



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **SELECTION OF PERSONNEL**

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department's selection process will be administered by the Chief of Police, under the direction of the Commissioners.

II. SELECTION PROCESS COORDINATION

A. Chief of Police's Responsibilities

To the extent required to administer the Department's selection process, the responsibilities of the Chief of Police include, but are not limited to:

1. Ensuring compliance with all Maryland Police and Correctional Training Commission regulations and standards relating to selection;
2. Ensuring compliance with all applicable CALEA standards relating to the Department's selection process;
3. The review, distribution, and placement of all job announcements;
4. The reviewing of all background investigations upon their completion;
5. The formulation and scheduling of oral interviews;
6. Interviewing prospective candidates, and;

7. Recommending to the commission that a conditional job offer(s) is made pursuant to the provisions of the Americans with Disabilities Act.
8. Scheduling candidates for pre-placement medical examinations, physical fitness examinations, and emotional stability assessments, and communicating their results to the Commission.

B. Commission's Responsibilities

The Commission will be responsible for, among other things:

1. Working with the Chief of Police to implement the Department's selection process;
2. Ensuring compliance with all applicable laws relating to personnel;
3. Making conditional job offer(s) to successful candidates pursuant to the provisions of the Americans with Disabilities Act.
4. Approving recommendations for employment and making job offers to successful candidates.

C. Selection Process Manual

1. Comprehensive manual pertaining to the Department's selection process is maintained by the Department, the purpose for which is to describe all of the elements, activities, procedures, and methods by which the selection process will be administered.
2. Notwithstanding the applicability of laws and City policies with which the Department's selection process must comply, the Selection Process Procedures Manual is an official guide intended to ensure that all parts of the selection process are administered fairly, uniformly, and consistently.
3. To ensure compliance with the Americans with Disabilities Act of 1973, the Selection Process Procedures Manual will contain information from both acts relating to recruitment, application procedures, and selection.

III. THE SELECTION PROCESS

A. Process Validity

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.

B. At the time of formal application, candidates are informed, in writing, of:

1. All elements of the selection process;
2. The expected duration of the selection process;
3. The department's policy of re-application, and re-evaluation of candidates not appointed.

C. Uniform Administration of Process

Through the monitoring of all phases of the process, and by training Department personnel involved in the process, all elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

D. Use of Minority Personnel to Assist With the Process

1. Whenever possible, Department personnel, representative of race, sex, and ethnic groups in the Department's service area will be included in participating on interview boards, and other personnel- related activities.
2. Department personnel who will participate in the administration of the selection process have or will receive training relative to the process.

E. Secure Storage of Process Materials

1. When selection materials are not in use, they will be securely stored, and will not be left unattended.
2. If and when selection materials are to be disposed of, the disposition will be performed in a manner that is appropriate and that prevents disclosure of the information contained therein.
3. If practical, the materials will be shredded and the destruction will be monitored.
4. If shredding is impractical, the Department will employ an alternate means of destroying the materials which prevents disclosure of the information contained therein.

F. Candidate Disqualification

Applications will not be rejected because of omissions or deficiencies that can be corrected prior to the interview process. Candidates determined to be ineligible for appointment to probationary status on the basis of a single test, examination, interview, or investigation will be informed, in writing, of the specific reason(s) within 30 calendar days of the disqualification decision.

G. Disposition of Records of Candidates Not Appointed

1. All records of candidates not appointed to probationary status will be kept for a period of 10 years in a secure area.
2. A Cottage City Employment Application that was completed by a candidate who was not selected for employment may not be shown to prospective employers or persons acting on behalf of the prospective employer.
3. Information from the employment application will be released upon receipt of a Court Order seeking such information.

H. Background Investigations

1. A background investigation of each candidate will be conducted by a trained background investigator prior to appointment to probationary status, and will include, at a minimum:
 - Verification of the candidate's qualifying credentials
 - A review of any criminal, traffic, and Court record(s),

- Verification of at least three (3) personal references,
 - A check with previous employers and co-workers for the past 5 years,
 - A check of current and past neighbors for the past 5 years,
 - A review of the candidate's credit record,
 - A check with the candidate's family members (i.e., wife, fiancé, father, mother, brothers, sisters, etc.),
 - A review of school records (high school, college, and/or trade schools),
 - A review of military records,
 - Other reviews deemed necessary, or as warranted by the course of the investigation.
2. Regulation .01 of the Maryland Police and Correctional Training Commission, requires an applicant to be of good moral character and reputation, and emotionally stable, as determined by a comprehensive background investigation which includes fingerprinting of the applicant and a search made of local, State and national criminal record files. MPCTC regulations also require that a record be kept of each investigation conducted.
 3. Within 30 days of the hiring of an officer, the Department shall notify the MPCTC of the hire and the results on the background investigation on an MPCTC "Notice of Probationary Appointment Card."
 4. The investigation should determine beyond a reasonable doubt that the officer candidate is a loyal United States citizen and is mentally, physically, and emotionally fit to perform law enforcement duties.
 5. When the background investigator meets with the applicant for the first time, the initial interview will include the following:
 - a. The completion of a "Preliminary Questionnaire" by the applicant,
 - b. The completion of the confidential background investigation booklet by the investigator,
 - c. Fingerprinting the applicant on three (3) fingerprint cards (F.B.I., Maryland, and R.A.F.I.S.),

