

EUSTIS **POLICE**

GENERAL ORDER 5-2

TITLE: RECRUITING AND SELECTION PROCESS	DISTRIBUTION: ALL PERSONNEL
First Issued: March 22, 2012	Revised: February 18, 2016
O.P.S. Review: October 20, 2016	
C.F.A. STANDARDS:	8.01M, 8.02 (A – D), 8.03, 9.01 (A-B), 10.15, 9.02M (A – C), 9.03, 9.04, 9.05M (A – E), 12.06

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PURPOSE: This directive is to establish guidelines for the recruitment and selection of new members.

DISCUSSION: A valid and measurable selection process is vitally important to attract and hire qualified personnel. Persons seeking employment shall be treated equally with respect to all hiring practices.

Recruitment programs of the Eustis Police Department will include, but not be limited to, presentations to local groups on department career opportunities, presentations before Basic Law Enforcement Academies, and advertisements and media articles as appropriate. Individuals assigned to recruiting will be trained in personnel matters and equal employment opportunity. All elements of the selection process shall be administered, scored, and interpreted in a uniform manner. Any exception to the recruitment and selection process outlined in this policy shall be on a case-by-case basis and approved by the Chief of Police or designee. While it is the preferred policy of the Police Department to NOT hire police officer candidates under a CJSTC Temporary Employment Authorization (TEA), the Eustice Police Department reserves the option of hiring candidates in a civilian capacity while attending the Basic Law Enforcement Academy.

POLICY: It is the policy of the Department to select persons without regard to race, color, religion, national origin, sex, age, pregnancy, veteran's status, political affiliation, disability, sexual orientation, genetic information, marital status, or any other factor protected by law. It is also the policy of this department that the most qualified applicants be recruited and hired in a fair and just manner. Components of the selection process shall utilize procedures that are proven to be valid, useful, non-discriminatory, and job related.

1. DEFINITIONS:

- 1.1 **Recruitment Activities** - a systematic method of seeking potentially qualified job candidates.
- 1.2 **Selection** - The process of evaluating and choosing an applicant for employment to a position with the agency.
- 1.3 **Members**- All law enforcement and civilian personnel appointed by, and under the jurisdiction of the Police Chief.
- 1.4 **Police Officer**- A person appointed and sworn by the City as a law enforcement officer, who has met the training requirements prescribed for law enforcement officers by the Florida Criminal Justice Standards and Training Commission, and who holds law enforcement power. Also referred to as a sworn member.

- 1.5 **Controlled Substance** - Any substance named or described in Schedules I through V of Section 893.03, F.S. Laws controlling the manufacture, distribution, preparation, dispensing, or administrations of such substances are defined in the Florida Comprehensive Drug Abuse Prevention and Control Act.
- 1.6 **Equal Employment Opportunity** - the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, color, religion, gender, sexual orientation, national origin, age, genetic information, physical impairment (disability as defined by law), or any other factor protected by law
- 1.7 **Applicant Review Board** – a review board comprised of the commander from each division, or a designee. A representative from the City’s Human Resource Department and a member at-large from the community may also be included on the Applicant Review Board. The responsibility of the Applicant Review Board is to determine the final candidates eligible to complete the hiring process.

2. RECRUITMENT ACTIVITIES

- 2.1 Members assigned to recruitment activities shall be properly trained in personnel matters as well as the rules and procedures governing equal employment opportunity.
- 2.2 Recruitment programs of the Eustis Police Department will include, but not be limited to, presentations to local groups on department career opportunities, presentations before Basic Law Enforcement Academies, and advertisements or media articles as appropriate.

3. RECRUITMENT PLAN

- 3.1 The Eustis Police Department recognizes the importance of developing the racial, ethnic, and gender composition of its full time sworn members, which are in approximate proportion to the composition of the citizens of the City of Eustis.
- 3.2 Statement of objectives- The recruitment plan shall use the following objectives to ensure the achievement of the recruitment plan.
 - 3.2.1 Recognize and maintain those guidelines as stated in the City of Eustis Equal Opportunity Employment program.

