

GENERAL ORDER 31.1.1

Recruitment & Selection

GENERAL ORDER CROSS-REFERENCE: 16.5.2, 21.1.1, 22.3.1

SUMMARY

Describes the Department's recruitment and selection process for regular employees.

DISCUSSION

The Professional Standards and Training Unit performs the recruitment and selection procedures with guidance from the Human Resources Department.

POLICY

I

The Department coordinates all recruitment activities through Human Resources Department. The Professional Standards and Training Unit is responsible for developing recruitment/selection strategies that will facilitate the achievement of the Department's equal opportunity policies, goals and objectives.

II

The Department's recruitment program is designed to attract qualified applicants to fill Department vacancies.

The Office of the Chief shall ensure that personnel assigned recruitment tasks receive adequate training in recruitment techniques and strategies. At a minimum this training shall cover: the Department's recruitment needs and commitment to equal opportunity; the Department's career opportunities, salaries, benefits, and training; federal and state compliance guidelines; the community and its needs (including demographic data, community organizations, educational institutions, etc.); cultural awareness, or an understanding of different ethnic groups and subcultures; techniques of informal record keeping systems for candidate tracking; the selection process utilized by the Human Resources Department (including background investigations and written, oral, and physical fitness examinations); recruitment programs of other jurisdictions; characteristics that disqualify candidates; and medical and psychological requirements.

The Professional Standards and Training Unit shall involve all personnel in Department recruitment activities.

When a minority community is identified, minority personnel, fluent in the community's languages and aware of the cultural environment, shall be solicited to assist in recruitment.

III

Job vacancies shall be publicized at least 10 working days prior to the application deadline. The announcement shall include a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position to be filled. The application filing deadline and application procedure shall be clearly indicated.

IV

All entry-level job openings shall be advertised in a manner to attract the greatest number of qualified applicants . This advertising shall include areas outside the Springfield/Eugene metropolitan area as necessary to attract applicants. In every recruitment, the Department shall ensure advertisement directed in such a manner to ensure notice of vacancies reach targeted minority and women populations.

The Department shall participate in recruitment opportunities afforded by local educational institutions and community organizations.

VI

The Volunteer Services program described in GO 16.5.1 shall be considered a part of the Department's recruitment program.

VII

The Chief of Police is the Department's appointing authority. The City Manager is the appointing authority for the position of Chief of Police.

VIII

The Professional Standards and Training Sergeant shall coordinate the selection process with the Human Resources Department. For each selection process, a hiring supervisor shall be appointed by the affected division commander. It shall be the responsibility of the hiring supervisor to develop a final recommendation for a hiring decision.

The Professional Standards and Training Unit shall maintain a copy of any City selection manuals which are to be used in conjunction with this order. At the current time these manuals include this policy manual and the City's Personnel manual.

The Professional Standards and Training Sergeant shall return all selection materials to the Human Resources Department for secure storage. Any unneeded selection materials shall be shredded.

IX

The Professional Standards and Training Sergeant shall verify each segment of the selection process with the Human Resources Department to certify that the components have validity, utility and minimum adverse impact. This certification shall include any components administered by an outside agency. The validity of the selection process as a whole, or individual components of the selection process, shall be determined by criterion-related, construct, or content validation.

The Department follows the qualifications for sworn personnel established by the Oregon Department of Public Safety Standards and Training.

X

All portions of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner. Department members representative of the race, sex, and ethnic groups in the Springfield community shall be included in the selection process, whenever possible.

XII

An oral interview shall be given to each qualifying candidate. The Professional Standards and Training Sergeant shall coordinate the interview process, including the full text of all standardized questions, with the Human Resources Department to ensure that the interview uses valid, useful, and nondiscriminatory procedures.

XIII

Prior to appointment all candidates shall be given a drug screening test. Prior to appointment, each police officer, communication officer, community service officer, reserve officer and detention officer candidate shall be given a medical examination by a licensed physician which complies with the current medical examination standards as set by DPSST. This examination shall be given at no cost to the candidate.

XIV

Candidates for police officer and detention officer shall be given a physical abilities test in accordance with the procedures outlined in GO 22.3.1.

XV

A professionally evaluated emotional stability and psychological fitness examination shall be administered to police officer, reserve officer, detention officer, community service officer, records and communication officer candidates.

XVI

Lateral entry is permitted for all positions. Testing criteria for lateral entry candidates shall be the same as that for internal candidates.

XVII

At the time of original application all applicants shall be given a written description of the testing process outlining the anticipated time lines and indicating each component of the selection process including: any written examinations, the oral interview, the background investigation, the physical fitness test, the physical and psychological examinations and any other test procedure. The written notice shall also indicate the retesting procedures outlined below.

Candidates failing selection shall be informed of that fact.

All testing records, including the medical examination and the psychological fitness examination, shall be forwarded to the Human Resources Department for retention in accordance with the City's records retention schedule.

XVIII

In the event that two or more employees have the same hire date, seniority shall be established by their rankings on the hiring list. For processes where there is an internal candidate who is hired from that process, the internal candidate shall be given seniority at the Chief's discretion. When this occurs, the seniority ranking will be placed on the employees' Personnel Action Forms.

XIX

The Professional Standards and Training Sergeant shall review the selection process on an ongoing basis to determine its effectiveness in selecting the best qualified candidates in a fair and equitable manner; in addition the Sergeant shall ensure that elements of the selection process have not become obsolete or have new effects over time due to changes in the applicant pool, reclassification of positions, new technology used on the job, and other developments after the selection process has been implemented; and that the process is valid, useful, and has minimal adverse impact. The findings from this review shall be discussed with the Chief of Police.

Richard L. Lewis
Chief of Police