

## **MITCHELL POLICE DIVISION**

### **CHAPTER 21**

#### **SELECTION**

**PURPOSE:** The Mitchell Police Division recognizes the need to have a personnel selection process that results in the appointment of those individuals who possess the aptitude, skills, knowledge and abilities necessary to perform effectively.

#### **21.1 SELECTION PROCESS ADMINISTRATION**

- A. The policy of the Mitchell Police Division is to recruit, select and retain in its employ the most capable and qualified individuals available for any position.
- B. The Division Commander or designee shall have the authority and responsibility necessary for the routine administration of the Mitchell Police Division entry-level selection process. All entry level testing, interviews, background investigations, and field training assignments shall be coordinated through the Division Commander.

#### **21.2 CHIEF OF PUBLIC SAFETY SELECTION RESPONSIBILITIES**

- A. The policy of the Mitchell Police Division is that the Chief of Public Safety retains full selection authority for hiring personnel.

#### **21.3 SELECTION PROCESS COMPONENTS**

- A. All candidates participating in the selection process must complete a City of Mitchell Employment application. Applicants will also be required to fill out an application for the Law Enforcement Training academy, after meeting the eligibility requirements for the Division.
- B. Applicants for employment may be required to take a written examination.
- C. Applicants for non-sworn positions may be required to take a practical examination.
- D. Written and psychological tests used as part of the selection process will have documentation on file demonstrating validity, utility and minimum adverse impact. Those documents will be retained by the Chief of Public Safety or the Human Resources Director.

- E. Candidates may be required to provide examples of reports or other examples of written work products.
- F. Those candidates, (sworn and non-sworn) who have successfully met application requirements, may be selected to participate in an interview with an Interview Board. Applicants will be required to appear before an interview board as part of the hiring process. The board will be comprised of a cross-section of employees from within the Division.
- G. At the discretion of the Chief of Public Safety, the candidate may be provided with a conditional offer of probationary employment. This conditional offer shall be consistent with Americans with Disabilities Act (ADA) regulations.

#### **21.4 APPLICATION PROCESS POLICE OFFICER/COMMUNICATIONS SPECIALIST**

- A. Any person who will be 21 years of age or older at the time of being sworn in shall be eligible to apply for a sworn position within the Mitchell Police Division.  
  
Any person who will be 18 years of age or older at the time of hire shall be eligible to apply for a Communications Specialist position with the Mitchell Police Division.
- B. Any person who wishes to apply may do so by contacting the Police Division to request an application.
- C. At the point of their formal application candidates will be provided with written notice explaining all elements of the selection process, which will include:
  - 1. The types of selection stages and their purpose.
  - 2. The expected duration of the process.
  - 3. The confidential nature and the extent of certain elements of the selection process, such as psychological, background investigations and drug testing.
  - 4. Recommendations for preparing for certain selection stages such as physical and written tests.
  - 5. Staff input concerning candidate selection.
  - 6. Written examinations considered necessary to evaluate the essential function of the position will be administered to all candidates.

- D. Special consideration may be given to those candidates who must travel great distances in order to take the test. In those cases an accelerated testing procedure may be followed. As such, the applicants may be scheduled to take any portion of the examination, and the interview board portion within a two-day period.
- E. The hiring of personnel is determined by the Chief of Public Safety.
- F. As a requirement of employment, all candidates must agree, in writing, if offered employment on the Mitchell Police Division to the following tests, examinations and conditions.
  - 1. Psychological Evaluation
  - 2. Medical Examination
  - 3. Optical Examination
  - 4. Drug Testing
  - 5. Audio Test
- G. Any candidate applying for either sworn or non-sworn positions must "not have unlawfully used any prescribed drug, controlled substance, or marijuana within one (1) year before the time of application for employment".

**21.5 APPLICATION PROCESS CIVILIAN NON-SWORN**

- A. Any person 18 years of age or older, at the time of application, shall be eligible to apply for the following non-sworn positions within the Mitchell Police Division:
  - 1. Clerical
  - 2. School Crossing Guards
  - 3. Traffic Specialist or Assistant
  - 4. Lake Patrol Officer
  - 5. Animal Control Officer
  - 6. Other positions, with the approval of the Chief of Public Safety.
- B. Any person who wishes to apply for a non-sworn position may do so by

contacting the Police Division. A formal application is accepted at any time.

- C. The Mitchell Police Division recognizes the fact that civilian employees are frequently placed in situations where they have access to sensitive information. As such all civilian employees may be subject to the following inquiries prior to their appointment:
  - 1. An interview with the Chief of Public Safety and/or appropriate Designee and/or interview board. The interview may be conducted by the immediate supervisor of the position being filled and/or other personnel as determined by the Division Commander.
  - 2. A background investigation may include those elements outlined in 21.11..
  - 3. Further testing for determination of ability to perform the essential functions of the job.
- D. Any civilian management position for the Mitchell Police Division may require an application and selection process consisting of any combination of screening elements for sworn and non-sworn employees.
- E. The hiring of non-sworn personnel is determined by the Chief of Public Safety.

## **21.6 EQUAL EMPLOYMENT OPPORTUNITIES**

- A. The Mitchell Police Division will comply with any reasonable accommodations necessary, to the requirements of the American Disability Act of 1990.
- B. The selection process will be administered fairly by administering, scoring, evaluating, and interpreting selection tests uniformly according to proscribed procedures. The selection tests will be on file with the Major and/or Human Resources Division throughout the selection process.

