

DEPARTMENT GENERAL ORDER 13-02A

OFFICE of the CHIEF OF POLICE
AMENDS: General order 13-02

DATE: July 10, 2014

APPLICANT SELECTION PROCESS

The following change is made to:

Pre-Conditional Offer of Employment

Written Examination

Education

Oral Board

Chief's Interview

Background Investigation

A. Written Examination - 45 points

Applicants for the position of police officer will be required to take a written examination. The test will be administered simultaneously to each candidate, and will consist of a twenty-five (25) minute period to study test materials, and another hour and forty-five minutes to complete the actual test itself. The written examination shall be administered, monitored, and scored by the staff of the City of Clayton Human Resources Department. No minimum score on the written examination is required.

The written examination currently being utilized by the department is a standardized examination produced by a commercial entity that follows the strategies recommended in the Uniform guidelines on Employee Selection Procedures and the Principles for the Validation and Use of Personnel Selection Procedures. The vendor will also provide information about the development, validity, and psychometric analysis of the tests, upon request.

The purpose of the written examination shall be to assess each individual applicant's reading skills, writing skills, retention ability, the ability to interpret information, and the ability to use logic and good judgment; qualities which all relate to the successful fulfillment of the law enforcement mission.

A tabulation of the written examination scores will be forwarded by the Human Resources Department to the Commander of the Investigations and Support Bureau. Written scores will then be combined with those awarded candidates for their education to effect the first reduction in the total number of potential candidates. The number of candidates which continue with the selection process shall be determined by the Chief of Police and will be contingent upon the number of position vacancies. Those individuals not selected to advance to the next step in the process will receive a rejection letter issued by the City's Human Resources Department at the conclusion of the process.

B. Education - 10 Points

The educational level of each candidate will be reviewed by the Commander of the Investigations and Support Bureau and a numerical score assigned to each. The educational level of each applicant will account for a maximum of ten (10) points in the selection process.

The scale via which points shall be awarded for education is as follows:

- Bachelor's Degree in Law Enforcement or related field or Master's Degree – 10 points
- Bachelor's Degree in non-law enforcement field - 9 points
- Associate Degree in Law Enforcement or related field - 6 points
- Associate Degree in non-law enforcement field - 5 points
- Accrued college semester hours with no degree - 1 point for every 10 hours to a maximum of 60 hours.
- Accrued college semester hours with no degree - ½ point for every 10 hours above 60 hours.

The scores awarded to each of these categories shall be combined with the written examination scores and the top cadre of candidates identified. These individuals will then continue in the selection process, while the remainder shall be excluded from further competition.

C. Experience - 5 Points

The experience level of each candidate will be reviewed by the Commander of the Investigations and Support Bureau and a numerical score assigned to each. The experience level of each applicant will account for a maximum of five (5) points in the selection process.

The scale via which points shall be awarded for experience is as follows:

- Completion of the Peace Officer Standards & Training (POST) Program – 3 Points
- Current/Prior Employment as a full-time police officer – 2 points

D. Oral Board - 30 Points

Candidates for police officer will appear before an oral review board consisting of a minimum of three commissioned members of the Police Department and one citizen representative. The citizen shall be a resident of, and/or business owner in the City of Clayton. Each applicant shall be asked an identical series of pre-determined questions, with each individual interview allotted thirty (30) minutes of time.

Board members will rate each applicant on their responses, presence of mind, and ability to communicate personal goals. Board members will discuss and compare applicant files, after which time, the rating sheets will be delivered to the Commander of the Investigations and Support Bureau. Scores will then be tabulated for each individual candidate and factored together with those from prior elements of the selection process. The composite scores will then be ranked from highest to lowest, at which time, a second reduction in the applicant pool will be made, with only a specified number of candidates proceeding to the next stage of the hiring process. Applicants who fall below the cut-off point shall be eliminated from further consideration in the selection process.

The purpose of the oral review board shall be to assess each individual candidate's ability to think and function under stress, their verbal communication skills, and their attitude toward employment in a position of authority.

E. Chief's Interview - 10 Points

The final stage of the initial process will be the applicant's interview with the Chief of Police. Each candidate shall be allotted approximately thirty (30) minutes for the interview, which will generally consist of a series of similar questions.

