

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 06/30/2012	Supersedes Policy Dated: 12/30/2011	Rescinds:	SOG Number:
Accreditation Index: 31.4.1, 31.5.1			201.6
Part Title: Personnel		Chapter Title: Recruitment and Selection	
Chief of Police:			

Selection Process for Non-Sworn Employees

I Policy

To establish procedures for the selection of qualified non-sworn applicants to employment positions within the Springfield Police Department.

II Definitions

III Procedures

1 JOB ANNOUNCEMENT

1.1 The Human Resources Department shall be responsible for posting all job announcements for non-sworn employment positions within the department.

1.1.1 The job announcement will contain the following:

1.1.1(a) A description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position to be filled;

1.1.1(b) A statement advertising the department as an equal opportunity employer;

1.1.1(c) Information stating the application deadline.

1.1.2 The announcements will be advertised in commercial, college and other professional newspapers, magazines or other media such as the City of Springfield web site.

1.1.3 The Human Resources Department shall ensure that public notice of all entrance examinations is given at least seven calendar days in advance of the closing date for receiving applications.

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2 APPLICATION PROCESS

- 2.1 A written application containing complete and accurate information will be filed with the City of Springfield Human Resources Department.
 - 2.1.1 All applications shall be screened and maintained by the Human Resources Department to ensure the applicant meets the minimum requirements for the position.
 - 2.1.2 An applicant may be disqualified and ineligible for employment based upon any of the conditions listed in the City of Springfield Merit Rule 5.4, Disqualification of Applicants.
- 2.2 At the time formal application is made, the Human Resources Department shall inform the applicant of the following information in writing:
 - 2.2.1 All elements of the selection process.
 - 2.2.2 The expected duration of the selection process.
 - 2.2.3 The City of Springfield's policy on reapplication, retesting and reevaluation of candidates who are not appointed.

3 SELECTION PROCESS

- 3.1 The Human Resources Department is responsible for the initial screening of applicants, scheduling and administering all elements of the selection process.
 - 3.1.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner within the classification.
- 3.2 The selection process may consist of, but is not limited to, the following elements:
 - 3.2.1 Typing test;
 - 3.2.2 Oral interview;
 - 3.2.3 Written test;
 - 3.2.4 Practical skills test.
- 3.3 Examinations shall be conducted on an open-competitive basis.
- 3.4 Open-competitive examinations shall be open to all applicants who meet the standard of requirements with regard to experience, education and training.
- 3.5 Examinations shall be practical and of a generally accepted nature, constructed to reveal the capacity of the applicant for the particular class of positions for which the applicant is competing, and the applicant's background and related knowledge shall be rated impartially.
 - 3.5.1 The applicant may be evaluated by education and experience and /or a test of capacity, knowledge, skills, abilities, and personal characteristics.

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- 3.5.2 Examination procedures will be established to assure that selection instruments will be reliable, valid, and objective.
- 3.6 When practicable, the identity of persons taking competitive assembled tests shall be concealed from the examiners by use of identification numbers.
- 3.7 Written Tests
 - 3.7.1 Any applicant taking an entrance written test for any position with the City who fails to make a passing grade may, with approval of the Director of Human Resources, retake the test at the next regularly scheduled time.
 - 3.7.2 If the applicant fails to make a passing grade on the second attempt, he will not be allowed to retake the test for such position until one year from the date of the second test.
 - 3.7.3 Failure to make a qualifying grade on a written test for a given position on the third attempt or failure to make a qualifying score before an oral board on the third attempt for the position is sufficient reason for permanent denial of any further consideration of the applicant.
- 3.8 The final rating shall be based upon a weighted average of the various parts of the total examination.
 - 3.8.1 All applicants for the same class of positions shall be accorded uniform and equal treatment to all phases of the rating procedure.
 - 3.8.2 A minimum passing score may be set for any part of the examination. Candidates may be required to attain at least a minimum score on each part of the examination in order to receive a passing grade or to be rated on the remaining parts of the examination.
 - 3.8.3 When the rating of education and experience forms a part or all of the examination, the formula used in appraisal shall give due regard to recency and quality, as well as quantity, of experience and pertinency and quality of the education.
 - 3.8.4 When an oral interview forms a part or all of the examination, an oral interview board shall be appointed consisting of two or more members. All candidates who qualify for the oral interview shall be rated by the same oral interview board.
- 3.9 After each open-competitive examination, the Director of Human Resources shall prepare a register of persons with passing grades.
 - 3.9.1 All fractional scores shall be rounded off to the nearest whole number.
 - 3.9.2 The names of individuals shall be placed on the register in the order of their final ratings, starting with the highest final rating.
- 3.10 All applicants not selected shall be notified in writing.

