

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>RECRUITMENT/SELECTION</b>		NUMBER:	3.1.1
		ISSUED:	9/2/2009
SCOPE:	All Police Personnel	EFFECTIVE:	9/2/2009
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 5 <sup>th</sup> EDITION: 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6	

**INDEX AS:** Applicant Record Maintenance  
 Background Investigations  
 Equal Employment Opportunity  
 Job Announcements  
 Selection Process for Applicants

**PURPOSE:** The purpose of this Order is to establish written guidelines and procedures that ensure equal employment opportunity (EEO) in recruiting, hiring, retaining, and promoting employees, and selecting candidates to fill sworn officer vacancies within the Port Washington Police Department. In addition, this Order also provides the procedure for conducting police applicant background investigations.

This Order consists of the following numbered sections:

- I. POLICY
- II. RECRUITING PROCEDURES
- III. SELECTION GUIDELINES
- IV. SELECTION PROCEDURES
- V. BACKGROUND INVESTIGATIONS
- VI. RECORD MAINTENANCE

I. POLICY

- A. It is the policy of the Port Washington Police Department to recruit and select the best possible candidates for employment opportunities occurring within the department. The department seeks to attract, assess, and select candidates that possess those organizational values and professional skills that are consistent with the mission, goals, and objectives of the department.

- B. The Port Washington Police Department is dedicated to recruiting and selecting professional men and women in a manner consistent with federal and state law, city ordinances, department policies, Police and Fire Commission rules and regulations, and equal employment opportunity (EEO) guidelines.
- C. The Chief of Police, in accordance with Wisconsin Statutes, shall appoint sworn officers to the department subject to the approval of the Police and Fire Commission.

## II. RECRUITING PROCEDURES

### A. Job Advertisement and Publicity

- 1. Employment announcements and recruiting advertisements shall contain the following information:
  - a) A statement that the City of Port Washington is an Equal Opportunity Employer (EOE).
  - b) Application filing deadlines clearly indicated.
  - c) A description of the duties and responsibilities of the position, as well as the requisite job-related skills, educational levels, and physical requirements consistent with business necessity.
- 2. Employment announcements and recruiting advertisements may be distributed to:
  - a) Newspapers and professional periodicals
  - b) Professional organizations
  - c) Educational institutions
  - d) Employment offices
  - e) Advocates of EEO protected groups
  - f) Other appropriate organizations

## III. SELECTION GUIDELINES

### A. Administrative Practices

- 1. The Chief of Police retains overall responsibility for the selection process and final hiring decisions.
- 2. Final approval of a candidate is the responsibility of the Police and Fire Commission.

## B. Notification to Applicants

1. At the time of application, candidates shall be informed of all elements of the selection process, as well as the expected duration of the process.
  - a) Handouts shall be provided detailing physical requirements, qualifying credentials, and other pertinent information. Included shall be a listing of the duties and responsibilities of the position. Information regarding reapplication shall also be included with this handout.
2. Applicants shall be kept informed of their status through each step of the process.

## IV. SELECTION PROCEDURES

### A. Applicants must successfully complete all the following elements in order to be placed in the availability pool:

1. Written Examination
  - a) A comprehensive written examination shall be administered to all applicants. Applicants are asked to be present at the test site at least fifteen minutes prior to the start of the testing, and to bring two forms of identification.
2. Completion of Police Officer Applicant Questionnaire.
3. Police and Fire Commission Oral Interview.
4. Department panel interview
5. Following the creation of an eligibility list the Chief of Police may select an applicant(s) from the eligibility list and extend a conditional offer of employment. The offer of employment is subject to the candidate's successful completion of the following:
  - a) Medical exam (to include drug screening), psychological exam, and thorough external background investigation.
    - (i) Polygraph exam (optional) may be required, at the discretion/option of the Police Chief.
  - b) All tests will be conducted at the Department's expense.
  - c) Qualified professionals shall be used for the medical and psychological exams.

