

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: SELECTION PROCESS	Procedure: General Order 15.1.1 CALEA 31.4.1, 31.5.1	Total Pages: 7
Authorizing Signature: Original with Authorizing Signature on File	Effective: 11/6/17	
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to select the most qualified candidates for the positions within the police department without regard to race, sex, color, religion, national origin, age, disability, or political affiliation. The Florence Police Department and the City of Florence are equal opportunity employers.

II. PURPOSE

This written order establishes guidelines for selecting qualified personnel for positions within the police department. The selection process for each position shall use only those components determined to be job related.

III. SCOPE

This directive is applicable to all departmental personnel, associated City of Florence employees, and other personnel involved in the administration of the selection process.

IV. RESPONSIBILITY

The Chief of Police has the authority to amend the selection process and any of its components. The City of Florence Personnel Department will coordinate the selection process as a whole. The Florence Police Department is governed in its selection process by the Civil Service Board of the City of Florence.

V. VACANCIES

Vacancies in positions in the police department shall be filled in accordance with the Civil Service Act and the Rules and Regulations of the Civil Service Board of Florence, Alabama.

VI. POLICE OFFICER APPLICANT QUALIFICATIONS

- A. **MINIMUM AGE REQUIREMENT:** Basic Police Officer applicants must meet the minimum age requirement as set forth by the Alabama Peace Officer's Standards and Training Commission (A.P.O.S.T.C.).
- B. Must possess a valid driver's license.
- C. Must be a U.S. citizen or able to obtain U.S. citizenship prior to the start of the Police Academy and able to provide evidence of being legally qualified for employment in the United States.

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- D. No felony convictions.
- E. No conviction of a misdemeanor involving force, violence, or theft.
- F. Each applicant must successfully complete each component of the selection process. Failure to appear for any scheduled component will be considered a voluntary withdrawal and the will be removed from the process without further notification.

VI. REAPPLICATION FOR POLICE OFFICER

- A. Persons not previously selected may reapply.

VII. APPLICATION PROCESS FOR SWORN POLICE OFFICER

- A. The City of Florence Personnel Department accepts applications for the position of Police Officer on an on-going basis.
- B. **BACKGROUND INVESTIGATIONS:** Applicants for a vacant position will be required to complete an application that requests information regarding personal background (date of birth to establish the minimum age requirement set forth by the Alabama Peace Officer's Standards and Training Commission, citizenship, etc.), education, skills, and experience. The application shall include an authorization allowing the City to conduct a background check regarding the following information on the applicant:
 - 1. Education verification;
 - 2. Employment history;
 - 3. Criminal arrest and conviction record;
 - 4. Civil litigation history;
 - 5. Credit history;
 - 6. Driving record; and
 - 7. The verification of at least three (3) personal and professional references.
- C. Applicants may also attach a resume or other documentation with the application.
- D. All personnel used to conduct background investigations will receive training regarding the collection of required information.
- E. The City of Florence Personnel Department advertises openings for Police Officer through the media, according to city policy.
- F. When openings become available, all applicants with a current application will be notified by mail of next test date. Accompanying the notification will be information explaining the testing process, including:
 - 1. All elements of the selection process;
 - 2. The expected duration of the selection process; and

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3. The City's policy on reapplication.

G. TESTING PROCESS:

1. PHYSICAL FITNESS TEST:

- a. Applicants must complete a one and one half mile run in less than fifteen (15) minutes and twenty-eight (28) seconds.
- b. Applicants must successfully complete twenty-two (22) push-ups in sixty (60) seconds or less.
- c. Applicants must successfully complete twenty-five (25) sit-ups in sixty (60) seconds or less.

*Prior to taking the Physical Fitness Test, applicants will be required to pay a \$1.50 Civil Service Fee.

2. WRITTEN TEST – must score a minimum of 70% on the written test to continue in the process.

3. SPELLING TEST – must score a minimum of 70% on the spelling test to continue in the process.

4. ORAL INTERVIEW – The civil service board will conduct an oral interview of the remaining candidates for police officer.

5. PSYCHOLOGICAL EXAMINATION:

- a. Prior to employment, candidates will be scheduled to undergo a psychological screening and evaluation. A state-certified, licensed psychologist chosen by the City of Florence will conduct the evaluation.
- b. The screening and evaluation process uses a series of exercises, tests, and in-depth interviews with a trained professional.