- 3.2.2 Encourage (through recruitment programs, job fairs, and law enforcement academies) the agency's policy and intent to hire qualified candidates regardless of race, color, religion, national origin, sex, age, pregnancy, veteran's status, political affiliation, disability, sexual orientation, genetic information, marital status or any other factor protected by law.
- 3.2.3 Carefully review all applications to ensure that a qualified candidate is received, processed, and properly considered for employment.
- 3.3 The Office of Professional Standards shall complete an annual evaluation and report of the selection and recruiting process. The Office of Professional Standards shall make any updates or revisions to the program, as deemed necessary in the accomplishment of the objectives and the recruitment plan.
- 3.4 The agency, in conjunction with the City of Eustis Human Resources Department, shall advertise as an equal opportunity employer on all recruitment literature, as well as all employment applications and related forms.

SELECTION PROCESS RULES AND PROCEDURES

4. SELECTION

- 4.1 Applications for all positions shall be made available upon a position opening. A resume may supplement, but not replace an application form.
- 4.2 Applications for employment will only be accepted when vacancies exist. Filed applications will not be valid for subsequent vacancies – reapplying and retesting will apply.
- 4.3 City applications shall clearly state the City of Eustis is an Equal Opportunity Employer.]
- 4.4 The City of Eustis and the Police Department shall provide equal opportunity for all to compete for employment and to use standards and procedures which are job related, uniformly applied, and comply with all statutes, laws, rules and guidelines as promulgated by state, local and federal governments or regulatory agencies. In the case of sworn employees, this includes Criminal Justice Standards and Training Commission selection and background guidelines. The City complies with the requirements of s.295.07,FS, which requires that preference in employment be given to eligible veterans and spouses of veterans.

- 4.5 All elements of the selection process shall be administered, scored, and interpreted in a uniform manner.
- 4.6 All components of the selection process shall be job-related and non-discriminatory.
- 4.7 The Office of Professional Standards is responsible for administering the Department's role in the selection process however; the ultimate responsibility for the selection of applicants to fill existing or projected positions rests with the Chief of Police.

5. SELECTION PROCESS TO BE JOB RELATED

- 5.1 All elements of the selection process are designed to use only those rating criteria or minimum qualifications that are job related. By doing so, applicants are evaluated by using a process that measures traits or characteristics that are a significant part of the job.

6. GENERAL ADMINISTRATIVE PROCEDURES

- 6.1 All elements of the selection process are administered, scored, evaluated and interpreted in a uniform manner. Operational elements of the selection process, such as time limits, verbal instructions, practice problems, answer sheets, and scoring formulas, shall be clearly set forth and carried out identically for all candidates.
- 6.2 Applicants determined to be ineligible for employment on the basis of a single test, examination, interview, or investigation is to be informed in writing by the City of Eustis Human Resources Department. All records of applicants not selected for employment shall be maintained in the records storage area for the period of time prescribed by the Florida Department of Archives.
- 6.3 Selection materials are to be stored in a secure area when not being used to prevent disclosure of the contents. These materials include written examination and other materials which, if obtained by an applicant, would allow an unfair advantage during the selection process. Whenever selection materials are disposed of, such disposal shall ensure the complete destruction of the material to prevent disclosure of the information therein. Burning or shredding under monitored conditions is the destruction method to be used.

7. OCCUPATIONAL QUALIFICATIONS

- 7.1 The Department does not have maximum age qualifications for employment. Minimum age requirements for entry-level sworn positions are established by the Florida Criminal Justice Standards and Training Commission (CJSTC).

- 7.2 A physical ability test for each applicant prior to appointment to probationary status shall be job related and nondiscriminatory. Each component of the PAT shall have a direct correlation with the elements of the job description for Police Officer 1. The passing time for the PAT shall be established by the times of a sampling of current in-service members completing the same PAT.

8. REQUIREMENTS

- 8.1 Pursuant to Section 943.13, FSS, the City requires that to be eligible to become a police officer, an applicant must:
- 8.1.1 Be at least 19 years of age.
 - 8.1.2 Be a citizen of the United States.
 - 8.1.3 Not have been convicted of any felony or a misdemeanor involving perjury or false statement, or have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty to a felony or to a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
 - 8.1.4 Have passed a physical evaluation and drug screen by a licensed physician, based on specifications established by the Florida Criminal Justice Standards and Training Commission.
 - 8.1.5 Be of good moral character.
 - 8.1.6 Have a driving record history acceptable to the City of Eustis and its insurers.
 - 8.1.7 Have successfully completed the minimum standards course required by the Florida Police Standards Commission at time of employment
- 8.2 All applicants for the position of Police Officer must successfully complete the screening, including:
- 8.2.1 Pre-screen application
 - 8.2.2 Review of pre-screen applications
 - 8.2.3 Full application
 - 8.2.4 Command staff review of full application
 - 8.2.5 Report writing exercise

