

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 17-01

EFFECTIVE:	JUNE 12, 2014	CANCELS:	GENERAL ORDER 32-08
TO:	ALL PERSONNEL	INDEX AS:	APPLICANTS EMPLOYMENT
SUBJECT:	RECRUITMENT/HIRING/APPOINTMENT POLICY AND PROCEDURE		HIRING RECRUITMENT RESERVE OFFICERS

The purpose of this Order is to establish, implement, and maintain a viable and equitable method of employing probationary employees, and appointing Reserve Officers for the Police Department. It is developed in accordance with Personnel Manual for the City of Ballwin, and is designed to supplement municipal personnel policy and procedures; it is not intended to revise, amend or supersede policies, regulations or procedures pertaining to the general personnel hiring process of the City of Ballwin.

PROCEDURE:

I. Recruitment

The Commanding Officer, Bureau of Administration and Operational Support shall facilitate the Department's recruitment efforts. The Department shall actively assist the Coordinator of Human Resources for the City in accomplishing the objectives as identified in the City's Equal Opportunity Employment and Recruitment Plan. The plan shall be reviewed prior to initiating each pre-employment selection process.

To achieve the objectives of the recruitment plan, the Bureau of Administration and Operational Support shall assure that:

- A. Job opening announcements provide a description of the duties, responsibilities, requisite skill, educational level and other minimum qualifications or requirements.
- B. Job openings are conspicuously displayed in various media outlets.
- C. The City of Ballwin is identified as an equal opportunity employer on all applications and advertisements.
- D. All announcements include application filing deadlines.
- E. As availability permits, Department personnel shall attend job fairs sponsored by area institutions of higher learning.

In December of each year, the Commanding Officer, Bureau of Administration and Operational Support shall prepare a report for the Chief of Police evaluating the progress towards ongoing compliance with the objectives identified in the recruitment plan as well as a recommendation as to

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what revisions, if any, should be incorporated into the plan.

The Commanding Officer, or his designee, shall work closely with the Coordinator of Human Resources concerning personnel matters; especially matters related to equal employment opportunity issues.

II. Policy on Hiring:

- A. All applicants for employment, or appointment as Reserve Officers within the Police Department, are given equal consideration regardless of race, national origin, age, veteran status, marital status, the presence of a non-job related medical condition or handicap, creed, color, sex, or religious affiliation. All job appointments are based on merit and fitness. The selection criteria for Police Reserves shall be the same as that for full-time officers.
- B. At the time of their formal application, candidates for all positions are informed in writing, of:
 - 1. All elements of the selection process;
 - 2. The expected duration of the selection process; and
 - 3. Reapplication policy.

III. Hiring Procedures:

- A. The Commanding Officer, Bureau of Administration and Operational Support shall maintain an eligibility list from which qualified Police Officers and Reserve Officers shall be selected. Only job related criteria shall be used to determine eligibility for appointment. Formation of the eligibility list will be based on competitive hiring procedures and shall remain in effect for one (1) year from the date of the first appointment, or, may be terminated at the Chief of Police's discretion. The Coordinator of Human Resources will notify Candidates in writing of their ineligibility for appointment no more than thirty (30) days after such a decision has been made.

Records for candidates determined to be ineligible shall be retained by the Coordinator of Human Resources for a period of three (3) years as required by the Secretary of State Record Retention Manual.

The Commander, Bureau of Administration and Operational Support in conjunction with the Coordinator of Human Resources shall be responsible for overseeing the process for hiring employees. Only job related criteria shall be used to determine eligibility for appointment.

- B. The Commander, Bureau of Administration and Operational Support in conjunction with the Coordinator of Human Resources shall have the responsibility for recruitment and the administrative processing of the selection process for employment/appointment. When not being used, all materials relating to the selection process shall remain in the possession of the Commander, Bureau of Administration and Operational Support and shall be stored in a

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- C. Applicants for all positions shall periodically be apprised during the hiring process of the status of their application up to final employment disposition, by the Commander of the Bureau of Administration and Operational Support and/or the Coordinator of Human Resources.
- D. In order to be considered for employment or appointment for sworn and non-sworn positions, an individual must first make application through the Coordinator of Human Resources. Applications for all positions shall be complete and shall provide the most current information to assist agency personnel in determining the applicants' overall eligibility for appointment. Applicants shall not be eliminated from consideration solely on the basis of minor omissions or deficiencies on the application that can be corrected prior to a testing or interview process. Said application will note that the applicant meets basic qualifications including:
1. Citizen of the United States at the time of application and a Missouri resident, residing within thirty driving (30) miles of the Department at time of appointment.
 2. No felony arrests or class "A" misdemeanor convictions (within the last two (2) years).
 3. Minimum age of 21 years or must have reached their 21st birthday at time of completion of the police academy training course for sworn positions in a first class county, or a minimum age of 18 for non-sworn positions.
 4. High school graduate or equivalent.
 5. Applicants for sworn positions must hold valid driver's license from any state at time of application and a valid Missouri driver's license at time of appointment, non-sworn need not have a license but must demonstrate their ability to arrive at work in a prompt and timely manner.
 6. Must have had an honorable discharge from military, if applicable.
 7. May not have participated in a Ballwin Police Department hiring process within the past twelve (12) months.
- E. The applicant must also provide the City with the following:
1. A copy of high school diploma or equivalency certificate.
 2. Copy of service discharge, if applicable.
 3. Copy of degrees or diplomas that may be referred to in the application.
 4. Signed credit and record check waiver.
- F. Testing:

tested in a variety of areas. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner. It is imperative that all phases are conducted uniformly to assure a valid process. The tests shall carry a numerical or Pass/Fail weight as set out in the chart below.