## **21.7 SELECTION CRITERIA INTERPRETED UNIFORMLY**

All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform fashion. Time limits, oral instructions, etc. must be clearly set forth and carried out consistently for all candidates on all examinations.

## **21.8 NOTICE OF INELIGIBILITY FOR PROBATIONARY STATUS**

Those candidates who are not eligible for appointment as probationary employee shall be informed (in writing) of their ineligibility within 30 days.

**21.9 REJECTED APPLICANT RECORDS DISPOSITION**

All records and information regarding candidates who have not been selected for employment shall be maintained as follows:

1. Applications, testing and background records of unsuccessful candidates will be maintained in the records storage room for one year.

**21.10 BACKGROUND INVESTIGATION REQUIRED**

Background investigations shall be performed on candidates as directed by the Chief of Public Safety.

**21.11 BACKGROUND INVESTIGATION ELEMENTS**

- A. Background investigations shall be conducted and shall include, at a minimum:
  1. Verification of the candidate's qualifying credentials, to include:
    - a. Educational achievements
    - b. Transcripts from schools attended within the past 10 years
    - c. Military achievements and acquaintances
    - d. Prior and current employment
    - e. Residency records
    - f. Documentation of birth records
    - g. Documentation of citizenship
    - h. Credit records
    - i. Etc.
  2. Computer inquiries of motor vehicle records and licensing records in all states of residence and employment.
  3. Criminal history computer checks in all states of residence.
  4. National Crime Information Center (NCIC) checks under all known identities.
  5. Federal Bureau of Investigation fingerprint card check.
  6. Interstate Identification Index (Triple I) check.
  7. All local Police Agencies, Sheriffs Office, and Clerk of Courts records as well as locations of prior residency and employment.
  8. Verification of at least three personal references of the candidate, as

well as two developed reference checks, if possible.

- B. Because of the American with Disabilities Act (ADA) regulations those assigned to conduct background investigations shall guard against making inquiries into the following areas except when a conditional job offer has been made and the applicant has signed a Release of Information Form:
1. Amount of sick time used at any previous place of employment.
  2. Any workmen's compensation claims placed at any previous place of employment.
  3. Any addictions the candidate may have had in the past.
  4. Any other injury that is likely to illicit information concerning any of the above topics. Information that is voluntarily given, and not as a result of questions asked by the investigator, may become part of the final report of the candidate's background investigation.

#### **21.12 TRAINING FOR BACKGROUND INVESTIGATIONS**

All employees assigned to conduct background investigations will be trained in the proper procedures for conducting such investigations.

#### **21.13 BACKGROUND INVESTIGATION RECORDS RETENTION**

In those cases where the candidate is hired by the Division, the background investigation shall become a permanent record and shall be maintained as part of the employee's file for at least three years after the employee leaves the Division.

#### **21.14 MEDICAL EXAM**

Prior to appointment as a probationary officer, candidates being considered for employment and/or have received a conditional offer of employment shall be scheduled for a comprehensive medical examination.

1. The examination is designed to reveal any medical problems that might inhibit or completely bar the candidate's ability to perform any of the essential functions of the job of police officer.
2. Entry level drug screening will be conducted as part of the medical examination.

**21.15**     **LICENSED PHYSICIANS CERTIFY CANDIDATES**

- A.     (Prior to appointment as a full-time employee, those candidates shall be required to have a medical examination.) A licensed physician at a recognized medical facility with the capabilities to perform all required medical fitness procedures should perform the examination of all candidates. A modified medical examination may be required for part-time employees.
- B.     The medical examination report is then maintained as part of the employee's regular medical records file, which is maintained by the Director of Human Resources.
- C.     Should the medical examination reveal a condition, which, in the opinion of the Mitchell Police Division, could inhibit or bar the applicant's ability to perform any of the essential functions of the job of police officer, and then the Chief of Public Safety may authorize a further investigation or examination of the condition.
- D.     Access to the employee's medical file is limited only for those instances as specified under the Americans With Disabilities Act (ADA).

**21.16**     **PSYCHOLOGICAL EXAM**

Prior to appointment as Probationary Officer or Communications Specialist those candidates shall have their psychological and emotional fitness evaluated by qualified professionals (psychologists or psychiatrists).

**21.17**     **PSYCHOLOGICAL EXAM RECORDS MAINTAINED**

- A.     A report containing the results of, and an analysis of, all phases of the psychological assessment shall be provided for review by the Chief of Public Safety.
- B.     The report shall be maintained as part of the candidate's application file. Should the candidate be hired, then the report shall be maintained as part of the employee's permanent records file. Psychological reports are kept in a separate file by the Chief of Public Safety.

**21.18**     **PROBATIONARY PERIOD REQUIRED**

The probationary period for employees of the Mitchell Police Division shall be consistent with the Union Contract and Non-Union Personnel Policy. The probationary period for all Division Employees will be one year.

**21.19**     **PROBATIONARY PERIOD EXCEPTIONS**

- A.     Any exceptions to the probationary period will be consistent with the Union Contract and Non-Union Personnel Policy.
  
- B.     In order to salvage an employee that may otherwise be terminated, the Division may extend the probationary period to provide remedial services and counseling.
  
- C.     Officers on probation will not be utilized as an undercover agent.