- d) When a polygraph is required, candidates are provided notice of the exam at the time of the application and given a list of potential subjects from which the questions may be taken.
- e) When a polygraph exam is required, it shall be conducted and evaluated by a polygraphist trained in employment exam techniques.
- f) A polygraph exam shall not be used as the sole determinant for employment status.

6. Background Investigation and Reference Check to include:

- a) Verification of qualifying credentials.
- b) Review of any criminal and traffic record.
- c) Verification of at least three personal references.
- d) Interview of past employers.
- e) Credit history check.

7. Final approval of the Police Commission.

B. Recruit School: New officers shall be scheduled to attend and must successfully complete the basic recruit academy training if needed, at an approved training facility, utilizing the curriculum competencies and learning objectives as set forth and approved by the Wisconsin Law Enforcement Standards Board, as soon as practical after they are hired.

## V. BACKGROUND INVESTIGATIONS

### A. Requirements:

1. A personal history investigation shall be conducted on each applicant finalist to determine character traits and habits indicative of moral character. Good character shall be determined from the following:
  - a) Police, criminal, traffic record and credit checks in all areas of permanent residence.
  - b) Investigation at all schools attended beyond the age of 14. The intent of this requirement is to verify educational achievement.
  - c) Investigation in the applicant's current neighborhood and in neighborhoods of former permanent residence.

- d) Investigation at each place of employment. The interview of the applicant's current employer shall be at or towards the end of the investigation. The applicant's specific permission for this interview shall be obtained.
  - e) Such other investigation as may be deemed necessary to provide a basis of judgment on the applicant's loyalty to the United States, or to detect conditions, which adversely affect performance of one's duty as a law enforcement officer.
2. Only applicants of good moral character may be employed.
  3. The results of the personal history investigation on all police officers employed under the Law Enforcement Standards Act shall be retained on a permanent basis.
- B. Procedures:
1. The investigation shall be conducted by an experienced Officer.
    - a) The Officer shall have a diversified background in law enforcement and possess a fundamental knowledge of selection procedures, emotional stability and psychology.
    - b) The officer must be able to interpret testimony and determine whether the information provided by a source is sincere or prejudiced.
  2. All results of the personal history investigation shall be considered confidential and processed accordingly.
  3. If the applicant lives, or has lived, in a distant community, a letter shall be sent to the local law enforcement agency requesting that an investigation be conducted in that locality.
  4. A thorough investigation shall develop information to provide answers for the following questions:
    - a) Does the applicant display an unreasonable temper? When?
    - b) Does the applicant drink intoxicants to excess or is the applicant a user of controlled substances?
    - c) Does the applicant maintain composure in a crisis or dangerous situation?
    - d) Is the applicant well adjusted and will the applicant make a good police officer?
    - e) Does the applicant possess high ethics and morals?

- f) Is the applicant tolerant or prejudiced against other races or religions?
  - g) Is the applicant honest and trustworthy?
  - h) Was the applicant reasonably loyal to past employers?
  - i) What is the applicant's past work record in terms of his or her reliability?
  - j) Why does the applicant want to be a law enforcement officer?
5. Names of the references, family members, close friends, contacts, etc. shall be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligations as a police officer.
6. The investigation shall include a check of the following sources:
- a) Military records - Form DD214 (if claiming military service)
  - b) All local police files
  - c) Police files in cities where the applicant has lived or worked
  - d) Previous employers
  - e) All schools attended
  - f) Present and past neighbors and landlords
  - g) Character references
  - h) Credit records
  - i) Criminal history checks through CIBR and III
  - j) Driver's license status and record check
  - k) Any other source of information which previous contacts show to be important.

C. Personal History

1. Verification of the applicant's date and place of birth.
- a) Birth certificate or statistics from educational or employment records.
  - b) If birth cannot be verified through these records, the investigator must resort to the Bureau of Vital Statistics in the community in which the applicant was born.