- 8.2.6 Physical Ability Test
- 8.2.7 Verbal Review Board
- 8.2.8 Background Investigation
- 8.2.9 Truth Verification Examination
- 8.2.10 Interview with the Chief of Police
- 8.2.11 Conditional Offer of Employment
- 8.2.12 Psychological Examination
- 8.2.13 Medical Evaluation and Drug Screen
- 8.2.14 Appointment to Probationary Officer Status

9. PRE-SCREEN APPLICATION

- 9.1 Pre-screen applications shall be available either on-line or in person at the City's Human Resource Department. Pre-screen applications shall only be accepted when there is a posted vacancy and shall not be retained from process to process.
- 9.2 The Office of Professional Standards shall facilitate a review of pre-screen applications to determine those candidates who meet minimum requirements, have no disqualifiers, and are eligible to complete the full application.

10. FULL APPLICATION

- 10.1 Candidates selected for the completion of the full application will be contacted and instructed to obtain the full application from the City's Human Resource Department. The completed application with supporting documentation will be returned to the City's Human Resource Department for processing before being returned to the Police Department. Incomplete applications will not receive further consideration.
- 10.2 The Office of Professional Standards shall facilitate a review of pre-screen applications to determine those candidates who meet minimum requirements and have no disqualifiers.

11. REPORT WRITING EXERCISE

- 11.1 Applicants will be shown a video of an incident requiring an initial police report to be completed. Candidate will have a fixed time to complete a handwritten narrative of this incident. This narrative will be included with the application package, but is not an exit point.

12. PHYSICAL ABILITY TEST

- 12.1 Applicants will be required to successfully complete the physical ability test. Prior to taking the test, the applicant must provide a release from their personal physician, indicating that the applicant is physically capable of completing all of the elements of the test. Failure to successfully complete the PAT shall be an exit point in the selection process.

13. VERBAL INTERVIEWS

- 13.1 Only those applicants who meet minimum standards of job requirements, qualifications, and other selection criteria shall attend the Verbal Review Board process. Questions used during the interview shall be identical for all applicants and scored in a uniform manner.
- 13.2 The Verbal Review Board shall consist of personnel assigned by the Police Department.
- 13.3 Each member of the Verbal Review Board has a responsibility to be familiar with and assure the fulfillment of the City's policy of non-discrimination and equal opportunity in employment. This shall include an understanding of permissible questions in the interview process.
- 13.4 Verbal Review Board Procedures: Applicants appearing for the Verbal Board will be evaluated on factors to include:
- 13.4.1 Initial reaction
 - 13.4.2 Appearance and grooming
 - 13.4.3 Self-confidence
 - 13.4.4 Communication
 - 13.4.5 Community Oriented Policing skills
 - 13.4.6 Technical and professional knowledge
 - 13.4.7 Whole person command presence
 - 13.4.8 Cohesiveness
 - 13.4.9 Maturity
 - 13.4.10 Command overall rating

- 13.5 The purpose of the Verbal Review Board will be explained to each applicant for employment prior to their appearance.
- 13.6 Questions utilized by Board members will be the same for all candidates.
 - 13.6.1 Questions shall not require only a "yes" or "no" answer; elaboration is necessary for adequate insight.
 - 13.6.2 Follow-up questions may be asked when necessary.
 - 13.6.3 If an applicant's responses are not clear, any member may ask for an immediate explanation or clarification.
 - 13.6.4 Argumentative questioning has no place in the interview.
- 13.7 Verbal Review Boards will consist of a minimum of three (3) members.
- 13.8 The Interview Rating Form used by this Department will be designed to assist each member of the Board in deciding how to rate an applicant.
- 13.9 Each member of the Verbal Review Board shall complete the Interview Rating Form. Discussion on each applicant will be conducted following the conclusion of the review.
 - 13.9.1 Upon completion of the interview process, all completed Interview Rating Forms shall be maintained by the City of Eustis Human Resources Department.
 - 13.9.2 Questions asked in the Verbal Board are not public record, but the results are a matter of public record.
- 13.10 Applicants must attain a minimum overall average score of 75 percent in the Verbal Review Board to continue in the hiring process. The verbal interview score does not reflect a final ranking of applicants. The verbal interview is another component of the selection process. Applicants who fail to obtain a score of 75 percent in this component shall not be processed any further.

