



# Helen Police Department

## Standard Operating Policies and Procedures

Chapter A-060 Selection Process	Effective Date:	August 1, 2022	# of Pages:	9
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	Special Instructions:			

### I. PURPOSE

- A. The selection process is designed to establish guidelines and procedures in order to select the most qualified candidates regardless of race, sex, color, creed, age or national origin. The selection process will be consistent with federal, state, local, and Equal Employment Opportunity guidelines.
- B. The City of Helen has an Equal Employment Opportunity Plan to ensure equal employment opportunities for employment and employment conditions for minority persons and women.
- C. The City of Helen is committed to hiring the best-qualified candidates using a selection process, which is based upon job related, useful, and non-discriminatory methods.

### II. POLICY

- A. It is the policy of the Helen Police Department not to discriminate against minorities or women with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment, provided the individual is qualified to perform the work available. Accordingly, all initial employment decisions shall be consistent with the principal of equal employment opportunity (EEO).
- B. All promotion decisions shall be consistent with the principal of EEO, and only valid qualifications will be required for promotions. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, training, and education will be administered in a non-discriminatory manner with respect to minorities and women.
- C. The Helen Police Department is committed to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and

compensate persons in all jobs without regard to race, color, religion, sex, or natural origin.

- D. To identify and analyze all areas of the employment process to further the principal of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

### **III. SELECTION ELEMENTS**

- A. All elements of the selection process for all employees will be administered, scored, evaluated, and interpreted in a uniform manner. The selection process for employees may include:

1. Resume Filing
2. Oral Interview
3. Application Filing
4. Candidate eligibility list Developed
5. Polygraph / voice stress analyzer
6. Background Investigation
7. Interview with Chief of Police
8. Conditional Offer of Employment
9. Medical and psychological exam
10. Appointment
11. Probationary period

### **IV. PROCEDURE**

- A. Entry Level Hiring Process Applications
- B. When the City of Helen has an opening for a position within the police department a job announcement will be made for a period of time needed to fill the available positions. Applications for employment will not be accepted after the dates set for the specified position. Announcements may be made via:
  - C. Posting the opening(s) within the City Hall lobby.
    1. Posting the opening(s) on city bulletin boards.

2. Advertising the opening(s) in local newspapers.
3. Posting the opening(s) with community service organizations.
4. Posting the opening on such law enforcement related websites or periodicals.
5. Any such other places as the Chief of Police determines to be the best methodology to obtain qualified candidates for the opening.

D. Minimum Eligibility Requirements

The Chief of Police and the City of Helen personnel department establish the minimum qualifications for entry-level positions within the department. Qualifications will meet professional and legal standards for validity, utility and minimum adverse impact. Required qualifications for entry level sworn police positions are contained in the City of Helen job description forms, and include the following:

- E. Be a United States citizen;
- F. Have vision correctable to 20/20 pursuant to visual acuity standards;
- G. Posses a valid Georgia license or be able to obtain a Georgia license by the time of appointment, and not have had a DUI within the last three years and no more than 15 points against the license.
- H. Minimum age of 21 years, sworn positions and 18 years, non-sworn positions.
- I. Ability to meet physical standards set by POST for determining good health fitness and the ability to perform assigned duties for sworn positions.
- J. Have a high school diploma or GED.
- K. The applicant must be on time for all phases of the testing process. Applicants will not be allowed to complete any phase of testing for which they do not report on time.

At the time of their formal application, candidates will be informed of all elements of the selection process, to include the timetable of events of the selection process, each of the elements and the agency's policy on re-application, re-testing and re-evaluation of candidates not appointed.

L. Application Review

All applications will be reviewed for the eligibility requirements of the specific hiring process. A panel of officers selected by the Chief of Police will review the applications. All applicants that meet the requirements will proceed in the

selection process. Those applicants not selected will be notified by Chief of Police and their applications will be stored for a period of two years, at the conclusion of the two years, they will be destroyed.

