

Bowie Police Department - General Orders



TITLE: SELECTION OF PERSONNEL		NUMBER: 305
EFFECTIVE DATE: 9/2/16		REVIEW DATE:
_ NEW X_ AMENDS _ RESCINDS		DATE: 2/23/12

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 32.1.1, 32.1.2, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7	TOTAL PAGES 4
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I. POLICY

The City of Bowie 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.

II. SELECTION PROCESS (CALEA 32.1.1)

A. Applications: (approximately 1 hour)

1. Applications will be received by the Bowie Police Department's Personnel Section.
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 closing date.

B. Testing:

1. A written test (approximately 3 hours) will be administered to applicants for the position of:
 - a. Entry level police officer who successfully pass the agility test; and,
 - b. Call Taker.

2. The written test will be scored and the results provided to the candidates upon completion.
 3. Physical agility test (approximately 3 hours) will be administered to entry level police officer applicants.
 - a. Results of the physical agility test will be provided to the applicants upon completion.
 - b. Entry level police officer applicants who fail the physical agility will remain in the applicant pool for one year and may retake the physical agility portion the next time a test is administered.
 - c. Written scores will carry over for one year.
 4. Lateral Police Officers: Lateral police officer applicants are required to take and pass the and physical agility tests. Applicants who fail the physical agility will remain in the applicant pool for one year and may retake the physical agility portion the next time a test is administered.
 5. There is no written test for administrative associate 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.)
- D. Oral Boards (approximately 7 days after agility 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. Generally, the Personal History Statement will be collected after the oral interview.
- E. Background Investigations (approximately ninety (30) 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. Personnel Section;
 - b. Chief of Police or his/her designee; and,
 - c. Operation Services Division Commander or his/her designee.
2. The Selection Committee will hear a verbal report by the Background Investigator and review all relevant documents.
3. The Selection Committee will then rank the applicants.

III. 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.

IV. APPLICANT SELECTION – JOB RELATEDNESS (CALEA 32.1.2)

1. All elements of the Department's selection process use only those rating criteria and minimum qualifications that are job related.
2. Based on the Department's needs, and Maryland Police and Correctional Training Commission standards, the Department will validate its process through content validation, which is the justification of a component of the selection process by showing that it measures a significant part of the job.
3. The Department will ensure that all elements of the selection process will be valid and non-discriminatory compliant with EEOC and the ADA.

V. SELECTION - CANDIDATE NOTIFICATION (CALEA 32.1.4):

- 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.).

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.

VI. SELECTION – INELIGIBLE CANDIDATES (CALEA 32.1.5)

All candidates not selected for positions are informed in writing by the Personnel Section.

VII. SELECTION - RECORDS (CALEA 32.1.6)

- A. The Personnel Section will maintain selection records of all candidates not selected for appointment for a period of ten (10) years.
- B. The Police 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 for a period of ten (10) years.

VIII. SELECTION – SECURITY / DISPOSAL (CALEA 32.1.7)

- A. Selection materials used either by the Department will be stored in a secured area when not being used. Access to the materials will be permitted only by those 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. Materials to be destroyed by the Personnel Section. Materials to be destroyed by the Police Department will be monitored as directed by the Captain.