14. BACKGROUND INVESTIGATIONS

- 14.1 All background investigations shall be in compliance with applicable CJSTC regulations, and must include the verification of an

applicant's qualifying credentials, a review of any criminal record and the verification of at least three personal references.

- 14.2 A background investigation of each applicant, including civilian employees, shall be conducted prior to employment. All such investigations shall include at least the following:

14.2.1 Warrant check

14.2.2 Criminal History check

14.2.3 Fingerprint check

14.2.4 Local record check

14.2.5 Prior employment

- 14.3 Any member used to conduct background investigations shall be trained in the proper methods to be used in collecting the required information.

- 14.4 A record of each applicant's application package, including the background investigation, shall be maintained on file for two (2) years, for applicants not hired. The Florida Department of Archives Retention Schedule is to be used to store old applications.

15. TRUTH VERIFICATION EXAMINATIONS

- 15.1 Each applicant will be required to submit to a truth verification examination by a certified examiner, chosen by the Eustis Police Department. Professional Standards will coordinate and assist in scheduling the examination.

16. INTERVIEW WITH CHIEF OF POLICE/CONDITIONAL OFFER OF EMPLOYMENT

- 16.1 Following a personal interview with the Chief of Police, applicants selected for employment shall be recommended for a conditional offer of employment.
- 16.2 This decision shall be based on a candidate's performance in all phases of the selection process, including the Chief's opinion of the applicant's suitability for the position. If there are more eligible candidates than vacancies, a 6-month eligibility list shall be maintained. In the event the first-choice candidate fails to successfully complete the selection process, the Chief of Police may select an alternate candidate from this list. An updated background investigation will be completed prior to the selection of the alternate candidate.

- 16.3 A conditional offer of employment shall be contingent upon the applicant successfully completing ALL components of the selection process.

17. EMOTIONAL STABILITY & PSYCHOLOGICAL EXAMINATIONS

- 17.1 Psychological evaluations will be job-related and nondiscriminatory. The psychological evaluation test is formulated for sworn officers and will only be administered to applicants for sworn positions.
- 17.2 Subsequent to successful completion of the selection process, applicants will undergo further evaluation to more completely ascertain their psychological suitability for law enforcement.
- 17.3 A written psychological evaluation tests will be administered to applicants by the Office of Professional Standards, or a designee.
- 17.4 The psychological evaluation tests shall be assessed by a licensed professional. The psychological evaluation test will be submitted to the test evaluation company after completion, and the results will be emailed to the Professional Standards contact. A paper copy will also be mailed to Eustis Police Department.
- 17.5 Any and all records, which are the result of emotional stability and psychological fitness examinations, shall be maintained in a limited-access secured area.

15.5.1 Such records shall be maintained in accordance with Florida Public Records Law.

18. EVALUATION AND DRUG SCREENING

- 18.1 Upon receiving a conditional offer of employment, a medical evaluation of each candidate for a sworn position shall be conducted by a licensed physician using the medical form and guidelines established by CJSTC. The Medical evaluation shall use criteria to certify the general health of an applicant to determine whether they are able to perform the essential duties of a Police Officer 1.
- 18.2 It is the policy of the Department to ensure a drug-free work environment for all employees. Pre-employment testing and screening for controlled substances is a method that can help the Department to attain this goal. Applicants who test "positive" or fail any of the screening measures will be disqualified from any further consideration for employment with the Department. This policy applies to all persons who submitted an application for employment with the Eustis Police Department. It is intended as a supplement to

existing City policies regarding pre-employment testing for controlled substances.

- 18.3 To be considered for employment, all applicants must consent to provide to an authorized testing laboratory the required sample to be tested for controlled substances.