#### M. Entry and P.O.S.T. Examinations

1. Written examinations will be developed by the Helen Police Department for the selection process. These tests are designed to assess a candidate's knowledge of job-related functions, as well as measure basic education levels. The entry level written test will be used to assess candidates in such vital performance and characteristic dimensions as the potential for learning ability, leadership, planning and organization, problem solving, judgement, interpersonal relations and written and oral communications. The candidates receiving the required minimum score on the entry examination will be selected to proceed in the selection process.
2. At the discretion of the Chief of Police, Certified Police Officers may not be required to take the entry level written examination. Certified Police Officers may be ranked using the oral interview, background information, and qualifications.
3. Written POST examinations of all peace officer candidates will be conducted prior to acceptance for peace officer training. These examinations may be provided after a conditional offer of employment is made.

#### N. Oral Interview

The Department maintains the primary responsibility for developing and administering oral interviews. This process will be coordinated and / or administered by the Chief of Police, who may select a recruitment officer or appoint an interview board of department personnel to assist in this process. All of the candidates will be asked a standardized list of prepared questions. After each candidate has left, candidates will be rated on their response to the questions, and the scores will be placed on the designated scoring sheet.

#### O. Candidate Eligibility

The candidates will then be placed in the following categories based on a cumulative total of the written test and oral interview.

#### P. Highly qualified

1. Qualified
2. Not qualified
  - a. A list of the highly qualified and qualified candidates will then be compiled in a numerical ranking order from highest to lowest total score. The list

will consist of candidates who have successfully completed the previous list of components in the selection process. The list will remain in effect for one year from the time of the application. The Chief of Police will receive a list of the top 5 candidates.

#### Q. Final Interview

Candidates who were among the top five scoring individuals to this phase of the selection process will be notified and scheduled for an interview with the Chief of Police. The Chief of Police will then decide to make a conditional offer of employment to the person(s) of the candidates on the list. The list submitted to the Chief of Police will be accompanied by oral interview scores of each candidates.

#### R. Conditional Offer of Employment

Upon making a conditional offer of employment, candidates will undergo a complete background investigation at the direction of the Chief of Police. All offers of employment will be contingent upon passing the background investigation that includes, but is not limited to:

1. Background Investigation
  - a. A background investigation of each candidate for all sworn positions and all full-time civilian positions will be conducted prior to appointment to probationary status. The background investigation will be conducted by personnel trained in collecting methods and reporting requirements needed in the selection process. The background investigation, though costly and time consuming, is the most useful and relevant component of the selection process.
  - b. A background investigation will be conducted on each candidate, prior to appointment, by an investigator who has been trained in collecting the required information. The investigator will use all data available on the candidate, especially the application form, background questionnaire and other information deemed appropriate. If possible, such investigations will be conducted in person; however, some circumstances may dictate the use of telephone, facsimile machine, email, or written correspondence.
  - c. The background investigation shall determine the candidate's suitability for employment. It must verify state mandated minimum qualifications including (for candidates for police officer positions) U. S. Citizenship, high school diploma or successful completion of the General Education Development Examination, possession of a valid Georgia driver's license (may possess license from another state but be eligible to obtain Georgia license upon appointment),

as well as minimum qualifications in accordance with the department's minimum hiring standards.

- d. Background investigations of employee candidates will verify a candidate's qualifying credentials including but not limited to:
- e. Educational achievement from school transcripts and personal contact with school officials.
- f. Employment verification and references from contact with employers, supervisors and co-workers.
- g. Citizenship verification from birth certificate, driver's license governmental documents, etc.
- h. Residence verification from contact with landlords, neighbors, etc.
- i. Georgia P.O.S.T. certification or comply with comparative compliance and prior disciplinary actions administered by or recorded by P.O.S.T.
- j. Criminal history verification from NCIC, State, Local records including driving records and FBI fingerprint check.
- k. Verification of personal references from three (3) personal references provided by the candidate and attempt to develop at least three additional references (teachers, landlords, friends, neighbors, coworkers, etc.) Background investigations will also be conducted on candidates for civilian positions to ensure candidates have suitable backgrounds to ensure compatibility with goals and objectives of the Department.