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- 3.10.1 Each internal applicant, or current City employee, shall be notified of his examination results as soon as practical after the rating of the examination has been completed or the register established.
- 3.10.2 Each external applicant shall be notified of his examination results as soon as practical after the register is established or the position has been filled.
- 3.10.3 All applicants shall be entitled to information concerning their relative position on the register upon request.
- 3.11 **Records Retention**
 - 3.11.1 The City of Springfield Human Resources Department shall be responsible for the maintenance of all applications, testing and employment records used in the hiring and testing process, with the lone exception being background investigation paperwork. All related materials shall be stored in locked files.
 - 3.11.2 The application and examining material of all applicants shall be stored in locked files in accordance with records retention requirements.
- 3.12 **Eligibility List**
 - 3.12.1 After the selection process is completed, the Human Resources Department will establish an eligibility list of all eligible applicants.
 - 3.12.2 The names of individuals shall be placed on the eligibility list in the order of their final ratings, starting with the highest final rating
 - 3.12.3 The applicants achieving the top three scores are then submitted to the hiring supervisor for selection.
- 3.13 **Background Investigations and Polygraph Examinations**
 - 3.13.1 A background investigation will be conducted on the individual selected. The extent of the investigation will vary, depending on the nature and sensitivity of the position, and may also include a polygraph examination.
 - 3.13.2 The background investigation shall include the candidate's education, character, reputation, financial arrearage, driving record, criminal record, finger print record, military record, employment record, residency, qualifications, personal references, and other pertinent information. The investigation shall include verification of qualifying credentials. (CALEA 31.5.1)
 - 3.13.2(a) Background investigations shall be conducted only by background investigators who have been specially trained to conduct such investigations.
 - 3.13.2(b) All information or material received or developed as a part of the background investigation shall be treated as confidential and shall remain in the custody of the

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Investigations and Support Services Bureau Commander at all times, except in rare circumstances (e.g., subpoenaed for court). All information or material received shall be kept secure during and after the investigation. If the candidate is hired by the City of Springfield, their respective Background Investigation Packet shall be stored in a locked cabinet in a location designated by the Investigations and Support Services Bureau Commander, separate from all other files.¹

- 3.13.3 If Required, Polygraph examinations shall be conducted by a certified polygraph technician trained to conduct such examinations and approved by the City of Springfield to administer the examinations.
 - 3.13.3(a) A list of areas from which the polygraph questions will be drawn shall be supplied to the candidate prior to the polygraph examination.
 - 3.13.3(b) The examination shall not be used as the single determinant of employment status. The results shall be used, together with other information, to support hiring decisions.
- 3.14 Psychological Evaluations and Physical Examinations
 - 3.14.1 If required, a psychological evaluation and physical examination will be scheduled by the Human Resources Department.
 - 3.14.1(a) All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records.
 - 3.14.1(b) All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records.
- 3.15 Pre-employment drug test
 - 3.15.1 A pre-employment drug test is required for all positions and will be scheduled by the Human Resources Department. Human Resources shall ensure the results remain confidential and kept separate from the candidate's other personnel records.

IV Attachments

¹ Section 3.13.2(b) changed Support Services Division Commander to Investigations and Support Services Bureau Commander, per Policy Change Order 12-039, Effective Date 06/30/2012.