

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 18: Personnel Functions **Order Number:** 1807
Topic: SELECTION PROCESS FOR CIVILIAN PERSONNEL **Issued by:** Chief of Police
Approved: 01/19/18
Review: Annually in June by Support Services Division Commander
Supersedes: G.O. 1807 dated 08/01/17

.01 PURPOSE:

To outline the procedures for the selection and hiring of civilian personnel.

.02 CROSS-REF:

SOP [PU-001](#) Background Investigations
Americans with Disabilities Act of 1990
City of Frederick Records Retention Policy

.03 DISCUSSION:

To effectively and efficiently accomplish its mission, it is essential that the Police Department recruit, select and hire the most qualified individuals to fill its authorized positions. The Police Department's Selection Process is designed to identify those applicants who are the most qualified for the position and possess the skills, abilities, characteristics and attitudes to achieve this goal.

.04 POLICY:

The City of Frederick is an Equal Employment Opportunity employer. It is our policy that qualified individuals will be considered for employment, promotion, training, and retention, without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, or genetic information.

.05 DEFINITIONS:

.10 SELECTION STEPS:

1. The civilian selection and hiring process used by the Frederick Police Department is a two (2) stage, multi-step process. Stage I, the "pre-offer" stage, consists of the following steps:
 - A. Filing of an online application
 - B. Screening to review for minimum qualifications
 - C. Practical exercise or test, if applicable to the position
 - D. Completion and review of a Personal History Questionnaire (PHQ) form HR-005
 - E. Board interview by Departmental members
 - F. Background Investigation
 - G. Polygraph Examination
2. Stage II is the "post-offer" stage at the beginning of which applicants continuing in the selection process are given a "conditional" offer of employment. The "post-offer" stage consists of:

- A. Medical examination
- B. Drug use urinalysis

.20 APPLICATION:

1. An applicant seeking employment with the Department must complete an online Application for Employment (City of Frederick form) and submit it to the City of Frederick Human Resources Department.
2. Upon receipt of the application, the HR Coordinator assigned to City of Frederick Human Resources Department, will notify applicants that their application has been received.
3. Applications will be reviewed by the supervisory chain of command for that position and sorted into three categories;
 - A. Disqualified for the position;
 - B. Qualified for the position but not selected for interview, and
 - C. Selected for interview.
4. The Position Supervisor will document this decision on the Position Qualification form, which will be maintained by the HR Coordinator.

.25 BOARD INTERVIEW:

1. After the applications have been reviewed and categorized, the HR Coordinator, and Position Supervisor will select date(s) to conduct the interview(s). Candidates will be given at least two-weeks from the date they are notified to the date of the interview to allow sufficient time for them to complete the PHQ. Candidates who are selected for an interview will be sent a Personal History Questionnaire (PHQ), along with information explaining how to schedule an interview
2. Each interview panel will be comprised of the position supervisor and two other individuals appropriate to interview for the position. The Position Supervisor will consult with the HR Coordinator in selecting interview panel members.
3. The interview is structured so that each candidate is asked identical questions. The interview and scoring method will follow the "Assessment Center" model, which uses specific criteria and a numbered scale for judgment and scoring.
4. At the completion of the interview, the candidate will receive a numerical score in each category by each member of the Board individually, based on the responses to the questions asked during the interview. The Board members will then discuss their scores and come to consensus.
5. After the completion of the interviews and the review of the PHQ, the Position Supervisor will sort and document the candidates into two categories:
 - A. Qualified
 - B. Disqualified
6. Those candidates in the qualified category will be ranked by the position supervisor in the order of preference for hiring. Ideally 3 candidates will be selected to advance to

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background investigation for each vacant position the Department wishes to fill.

7. Candidates who are not selected to move forward in the process will be notified by the HR Coordinator.

.30 PERSONAL HISTORY QUESTIONNAIRE (PHQ):

1. Each candidate who is interviewed will be required to turn in a completed PHQ on the date of the interview. The Supervisor, Personnel Unit, will review the PHQ for information that may disqualify the candidate from further consideration. Automatic disqualifiers from the selection and hiring process include:
 - A. False information supplied to or filed with the Department during any phase of the selection process (including making a false statement of material fact, intentionally omitting a material fact, or the practice or attempt to practice any form of deception or fraud);
 - B. Conviction of a felony;
 - C. Involvement in any felonious/violent criminal activity for which formal charges have not been brought;
 - D. Illegal drug use within three years of application for the position;
 - E. Any criminal activity that has occurred within three (3) years of application;
 - F. Any use of heroin, LSD, PCP, or hallucinogen including psilocybin, Methamphetamine, ecstasy, cocaine, including synthetic cannabinoids.
 - G. Candidates cannot have used marijuana within the three (3) years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms. A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.
 - H. Being involuntary terminated from a previous law enforcement position whether sworn or civilian.
2. The Supervisor, Personnel Unit, will cause any individual who has been automatically disqualified from continuing in the selection process to be notified, through NEOGOV, of that fact. Documentation of this notification as well as the reason for disqualification will be attached to the candidate's application form.
3. Other adverse information that is disclosed or revealed during the background investigation of any candidate will be considered in determining the suitability of the candidate for employment with the Department, and may serve to disqualify him from further consideration.
4. A waiver of any of the automatic disqualifiers may be granted at the discretion of the Chief of Police.