18.3.1 The sample shall be tested for prescription drugs in addition to illegal controlled substances including but not limited to the following:

- 18.3.1.1 Amphetamines
- 18.3.1.2 Barbiturates
- 18.3.1.3 Benzodiazepines
- 18.3.1.4 Cocaine
- 18.3.1.5 Marijuana
- 18.3.1.6 Methadone
- 18.3.1.7 Opiates
- 18.3.1.8 Phencyclidine
- 18.3.1.9 Methaqualone
- 18.3.1.10 Propoxyphene

19. ILLEGAL USE OF CONTROLLED SUBSTANCES

- 19.1 The following criteria apply to applicants who have illegally used controlled substances and shall be used to determine disqualification from further consideration as an applicant. In order to be considered for employment:

19.1.1 An applicant shall not have used marijuana within the past thirty six (36) months from the date of application.

19.1.2 An applicant shall not have been a habitual user of marijuana (i.e., use of marijuana more than fifteen (15) times in the applicant's life history).

19.1.3 An applicant shall not have illegally used any controlled substance, other than marijuana, including "hard drugs" (heroin, cocaine, Quaaludes, PCP, etc.), within the past 5 years or more than 3 times in the applicant's life history.

- 19.2 An applicant shall have no record or indication during the truth verification examination of having sold, offering to sell, inducing, or attempting to induce, others to buy or sell controlled substances.
- 19.3 An applicant shall not have illegally used any controlled substance while employed in the Public Safety Sector, either while on-duty or off-duty or a position of trust.
- 19.4 An applicant shall not have been terminated from any employment position due to an illegal use of any controlled substance.
- 19.5 An applicant shall not have been a habitual user of alcohol as indicated by:
 - 19.5.1 Three (3) or more alcohol-related arrests.
 - 19.5.2 Termination from any employment position due to alcohol related reason.

20. APPOINTMENT AND PROBATIONARY PERIOD

- 20.1 Upon the successful completion of the entire selection process, the applicant shall be appointed to the position of probationary police officer. Each newly appointed member is required to satisfactorily complete entry-level training relevant to their position and a one-year probationary period before being granted tenured status. There are no exceptions to this requirement of the one-year probationary status. Additionally, per City Personnel Policy 3.13, civilian employees shall be subject to a probationary period of 1 year before granted tenured status.
- 20.2 The work performance of each newly hired member shall be evaluated after 6 months of hire date in writing, using job-related and nondiscriminatory measures and procedures.
 - 20.2.1 Sworn members shall be on probation one year from the hire date.
 - 20.2.2 Satisfactory completion of a specified probationary period and of all entry level training is required prior to any member being appointed to permanent status.

21. REAPPLICATION AND RETESTING

- 21.1 Reapplication, retesting, and re-evaluation of candidates not hired on a previous attempt(s) is permitted for any subsequent opening, as long as the applicant successfully completed all portions of the selection process.

- 21.2 Any applicant that fails to successfully complete any portion of the selection process (application, PAT, verbal interview, background investigation, truth verification, emotional stability and psychological examination, and drug screening), may not reapply for one year from the date of the exit point in the process.

NOTE: The Chief of Police, or designee, may waive the 1-year reapplication period based upon exigent, case-by-case circumstances.

- 21.3 If at any point an applicant does not successfully complete any element of the selection process, upon reapplying the applicant must complete the selection process in its entirety.

22. REHIRING OR RECLASSIFICATION OF CURRENT EUSTIS POLICE OFFICERS

- 22.1 Eustis Police officers eligible for normal or early retirement, and in good standing, are permitted to re-apply with the agency upon retirement. Eustis Police Officers may also be eligible to be reclassified from full time to reserve officer or from reserve to full time.
- 22.2 The re-hiring or reclassification of a Eustis Police Officer is at the sole discretion of the Chief of Police, or designee, and shall be considered on an individual basis.
- 22.3 The officer's re-hire date shall be used to calculate years of service in determining the officer's eligibility for reclassification, advancement, and promotion.
- 22.4 The officer's re-hire or reclassification date shall be used to calculate years of service in determining the officer's annual and sick leave accrual rates.
- 22.5 Any rehire or reclassification with any break in service will be subject to a full background investigation prior to being submitted to the Chief of Police.

23. APPLICANT RECORDS

- 23.1 Original records of those personnel hired are maintained in the Personnel file. Additionally an FTO training file is compiled and maintained in the Records Retention Room.
- 23.2 Applications, interview questionnaires and related paperwork of personnel not selected are maintained by the City of Eustis Human Resources Department.

23.3 All related records will be maintained and destroyed in accordance with applicable records retention laws and State of Florida General Records Schedule.

Approved:



Gary T. Calhoun, Chief of Police
(Authorized Electronic Signature)