## 2. Deception Screening

- a. In completing the background investigation of employee candidates, a polygraph examination or a voice stress analyzer examination may be administered. A copy of all relevant questions to be utilized in the polygraph examination or voice stress analyzer examination will be furnished to the candidate prior to the examination. Questions asked of candidates will not include disability-related inquiries.
- b. Only Polygraph Operators that are qualified to conduct examinations by virtue of their training will be used to administer polygraph examinations. The acceptance or denial of employment shall in no way be based solely upon the results of a polygraph examination instrument. The totality of the circumstances that include both the pre-test and post-test interviews, may be utilized in making and supporting the employment decisions.

### 3. Criminal and Traffic Histories

A check of the candidates' traffic and criminal history will be conducted to ensure that no elements were skipped and other areas will be repeated.

### 4. Medical Examination

A medical examination of each police officer candidate will be conducted after the employer has made a conditional job offer, and prior to appointment to probationary status. All medical examinations will use valid, useful and nondiscriminatory procedures. The purpose of the examination is to reveal any medical problems which may affect work performance or contribute to work related disabilities. Only licensed physicians will be used to certify the general health of candidates. The comprehensive medical examination given to candidates recommended for hiring will include a statement from the physician(s) interpreting the results.

### 5. Psychological Examination

- a. A psychological examination designed to assess the emotional stability and psychological fitness of each candidate may be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. Psychological assessments are needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions. Each candidate's test is conducted and personally reviewed by a qualified professional, such as, a psychologist or psychiatrist to ensure proper interpretation and legal defense of the selection process. Each test has been validated by public safety agencies using valid, useful and nondiscriminatory procedures.
- b. The test results are indicative of intelligence, personality, any emotional illness, any highly exploitive, destructive, or manipulative personality traits or any self-destructive tendencies.
- c. Results of the emotional stability and psychological fitness examinations are maintained in the candidate's file to ensure proper procedures are followed and to provide data for continuing research and legal defense, if needed.

### 6. Drug screen

- a. All candidates for police department positions are given a drug screen. Specimens are obtained after proper consent / waiver forms are signed by the candidate and witnessed. All procedures are administered under

the supervision of qualified medical personnel. All candidates are given the opportunity to indicate any medications on the consent form. All consents, waivers and test results are placed in the background investigation folder of each candidate.

7. Written exams written by P.O.S.T.

#### S. Appointment / Oath of Office

All candidates will be appointed to their positions as probationary officers and receive their Oath of Office if certified police officers. Noncertified officers will be required to complete Georgia P.O.S.T. mandate training prior to taking the Oath of Office.

#### T. Probationary Period

All entry-level sworn and civilian personnel will complete 6 months on probationary status before being granted regular employee status. All sworn personnel must successfully complete the Georgia Peace Officer's Standards and Training certification requirements and the Field Training Officer (FTO) program before being granted permanent status, even if the time period involved is longer than 6 months. Any extensions to the probationary period will be made by the City for good cause, upon the recommendation of the Chief of Police.

#### U. Reapplication / Re-testing / Reevaluating

1. Reapplication into an ongoing selection process shall not be permitted; however, this does not preclude an unsuccessful applicant from reapplying to future selection testing cycles.
2. Re-testing during an on going selection process shall not be permitted.
3. The Chief of Police shall have sole authority over the elements involving; reapplication, re-testing and reevaluation.

#### V. Evaluation of the Selection Process

1. The Chief of Police shall reevaluate the entire selection process prior to the beginning of each new testing cycle.

#### W. Ineligible Candidates

1. Candidates not eligible for appointment to probationary status will be informed in writing of such a decision within thirty (30) calendar days.
2. A candidate is not acceptable in more than one area.



3. Candidate is acceptable in all areas but is not the best candidate being considered.
4. Single Test Ineligibility

Candidates not appointed to probationary status on the basis of a single test, examination, interview or investigation will be informed, in writing, of the specific reason within thirty (30) calendar days. Candidates who pass the written examination (if applicable) but who are unacceptable in only one other area will be notified in writing of the specific reason for their unacceptability. This notification will be the responsibility of the Chief of Police.

## **V. SELECTION MATERIALS**

All selection materials generated in the selection process for those applicants not hired will be stored in the secured file storage room for a period of two years per the Georgia Records Retention Schedule. The materials will be disposed of at the end of the two year period by shredding.