

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: SELECTION OF PERSONNEL

Date of Issue: 01-01-1999

Number of Pages: 4

Policy No. A145

Review Date: 06-01-2007

Distribution: Departmental

Revision Date: 01-13-2016

Purpose

To establish a fair, equitable and job related selection process of all personnel regardless of race, creed, sex, age or national origin. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner by department personnel representative of race, sex and ethnic groups in the service area when possible.

Authority

The responsibility and authority for administration of the personnel selection program for the Covington Police Department is vested in the Chief of Police. The Chief of Police shall be responsible for determining the specific needs of the department, the skills, abilities and personal attributes necessary to perform specific jobs. He shall conduct an annual review of the selection process to ensure that the process is in accordance with the personnel policy of the City of Covington.

Definitions

- A. Adverse impact – A substantially different rate of selection (generally 80%) which works to the disadvantage of members of a race, sex or ethnic origin.
- B. Interview Panel – panel made of departmental supervisors, whose purpose is to evaluate applicants for positions in the police department.
- C. Job related – A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.
- D. Probationary Employee – Any employee who has not completed twelve (12) months of service from the date of hire.
- E. Validity – Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance on detecting important aspects of the work behavior related to the position.

Selection Procedures

A. Adverse Impact

1. The selection process for this agency will include those components that have validity, utility, uniformity, and a minimum adverse impact. Adverse impact against any specific group shall be minimized in the selection process.
2. Adverse impact in the selection process will be measured by comparing the selection rates for each race, sex, and the ethnic group with the group having the selection rate.
3. Records that are used to monitor adverse impact will be maintained on file.

B. Selection material – material that is used by this department in the selection process including interview questions, examinations, and forms shall be maintained in a secure file in the records office. The Chief of Police has sole authority to dispose of such material if necessary. Disposal shall be done by shredding.

C. Selection process

All elements used in the selection process shall be job related.

Step 1 – The Personnel Officer for the City of Covington shall review all applications for positions in the police department. This review will consider only the candidate's ability to meet standards for employment. The personnel officer shall have the responsibility of forwarding all applications and application booklets of qualified applicants to the Assistant Chief of Police.

Step 2 – The Assistant Chief of Police will conduct a criminal history check and driver's history check on all applicants.

Step 3 – Applicants will then be required to complete a physical agility test of upper body strength, and cardiovascular fitness. A departmental physical fitness instructor will administer this test.

Step 4 – Applicants will then be assessed during an oral examination by a review board made up of ranking officers. Candidates will be asked questions concerning:

1. Applicant's background information.
2. Initial application.
3. Personal characteristics.
4. Education.
5. Experience.
6. Mental ability.

7. Ability to communicate.
8. Presence, appearance.
9. Goals and objectives.

Each selection panel member shall rate the candidate on a scoring sheet based on the interview.

A list of all candidates and their rating will be recorded on a summary sheet. A score of 80 or better is required for placement on the list. Candidates will be selected from the list until all vacancies are filled. The list will remain active for a period of one year and will be filed by the Personnel Director.

Step 5 – Applicants will be required to take and successfully complete a POST entrance exam to attend the regional academy. This exam will be given at the academy and applicants are required to provide their own transportation to and from exam. Applicants will be given a date, time, and directions to the exam location.

Step 6 - C.I.D. personnel will conduct background investigations. The investigator conducting a background shall attach a written report of findings and recommendations to the background report. All records pertaining to an applicant's background will be forwarded to the Assistant Chief upon completion of the selection process. The background investigation will include:

1. Updated check of criminal record, if any.
2. Updated check of driving records, if any.
3. Verification of applicant's credentials (education experience).
4. Verification of past employment.
5. Verification of five (5) personal references.
6. Neighborhood canvas.
7. Check of applicant's financial background, if necessary.

Step 7 – The investigator shall have a voice stress analyzer test and/or polygraph conducted on the applicant. Only personnel who are certified in voice stress analyzer techniques or polygraph techniques will conduct the tests. Tests will be conducted at the Covington Police Department or other approved testing site, and results will be included in the applicant's background report. No applicant will be disqualified from appointment based solely on the results of the voice stress analysis or the polygraph.

Step 8 – Certification of eligible candidates will be made by the Assistant Chief and forwarded to the Chief of Police for review. This list shall be maintained by the Assistant Chief in the event no positions are available. When a position becomes available, the Assistant Chief shall schedule candidates for the final interview with the Chief of Police. The Chief should have at least two candidates to choose from.

Step 9 – The Chief of Police or his designee will then give the applicant a conditional job offer contingent that the applicant passes steps 10 and 11.

Step 10 – Applicants for sworn positions are required to complete a psychological test. The results of this test will forward to Psychological Research, Inc. for evaluation. The results will be placed in the applicant's background report and later in the personnel file if the applicant is hired.

Step 11 – Applicants who are accepted for hiring will be required to have a medical examination/drug screen before they assume sworn status. A medical exam is also a requirement for Georgia P.O.S.T. A licensed physician will conduct medical examinations.

Step 12 – The Chief of Police shall submit a written appointment recommendation to the Personnel Office in accordance with personnel policy.

I. Civilian Personnel Selection

Selection of personnel for civilian positions will be the same as for sworn personnel except for the physical agility requirement and psychological testing. The City of Covington conducts a drug screening on all applicants who have been made a conditional offer of employment. The selection panel will be required to review all background material on applicants for civilian positions.

II. Notification of Applicants

The Assistant Chief of Police or his designee shall be responsible for notifying the successful applicant or applicants by phone. The Assistant Chief or his designee shall also notify all unsuccessful applicants by mail within thirty (30) days of such decision. Applicants who are disqualified from appointment on the basis of tests, examinations, interview or investigation will be notified as to the specific reason.

VII. Reapplication Policy

Applicants who are not chosen for positions remain on the eligibility list for a period of one (1) year. After that time, they may reapply.

VIII. Lateral Entry

The Covington Police Department does not allow lateral entry.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

Stacey L. Cotton

Stacey L. Cotton
Chief of Police