At the conclusion of the interview process, the Chief of Police will rate each candidate and the scores will be tabulated with those previously obtained. A conditional offer of employment will generally be made to one or more of the candidates at this time.

The purpose of the Chief's Interview shall be to determine each individual candidate's short and long range goals, their strengths and weaknesses, their ability to present their ideas in a cogent fashion, and if the individual would best serve the needs of the department.

F. Background Investigation - Pass/Fail

The Criminal Investigations Division shall be responsible to conduct background investigations on all prospective department employees. The scope of such investigations shall include, but not be limited to, the following:

1). Verification of Credentials

Investigators will conduct a thorough and complete review of an applicant's educational achievements, employment record, awards, military record, driving record, residential history, and any other pertinent credentials to verify the accuracy of the candidate's stated accomplishments.

2). Criminal History Review

Investigative personnel shall conduct a record and wanted check on each applicant to determine if the candidate possesses a criminal history, and if so, if the listed charges preclude the candidate's employment by the department. This shall include a fingerprint check submitted to the Federal Bureau of Investigation.

3). Verification of References

A minimum of three personal references, in addition to co-workers, and neighbors of an applicant, shall be contacted and interviewed to

provide insight into a candidate's character and behavior. Such interviews may be conducted in person or by telephone, and shall be appropriately documented.

4). Credit History Check

A request shall be submitted to a credit reporting agency to obtain a report on each applicant's credit and financial history, with special attention to be given to the existence of bad debts or excessive spending.

5). Qualification of Investigators

Investigative personnel assigned to conduct background investigations shall be trained in general investigative and interviewing techniques, and at least one detective assigned to the investigative team shall be trained in conducting background investigations.

The purpose of a background investigation is to assess the validity of information provided by a candidate, and to determine if the character and integrity of a candidate are compatible with the responsibilities which accompany the grant of official authority.

The results of each background investigation shall be documented and forwarded through the appropriate chain of command to the Chief of Police. Should information detrimental to the applicant be discovered during the course of the investigation, the conditional offer of employment may be rescinded.

Post-Conditional Offer of Employment

Medical Examination

Psychological Examination

Polygraph/CVSA Evaluations

G. Medical Examination - Pass/Fail

Each applicant given a conditional offer of employment will undergo a physical examination performed by a licensed medical physician. This shall be scheduled by the department and all costs associated with such exam shall be borne by the Police Department.

The purpose of the medical examination shall be to assess a candidate's physical ability and/or capacity to effectively perform the duties as indicated in the job description for the position.

Should an applicant fail the medical examination, and a reasonable accommodation is precluded as a matter of practicality, the candidate shall be eliminated from further consideration for the position.

H. Psychological Examination - Pass/Fail

Each applicant given a conditional offer of employment will undergo a psychological examination by a board-certified psychologist or psychiatrist. This shall be scheduled by the department and all costs associated with the exam will be borne by the Police Department.

The purpose of the examination shall be to assess whether a candidate suffers from a psycho-pathology which would impair the applicant in the performance of their duties.

Should an applicant fail the psychological examination, and a reasonable accommodation is precluded as a matter of practicality, the candidate shall be eliminated from further consideration for the position.

I. Polygraph/CVSA Evaluations

Polygraph examinations or Voice Stress Analyzer tests will not be utilized as a standard element of the selection process. However, should a question arise as to the accuracy/validity of a specific item of information during a background investigation, and the issue cannot be resolved through normal investigative procedures, the investigating officer may request the candidate be subjected to deception testing. However, prior to the initiation of any such examination, the investigators conducting the background check must obtain the approval of the Chief of Police.

1). Notification of Topic/Question Areas

Applicants will be advised, in advance, of the specific items or topic areas which will be the focus of questioning during a test for deception.

2). Qualification of Test Administrators

Department and/or other law enforcement personnel who may conduct a Polygraph or CVSA examination in regard to the selection process shall be fully trained and qualified in the administration and evaluation of such examinations.

3). Restrictions on Applicant Disqualification

The results from instruments designed for the detection of deception may not be the sole determinant for the disqualification of a candidate for employment. Test results shall be used as an investigative tool only, and will routinely be coupled with personal interviews and/or other investigative activities.

BY ORDER OF:

KEVIN R. MURPHY
Chief of Police

KRM:mj