

La Plata Police Department – General Order

	Title: Selection of Employees	Order #: 429		
	Effective Date: November 20, 2014	Review Date:		
	Original Issue:			<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds
Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard: 32.1.1 32.1.2 32.1.3 32.1.4 32.1.5 32.1.6 32.1.7			Pages: 3	

01 Policy: The La Plata Police Department believes that the true measurement and worth of a law enforcement agency are directly proportional to the aggregated abilities and talents of employees in the organization. Emphasis on selection of quality applicants, in full compliance with employment law, should yield benefits in terms of a lower rate of personnel turnover, fewer discipline problems, higher morale, better community relations and the delivery of more efficient and effective services. The Department will employ selection methods and procedures that will produce the most highly qualified individuals, while at the same time remaining fair and non-discriminatory.

02 Selection Process (CALEA 32.1.1)

A. Applications: (approximately 1 hour)

1. Applications will be received by the Department.
2. Applications will be reviewed and all applicants contacted when a position becomes open and testing is initiated.
3. Active applications will remain on file for a period of one year. The retention period for these applications prior to disposal will be three years from the date received.
4. Applications will be accepted up until the test date.

B. Testing:

1. A written test (approximately 3 hours) will be administered to police officer applicants.
2. The written test will be scored and the results provided to the candidates upon completion.

3. There are no written test for civilian employees.
4. Essential Job Function Test (EJFT) (approximately 3 hours) will be administered to officer applicants who successfully pass the written test.
 - a. Results of the EJFT will be provided to the applicants upon completion.
 - b. Applicants who pass the written test but who fail the EJFT will remain in the applicant pool for one year and may retake the EJFT portion in a week.
 - c. Written scores will carry over for one year.

5. There is no written test for administrative associate or record specialist positions.

C. Preliminary Background Check (thirty (30) to ninety (90) minutes):

1. Entry level police officer applicants will be interviewed following the successful completion of the physical agility test. Applicants who do not meet the preset background qualifications will be notified immediately following the discovery of disqualifying information. (Note: Applicants for non-sworn positions generally are not involved in the background investigation phase until Oral Board selections have been made).

2. Applicants who pass the preliminary background check will be provided with a Personal History Statement to complete and bring back. At that time a condition offer of employment will be issued.

D. Oral Boards (approximately 14 days after preliminary test date):

1. All applicants, regardless of position applied for, will be ranked by test score. The number of candidates to be interviewed may vary depending on the number of positions open and the number of eligible candidates.
2. Applicants will be notified of their Oral Board interview results following completion of the interview.
3. Generally, the Personal History Statement will be collected prior to the oral interview.

E. Background Investigations (approximately ninety (90) days):

1. All applicants remaining in the applicant pool will be provided with a conditional offer of employment.
2. Applicants will be required to submit to a polygraph examination, a psychological screening and a physical examination.
3. All elements of the applicant investigation will be completed in accordance with Maryland State law and Departmental guidelines.
4. A final report will be submitted to the Chief of Police via the chain-of-command for review.

F. Selection (approximately ten (10) days):

1. When the number of acceptable applicants exceeds the number of vacancies a Selection Committee will be convened. At minimum,

the Selection Committee will consist of the following individuals:

- a. Town Manager or his/her designee;
 - b. Chief of Police or his/her designee; and,
 - c. Investigative Commander or his/her designee.
2. The Selection Committee will review all relevant documents.
 3. The Selection Committee will then rank the applicants.
 4. The results of the Selection Committee will be the final hiring decision.

03 Applicant Selection-Job Relatedness (CALEA 32.1.2):

A. Only those rating criteria or minimum qualifications that are job related and have been documented as having validity, utility and a minimum adverse impact. The elements of the selection process measure skills, knowledge, abilities and traits needed to perform that particular job.

B. The validity of the selection process is determined in one or more of the following ways:

1. Criterion related validation (used most often);
2. Construction validation; and,
3. Content validation.

04 Selection – Validation (All Employees) (CALEA 32.1.3): The selection process for all personnel is comprised of many elements. This may include a written test, background investigation, polygraph examination, psychological screening, physical examination and oral interview. All elements of the selection process will be administered, scored, evaluated and

interpreted in a uniform manner within the classification.

Department Records Retention Schedule.

05 Selection-Candidate Notification (CALEA 32.1.4):

08 Selection-Security/Disposal (CALEA 32.1.7):

- A. At the time of formal application, candidates for all positions will be informed, in writing, of:
 - 1. All the elements of the selection process; (CALEA 32.1.4.a)
 - 2. The expected duration of the selection process; and, (CALEA 32.1.4.b)
 - 3. The policy on reapplication. (CALEA 32.1.4.c)
- B. It shall be the policy of the Department to allow reapplication, retesting and re-evaluation for those candidates not appointed to probationary status during the next recruitment effort, unless the condition(s) which previously eliminated them from appointment are of a nature that another rejection is assured (i.e., extensive criminal background, etc.).

- A. Selection materials used either by the Department or Human Resources Department will be stored in a secured area when not being used. Access to the materials will be permitted only by those Town and Departmental employees who are involved in administering the selection process.
- B. Selection materials will be disposed of by shredding, to prevent disclosure of the information they contain.

NOTE: Applicants who pass the entire process but are not selected shall have their name remain in an active pool for a period of one year.

06 Selection-Ineligible Candidates (CALEA 32.1.5): All candidates not selected for positions are informed in writing by the Investigative Commander or his/her designee.

07 Selection-Records (CALEA 32.1.6):

- A. The Department will maintain selection records of all candidates not selected for appointment for a period of three (3) years.
- B. The Department will maintain background investigatory records for all candidates who made their way to the background investigation phase of the process, but were not selected. The retention period for these records can be found within the approved Police