.35 BACKGROUND INTERVIEW AND POLYGRAPH:

1. The Personnel Unit Supervisor will assign background investigations in accordance with SOP PU-001.

2. School Crossing Guards and other non-graded temporary positions will not be required to submit to a polygraph examination, unless by the nature of their assignment/job they will be subjected to confidential or sensitive information.

.45 CONDITIONAL OFFER OF EMPLOYMENT:

1. Applicants who successfully complete the polygraph examination are eligible to advance to stage II, the Post Offer Stage, of the hiring and selection process.
2. The Personnel Unit Supervisor and position supervisor will determine which applicant(s) will advance in the process.
3. The Personnel Unit Supervisor will notify the HR Coordinator which candidates have been selected to advance.
4. The HR Coordinator will notify the candidate(s) of their selection to advance in the process and will prepare the Conditional Offer of Employment which will clearly outline the remaining conditions the candidate must meet before a Final Offer of Employment will be extended.

.50 MEDICAL EXAMINATION AND URINALYSIS:

1. Each applicant is required to successfully pass a physical examination administered by physicians designated by the Department. The Commander Support Services Division will consult with the Department's physicians and will assist them in establishing selection criteria which reflects the essential job functions for each position. The criteria selected will consider the mandates as set forth in the Americans with Disabilities Act of 1990. The Department will provide the examination to the applicant at no cost.
2. The Department will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the Department's selection criteria have the effect of disqualifying an individual because of a disability, those criteria will be job related and consistent with business necessity.
3. The Commander, Support Services Division, will annually review the physical selection criteria with the Department's physicians to determine the relevancy of the established standards, the medical tests given, and make changes as appropriate.

.55 ADMINISTRATIVE PROCESS AND RECORD KEEPING:

All paperwork associated with the civilian hiring and selection process will be retained by the HR Coordinator in City HR, with the exception of copies of applicant paperwork that becomes part of the background investigation for applicants who are ultimately hired by the Police Department.

See the attached checklist for details of the administrative process.

Frederick Police Department Checklist – Filling Civilian Job Vacancies

Complete the following steps to fill civilian job vacancies:

Entity Responsible	Step/Action Taken	Date Completed	Initials
Position Supervisor	Notify the Supervisor, Personnel Unit that you would like to fill the vacancy		
PU Supervisor	Contact the Manager, Fiscal Unit and ensure the position is funded		
	Send Position Supervisor the following forms: 1. JVR 2. Exemption Request 3. Current Job Description		
Position Supervisor	Complete the following forms: 1. JVR 2. Exemption Request 3. Current Job Description		
	Forward the above forms through the Chain of Command to the Chief of Police		
PU Supervisor	Once the Chief of Police Approved the above forms forward them to the HR Coordinator in City HR		
HR Coordinator	Once the Mayor approves filling the vacancy:		
	<ul style="list-style-type: none"> • Create a master position file (File all documents and correspondence related to the particular hiring process in this file.) 		
	<ul style="list-style-type: none"> • Update the job posting 		
	<ul style="list-style-type: none"> • Contact the Position Supervisor and determine the following: <ul style="list-style-type: none"> • how long the position will be posted • how the position will be advertized • based on the closing date, when the Position Supervisor will review applications • When the Position Supervisor will conduct interviews • How many interviews will be conducted • Who will sit on the interview panel 		
	<ul style="list-style-type: none"> • Post the position on the City website 		
	<ul style="list-style-type: none"> • Post the position on DiscoverPolicing.org • Use any other advertising methods appropriate/available 		
HR Coordinator	Once applications are received:		
	<ul style="list-style-type: none"> • Create an applicant spreadsheet to track each applicant's progress through each step of the hiring process and to serve as a contact list/mail merge 		
	Send applicants correspondence that contains the following:		

	<ul style="list-style-type: none"> We received the applications An overview of the selection process to include dates for interviews, should they be selected, and an anticipated date to fill the position 		
HR Coordinator	Once the posting has closed: <ul style="list-style-type: none"> Notify the position Supervisor how many applications were received (determine if the position needs to be reposted) Provide the Position Supervisor with copies of applications and Qualifications form A deadline for completing the application review 		
Position Supervisor	<ul style="list-style-type: none"> Review all applications Complete the Qualifications form for each applicant Return the applications to the HR Coordinator along with the Qualifications form for each Advised the HR Coordinator which applicants are selected to be interviewed 		
HR Coordinator	Notify applicants who were selected for interview of the following: <ul style="list-style-type: none"> date/time/location of the interview How to schedule their interview That they need to complete the PHQ That they need to bring the completed PHQ to their interview Notify applicants who were not selected for the interview of this fact		
HR Coordinator	Ensure the Position Supervisor has current interview questions prepared for the interview Ensure interview documents are available for the interview: <ul style="list-style-type: none"> Panel Question/Score sheets with suggested responses Panel Notes sheets Consensus Score sheet 		
Position Supervisor	At the conclusion of Interviews, notify the Supervisor, Personnel Unit which applicants were selected for background investigations. Rank the applicants so backgrounds can be prioritized properly Return all applicant paperwork to the HR Coordinator with the exception of the paperwork for applicants advancing to background		
HR Coordinator	Ensure all documents are retained in accordance with Records Retention Policy		
PU Supervisor	Retain backgrounds for applicants who are hired Forward backgrounds for applicants who are not hire to the HR Coordinator to be filed in the master file.		