6. MEDICAL EXAMINATION: Any applicant selected to fill the position for which he or she applied will be required to pass a screen for alcohol and controlled substances in accordance with the City's Alcohol and Controlled Substance Policy and satisfactorily complete a medical examination by a physician of the City's choosing prior to a firm offer of employment, transfer, or promotion being made.

7. BASIC APTITUDE TEST (BAT's): Prior to employment and enrollment in an A.P.O.S.T.C training academy, candidates for employment, who do not have an Associate's Degree or higher, must complete a Basic Aptitude Test or work keys test which is administered by Northwest Shoals Community College.

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- H. VALIDITY, UNIFORMITY, AND JOB RELATEDNESS:
1. The selection of sworn personnel shall be in compliance with the Alabama Peace Officer's Standards and Training Commission (A.P.O.S.T.C.) requirements and current laws.
 2. All elements of the selection process are to be job related and will be administered, scored, evaluated, and interpreted in a uniform manner.
 3. The selection process as a whole and components of the selection process are designed to measure traits/characteristics that are a significant part of the job.
 4. Each candidate for a vacant position will be subject to a series of job related tasks to help identify the most qualified candidate for the position. Each candidate will be subject to the same tasks and scoring system as all other candidates vying for the position.
 5. Rating scales or test scoring procedures shall be standardized in order to permit valid and useful distinctions among candidates and expected job performance.
- I. Those individuals seeking employment with this department who are already State certified will be subject to the same requirements as non-certified applicants with the following exceptions:
1. Certified applicants are not required to go through basic police training at the State Academy. Applicants whose certification is from another state will be required to take Alabama Post Certification Test administered by the Alabama Peace Officer's Standards and Training Commission (A.P.O.S.T.C.).
 2. Certified applicants are usually hired in at a higher salary than non-certified applicants.
 3. Certified applicants are exempt from the physical agility test.
 4. Certified applicants who do not have an Associate's Degree or higher, are exempt from the Basic Aptitude Test requirement.
- J. All candidates not selected for the position of police officer will receive written notification of the Civil Service Board's decision.

VIII. CIVILIAN EMPLOYEE APPLICANT QUALIFICATIONS

- A. MINIMUM AGE: Candidates must be at least nine-teen (19) years of age.
- B. Must have a high school diploma or GED.
- C. Could be subject to testing in the following areas:
 1. Spelling test
 2. Typing test

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3. Aptitude test
- D. No felony convictions.
- E. No conviction of a misdemeanor involving force, violence, or theft.
- F. Each applicant must successfully complete each component of the selection process. Failure to appear for any scheduled component will be considered a voluntary withdrawal.
- G. If driving is a requirement of the job the applicant must possess a valid driver's license.

IX. REAPPLICATION FOR CIVILIAN POSITIONS

- A. Persons not previously selected may reapply.

X. APPLICATION PROCESS FOR CIVILIAN POSITIONS

- A. Pursuant to City and Civil Service Board requirements: Job vacancies are posted internally for five (5) days, and then are posted externally for ten (10) business days.
- B. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirement:
 1. Education
 2. Skills
 3. Knowledge
 4. Work Experience
 5. Residency (where applicable)
 6. Other Job Requirements.
- C. The most qualified applicants are determined from the applications and referred to the Police Department for background investigations and interviews.
- D. **BACKGROUND INVESTIGATIONS:** Applicants for a vacant position will be required to complete an application that requests information regarding personal background (age, citizenship, etc.), education, skills, and experience. The application shall include an authorization allowing the City to conduct a background check regarding the following information on the applicant including:
 1. Education;
 2. Employment history;
 3. Criminal arrest and conviction record; and

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4. The verification of at least three (3) personal and professional references.
- G. ORAL INTERVIEWS – The police department will conduct an oral interview of the remaining candidates.
- H. MEDICAL EXAMINATION: Any applicant selected to fill the position for which he or she applied will be required to pass a screen for alcohol and controlled substances in accordance with the City’s Alcohol and Controlled Substance Policy and satisfactorily complete a medical examination by a physician of the City’s choosing prior to a firm offer of employment, transfer, or promotion being made.

