and ability to function under stressful conditions.
- c. Psychological evaluations are to be conducted by licensed professionals using valid, practical, and non-discriminating procedures, and are experienced with evaluating law enforcement officers.
- d. Upon completion of the evaluation, a written report is received by the Chief's designee, who shall review such results for acceptability or unacceptability.

**12. BACKGROUND INVESTIGATION**

- a. All applicants, after satisfying the psychological, and prior to appointment to probationary status, will be subject to a background investigation.
- b. The Chief's designee shall conduct the background investigation.
- c. A report on each applicant investigated shall be filed with the Chief's designee in a safe and secure place.
- d. Verification of credentials through the background investigation will be conducted by confirming the following:
  - i. Birth certificates or proof of US citizenship.
  - ii. Social security card.
  - iii. Diploma or transcripts certifying credits/degree.
  - iv. Driver's license check.
  - v. Criminal history check through FBI, FCIC, NCIC, and PALMS.
  - vi. Fingerprint checks on state/national level.
  - vii. Past and present employment check.
  - viii. Interviews with at least three (3) personal references.
  - ix. Polygraph report (if applicable).
  - x. Psychological report (if applicable).
  - xi. Medical report, drug test.
  - xii. Military form DD 214, if veteran.
- e. Officers assigned to background investigations, are trained in collecting required information.
- f. Such training may be received through a designated course at the local community college, training unit or other identified resources.
- g. The training will stress confidentiality, effective interviewing techniques, liability and waiver requirements, and documentation.
- h. All background investigations will be conducted by officers only, and through the use of phone, mail, computer, or in person, if possible.

**13. REAPPLICATION PROCESS**

- a. Applicants who fail to meet any part of the selection criteria/process will no longer be considered during that particular testing process but may re-enter the testing process at the step in the process of the failure during the time periods listed below.
- b. Applicants who fail the written test may retake such test at the next available test date or at any available test date within the one (1) year time period the application is good. After the expiration of the one (1) year the applicants may reapply and enter the testing process from the beginning.
- c. No applicant may repeat the interview process more than three (3) times.
- d. Any applicant who is disqualified as a result of the polygraph, CVSA, psychological evaluation, or background investigation may reapply after one (1) year.

**14. DISPOSITION OF RECORDS**

- a. Records of applicants that are not selected will be maintained by HR in accordance with General Records Schedule GS1-SL.

**15. MEDICAL EXAMINATION/DRUG TESTING**

- a. All applicants, after satisfying the background investigation, and prior to appointment to probationary status, will receive a medical examination/drug test by a licensed physician as mandated by state standards.
- b. The examination is designed to reveal any medical conditions that would adversely affect the applicant's ability to perform the duties of a sworn police officer.
- c. Only licensed physicians shall be used for the pre-employment medical examination, and such medical examination shall use valid, practical, and non-discriminatory procedures.
- d. The Chief's designee shall coordinate such medical examination for the Department.

**16. OCCUPATIONAL QUALIFICATIONS**

- a. All applicants, prior to making application, must not be less than 19 years of age and meet the medical requirements mandated by the state.
- b. All physical and age qualifications for applicants seeking entry level sworn positions will be valid, useful and non-discriminating.
- c. Other qualifications may include, but not be limited to:
  - i. High school diploma or State of Florida acceptable GED.
  - ii. Meet medical requirements.
  - iii. U.S. citizenship.
  - iv. Have valid Florida Driver's License.
  - v. No felony conviction as an adult or misdemeanor involving moral turpitude.
- d. All supplemental information completed with regard to the above shall be confidential and stored in a safe and secure place by HR, with copies provided for review to the Department and secured in the applicant's confidential file.

**17. APPOINTMENT PROBATION**

- a. All newly hired police officers must serve a minimum of one year probation. The probationary period begins on the date of hire and ends one year after completion of the field training program.
- b. All new officers will complete all requirements (i.e., firearms training, criminal laws of arrests, search & seizure, etc.) of the police academy basic recruit curriculum as well as certification by CJSTC prior to any routine assignment in any capacity which involves carrying a firearm or making an arrest.
- c. Civilian members and *lateral entry sworn command staff* – probationary period shall be a period of six months and begin on the date of official hire.

- d. The granting of permanent status may be accomplished upon successful completion of probationary requirements as noted above.

## **18. PROBATION EXTENSION**

- a. Whenever circumstances dictate, extensions of probation periods will be properly documented with specific reason(s) on an employee review form and submitted to HR.
- b. A completed performance evaluation requesting an extension must be received by HR no later than the end of the last work day of the probation ending period for the employee in question.
- c. An extension may be requested no longer than ninety (90) days for the employee in question.
- d. Notification of the extension and a copy of the requested extension shall be provided to the employee in question no later than ten (10) days after the ending date of the official probation period.

## **19. PROBATIONARY PERIOD AFTER HAVING ATTAINED PERMANENT STATUS**

- a. Any member who fails to complete the probationary period following a promotional appointment, shall be reinstated in the position, class and at the pay rate from which he/she was promoted.
- b. Whenever any member receives a probationary appointment from an open-competitive eligibility list and is not appointed to permanent status in the position, he/she shall be reinstated to their status preceding the commencement of the probationary period.

## **20. PROBATIONARY EVALUATION**

- a. The performance of new officers or members hired on probationary status will be monitored and evaluated during the following times:
  - i. During the FTO training program on a daily basis.
  - ii. At the end of the final evaluation period, the officer or member on probation will be recommended to either permanent appointment, extension of probation, or termination.
  - iii. Appropriate evaluations will be completed by the appropriate supervisor(s) (informal/formal).

## **21. CONTESTING PROBATIONARY EVALUATION**

- a. Probationary officers who disagree with their evaluations may:
  - i. Submit written comments which should be attached to the contested evaluation.
  - ii. Request that both evaluation and comments be forwarded to the Training Section Supervisor for his/her review.
  - iii. The Training Section Supervisor, along with all pertinent information, will review and make recommendations as to the resolution of the matter.
  - iv. All pertinent information will be forwarded to the Chief, who shall have final authority over contested evaluations.

## **22. DEFINITION:**

**Minimum Adverse Impact** - Use of selection components or procedures from among those available that reduces any unfavorable effect to the greatest extent possible consistent with validity.

**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 applicants to be selected, and the nature of the job.

**Validity** -Proof through statistical data that a given component of the selection process is job related either by predicting an applicant's job performance or by detecting important aspects of the work behavior related to the position.

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

12-01-2014  
**Date**