2. In the event the applicant is a naturalized citizen, inquiries will be directed to the U.S. Immigration and Naturalization Services Regional Office in which the applicant was naturalized.
  - a) A copy of the naturalization certificate will be required.

D. Education:

1. Information secured from educational institutions include:
  - a) Date and place of birth
  - b) Inclusive dates of attendance
  - c) Program in which enrolled
  - d) Degree, diploma or certificate received
  - e) Grade average
  - f) Nature of any disciplinary action
  - g) Special activities
  - h) Scores of applicable placement examinations
2. Two or three instructors who have sufficient knowledge regarding the applicant's academic ability should be interviewed.
3. Advisors and counselors should also be interviewed.

E. Employment

1. All places of employment must be verified.
  - a) Inclusive dates of employment
  - b) Job title and duties
  - c) Salary (beginning and final)
  - d) Performance
  - e) Any unfavorable information
  - f) Reason for leaving
  - g) If applicant is eligible for or would be considered for re-employment

2. Sources of information
  - a) Immediate supervisor
  - b) Co-workers
  - c) These sources can be helpful in relating the overall performance of the applicant, their level of responsibility and maturity and their ability to get along with others.

F. References:

1. Unless personal references are located outside of the local investigation area, references shall be interviewed in person. Information to be secured from personal references include:
  - a) Full name of reference, age and address
  - b) Occupation or position
  - c) Relationship with applicant
  - d) Length of relationship
  - e) Source's general description of applicant as regards to personality and sociability
  - f) Source's opinion of the applicant regarding maturity and integrity
  - g) Any unfavorable information
  - h) Whether source recommends the applicant for appointment.
2. It is always advantageous to ask listed references for the names of other individuals who might have personal knowledge of the applicant's character.
  - a) Developed sources can often provide essential and candid testimony, whereas this is not always true when interviewing listed references.
3. Credit checks shall be made on all charge accounts, home, auto and personal loans, as well as checking and savings accounts to ascertain whether the applicant pays their bills and lives within their means.
  - a) If the applicant is living beyond their means, yet meeting their financial commitments without difficulty, this issue will have to be resolved before consideration for appointment can be made.



4. The following information, to be obtained from landlords, rental agents and neighbors, is needed regarding the applicant's residence:
  - a) Name and address of source
  - b) Occupation or position
  - c) Relationship with applicant (landlord - tenant, neighbor, etc.)
  - d) Period of residence
  - e) Monthly rent
  - f) Conduct as a tenant or neighbor
  - g) Occupants living with applicant
  - h) Any unfavorable information
  - i) Whether source recommends applicant for appointment

G. The Investigative Report

1. The investigative report shall be submitted in the department's established format for uniformity for all those who must read, handle or process the reports.
2. A simple guide to what general elements shall warrant rejection of the applicant are as follows:
  - a) Conviction of a felony
  - b) Conviction of two (2) misdemeanors
  - c) A dishonorable discharge from the armed forces
  - d) Conviction of a crime involving moral turpitude
  - e) Falsification of application
  - f) A conclusive reputation for being irresponsible, dishonest, immoral and unkempt.

## VI. RECORD MAINTENANCE

- A. The files of police applicants who are not proceeding to the eligibility list will be secured by the Chief of Police. The Port Washington Police Department will secure all eligible police applicant's files until such time as they are hired as an officer or are removed from the eligibility list. The file of police applicants hired by the Port Washington Police Department shall be secured by the Chief of Police. The file of police applicants who have been removed from the eligibility list shall be removed from secure storage and shredded by the Chief of Police or his designee.
- B. All written examinations, other selection materials, and records regarding the recruitment and selection of all applicants will be secured and maintained by the Chief of Police or his designee to prevent unauthorized disclosure of information.

**APPROVED:**



Chief Kevin Hingiss

**DATE:**

4/3/19

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