VIII. COLLECTION, RETENTION, AND MAINTENANCE OF RECORDS

The Office of the Personnel Director shall be responsible for collecting and maintaining all applications, tests and test results of Civil Service applicants, interview notes, recommendations, documents relating to background checks, drug and alcohol screen reports, medical examination results, psychological examination results, and any other documents relating to the filling of vacancies with the City for a period of at least five (5) years.

The Office of the Personnel Director is also responsible for securely storing selection materials when not being used and disposing of selection materials in a manner that prevents disclosure of the information within.

IX. PROBATIONARY (INTRODUCTORY) STATUS

- A. The terms “Probationary” and “Introductory” share the same meaning for the purposes of this directive.
- B. Every new, or current, employee hired to fill a Regular Employment Position, whether new, lateral, promotional, or demotional, will serve an introductory period of one-hundred eighty (180) days. The introductory period will be regarded as an integral part of the training and evaluation process and will be utilized for observing an Introductory Employee’s work and for separating any Introductory Employee whose performance does not meet required performance standards. Any dismissal of a newly hired Introductory Employee during the introductory period shall be at the sole discretion of the Department Head (Chief of Police) and shall not be subject to the due process requirements set forth in the City of Florence Manual for Supervisors and Employees. A Regular Employee who is promoted to or transfers to a new position and is in his/her introductory period may be demoted or transferred back to his/her previously held position or a position similar to his/her previously held position by the Department Head (Chief of Police) if there is a vacancy for such position. This action shall not be subject to the due process requirements set forth in the City of Florence Manual for Supervisors and Employees. A Regular Employee who is promoted to or transfers to a new position and is in his/her introductory period may be suspended without pay or dismissed only after he/she has had

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the opportunity to avail himself/herself of the due process procedures set forth in the City of Florence Manual for Supervisors and Employees.

- C. An Introductory Employee will not become a Regular Employee until a certification has been made by the employee's Department Head (Chief of Police) that the employee's service has been satisfactory. Conversion from Introductory Employee to Regular Employee of the City shall be based upon:
 - 1. Satisfactory performance of work;
 - 2. Personal conduct compatible with trust inherent in public service;
 - 3. Necessity for performance of the work; and
 - 4. Availability of funds.
- D. An Introductory Employee's performance shall be evaluated at least two times during the introductory period. The first rating shall come no later than the end of the first ninety (90)-day period and the second rating no later than the completion of one-hundred seventy-nine (179) days. If an Introductory Employee's performance is deemed unsatisfactory after the completion of one-hundred seventy-nine (179) days, then such Introductory Employee will be dismissed.
- E. According to City policy, a Department Head may dismiss a newly hired Introductory Employee at the department's sole discretion. The Department Head (Chief of Police) will inform the Personnel Director of the City of the intent to dismiss an Introductory Employee so the appropriate records may be completed in a timely manner. A written notice of dismissal will be furnished to the dismissed Introductory Employee. A copy of the notice of dismissal will be sent to the Personnel Office by the department issuing the notice (Police Department).
- F. Lengthy absences during the introductory period are discouraged and shall be granted only in justifiable situations.
- G. **SWORN OFFICERS: The six-month probationary period begins upon graduation from the police academy. Sworn officers are still considered "probationary" for six months, post-graduation, regardless of how long they have been employed by the city.**

X. **JOB ANNOUNCEMENTS AND PUBLICITY NOTICES**

- A. When vacancies or projected vacancies exist, job position postings and job announcements shall provide accurate and precise job descriptions. These postings and announcements will provide a description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position(s) to be filled.
- B. Job vacancies will be publicized at least ten (10) working days prior to any official application filing deadline. Any filing deadlines will be indicated on announcements and advertisements.

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- C. The City of Florence Personnel Department will follow city policies when advertising and posting job notices and deadlines.
- D. Job vacancy advertisements will include a statement indicating that the City of Florence is an equal opportunity employer.

XI. APPLICANT TRACKING

- A. The City Department of Human Resources maintains contact with applicants from initial application to final employment disposition.
- B. The City Department of Human Resources is responsible to receive and review for accuracy, completeness, and eligibility, all applications. Applications that are deficient will be processed routinely if the deficiencies can be rectified prior to the testing or interview process.