- d. Execution of the "Authorization for the Release of Information",
 - e. Completion of a notice advising the applicant that, pursuant to Title 28, Code of Federal Regulations(CFR), Section 50.12, their fingerprints will be sent to the F.B.I. for a criminal records check,
 - f. Completion of a Department of Public Safety and Correctional Services "Application for Criminal Background Check," and,
 - g. Photographing the applicant.
6. Requests for credit reports/information shall be completed.
7. Requests for military records will be handled by mail only and will go to the location listed below, addressed to the Director of the particular branch of the military to which the applicant belonged:
- National Records Center 9700 Page Boulevard, St. Louis, Missouri 63132 (Phone 314-263-3901)
8. Background investigators will inquire of school official(s) regarding the applicant.
9. Upon completion of the investigation, the following format will be used to synopsise the investigator's findings before being forwarded to the Commissioners:
- Personal History
 - 1. FBI Prints
 - 2. State and County Prints
 - 3. Military Record
 - 4. Credit Report
 - 5. School Records
 - 6. Personal References
 - 7. Neighbors
 - a. > Present, Past Employers
 - b. > Present, Past Employees
 - Medical and Psychological Evaluation
 - Oral Interview
 - Driver's License Information

- Previous Police Employment
- Citizenship
- Verification of Age

- Special Police Commission
- High School Diploma/GED

10. Conclusion

10. Background investigators are free to use their imagination and best judgment while conducting investigations. The MUST obtain the information required by the Maryland Police and Correctional Training Commission, but they may exceed what is required.
11. Background investigators are encouraged to have the applicant obtain most of the material items (such as school transcripts, high school diplomas, certificates, etc.) to assist the investigator with some of the "leg-work."
12. A record of each candidate's background investigation shall be maintained on file in a secure area for at least five (5) years.

I. Oral Interviews

1. An oral interview of each candidate (sworn and non-sworn) will be conducted prior to appointment using valid, useful, and non-discriminatory procedures.
2. The initial oral interview will be conducted by the senior supervisor, and the second interview will be conducted by the Chief. The senior supervisor and other designees may be included in the second interview. Additional interviews may be conducted as necessary.
3. Oral Interviews will be conducted in a standardized manner in order to be effective and impartial, and the results will be recorded on standardized forms.
4. The Chief of Police will ensure that persons comprising the oral interview board(s) are provided with an orientation/training session.
5. MPCTC Regulation .01 states, that by conducting an oral interview, the Chief of Police shall certify that the applicant possesses the ability to communicate and this shall be included on the Notice of Probationary Appointment Card.

6. The fitness and relative ability of applicants shall be examined in one or more of the following ways:

- An evaluation of education, training and experience as shown on the application or by other information submitted,
 - An interview,
- A pre-placement physical examination, and
- Verification of ability and character through checking references.

J. Pre-Placement Medical Examination and Emotional Stability Evaluation

1. The Department's physical requirements will be in compliance with the Americans with Disabilities Act.
2. To certify the general health of each candidate, and to establish that the candidate is physically fit to perform the duties of a police officer, before a candidate is appointed to probationary status, a pre- placement medical examination of the candidate will be conducted by a licensed physician of the City's choosing, using non- discriminatory procedures.
3. The pre-placement medical examination will include an emotional stability and psychological fitness examination that will be conducted and assessed by a qualified professional.
 - MPCTC Regulation .01-A(G) requires the examination to aid the physician in determining that the candidate is emotionally and mentally fit for police duties.
4. To comply with MPCTC Regulation .01-A {9}, the medical examination for police officer applicants will include a drug screening test for controlled dangerous substances.
5. Records containing the results of the pre-placement medical examination and emotional stability and psychological fitness evaluation will be securely maintained on file.
6. Under the American with Disabilities Act, no employer can conduct a medical examination or make inquiries of a job applicant concerning the nature or severity of a disability unless an offer of employment (which may be conditioned upon the successful completion of the medical or other selection

processes) has been made and a similar examination is required of all new employees. The results of such an examination must be maintained confidentially.

K. Polygraph Examinations

1. If the selection process will include the use of a polygraph examination, all candidates will be provided (at the time of their formal application) with a list of the areas from which polygraph questions will be drawn.
2. If polygraph examinations are administered as part of the selection process, the Department will utilize only personnel who have been trained to conduct such examinations, and who have been trained to evaluate the examination's results.
3. As a matter of Department policy, the Department will not use the results of polygraph examinations or other instruments for the detection of deception as the single determinant of employment eligibility.