<u>Areas of Testing</u>	<u>Weight</u>
Preliminary Background Review	Pass/Fail
Oral Interview	100 points possible
Background Investigation	Pass/Fail
Chief's Interview	Pass/Fail
Psychological Evaluation	Pass/Fail
Medical Evaluation	Pass/Fail
Drug Test	Pass/Fail
Firearms Test	Pass/Fail

1. PRELIMINARY BACKGROUND REVIEW

The commander of the Bureau of Administration and Operational Support will conduct a review and detailed evaluation of the Personal History Questionnaire and supporting documents to determine if the applicant meets the minimum requirement of the position. The applicant's criminal history and driving record/status will be investigated. Any discrepancies, omissions or criminal history that does not cause the applicant to become ineligible will be addressed during the oral interview.

2. ORAL INTERVIEW

Candidates must appear before an Oral Review Board which shall evaluate the applicant in such categories as appearance, ability to effectively communicate, social sensitivity, judgement, responsibility, maturity, honesty, integrity, job knowledge and approach, as per rating sheet. Questions used as a part of the oral interview phase shall be derived from, and based upon, tasks or skills that the job description has shown to be essential job functions. The Oral Review Board shall consist of members of the Police Department and the Coordinator of Human Resources.

3. BACKGROUND INVESTIGATION

A thorough background investigation, including an applicant interview, will be conducted by investigators trained to collect the required information on police applicants for sworn positions prior to appointment and shall include:

- a. Verification of qualifying credentials.
- b. A review of any criminal record.
- c. A Computer Voice Stress Analyzer (CVSA) may be used to verify information obtained during the background investigation.

Background investigations for those candidates who are successfully appointed shall be placed in their respective personnel files and retained for a period of seventy-five (75) years from date of hire.

Background investigations for those candidates who are determined to be ineligible for appointment shall be filed in a separate secure file and retained for a period of three (3) years as required by the Secretary of State Record Retention Manual.

4. CHIEF'S INTERVIEW AND ASSESSMENT

This is the final determination toward an offer of conditional appointment. The Chief of Police provides the final evaluation of the candidate. This evaluation may result in an offer of conditional employment or an end to the current selection process.

5. PSYCHOLOGICAL EVALUATION

The psychological evaluation will be conducted by a qualified Department designated psychologist prior to appointment to probationary status. This evaluation indicates the applicant's suitability for police work.

Psychological evaluations for all those candidates found to be both eligible and not eligible for appointment shall be filed in a secure file within the Offices of the Coordinator of Human Resources and the Chief of Police and shall be retained indefinitely.

6. MEDICAL EXAMINATIONS

This examination will be given after a conditional offer of employment, but prior to actual appointment to probationary status. This examination shall be conducted by a Department designated physician and shall consist of various tests to determine the applicant's suitability for the rigors of police work as identified in the bona fide occupational qualifications and job description for the position of Police Officer. In addition, the exam shall confirm their ability to participate in an increasingly difficult physical training program as a recruit at the Police Academy. If a Department designated physician finds that the applicant meets physical standards for employment the applicant will be appointed.

Medical examination reports of candidates shall be filed in a separate, secure file located in the office of City's Coordinator of Human Resources and retained for a period of seven (7) years after separation as required by the Secretary of State Record Retention Manual.

7. DRUG TEST

A drug test is performed to assure that the candidate is free from any illicit drug usage which would impair the candidate's ability to perform law enforcement functions as identified in the bona fide occupational qualifications and job

8. FIREARMS TEST

A firearms test is performed to assure that the candidate is free from any physical or mental defect that would prohibit him/her from being able to qualify with the department issued firearms.

The firearms test will be conducted by the Department's Firearms Coordinator or a Firearms Instructor designated by the Coordinator. The Ballwin Police Department Shooting Simulator will be utilized for the test.

Firearms Test results for all those candidates found to be both eligible and not eligible for appointment shall be filed in a secure file within the Office of the Coordinator of Human Resources and shall be retained indefinitely.

G. Recruit Training

Inasmuch as the Ballwin Police Department requires that a police recruit complete a formal training program prior to assignment in which he/she is allowed to carry a weapon or to make an arrest, except for the formal field training program, the Department has chosen to enter into partnership with the St. Louis County & Municipal Police Academy for recruit training, reserve training, and continuing education requirements.

Upon being appointed to the Police Department the recruit shall be assigned to the Academy where he/she will receive a complete course of instruction in the basic fundamentals of law enforcement. The curriculum shall be based on tasks of the most frequent assignment associated duties of officers who complete recruit training. In addition, evaluation techniques designed to measure competency in required skills, knowledge, and abilities will be employed. Throughout the course of the Academy, the recruit shall dedicate his/her self to achieving successful completion of this course of study.

H. Probationary Period:

1. The probationary period for all employees is one (1) year from their first date of employment. If the employee must attend the police academy the one year probationary period shall begin upon successful completion of the Academy.
 - a. During this year, supervisory personnel will observe the demonstrated ability, fitness, and willingness of a new employee to perform adequately in the job. Any person on probation may be dismissed by the Department Head with approval of the City Administrator without the right of a review of any kind.
 - b. All Police Officers and Reserve Officers shall have completed basic police/reserve training at a State recognized training academy or be certified to serve as a police officer in a first class county. Following the completion of the basic police/reserve academy or certification the officer shall be assigned to a department field training program as designated by the Chief of Police.

IV. NON-SWORN EMPLOYEES

All elements of the selection process for all personnel Sworn and Non-Sworn shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification. Candidates shall be informed of their ineligibility for appointment within thirty (30) days of such a decision. Records for all candidates determined to be ineligible shall be retained by the Coordinator of Human Resources for a period of three (3) years as required by the Secretary of State Record Retention Manual.

Candidates for Non-Sworn positions shall be tested in a variety of areas that are applicable to the position for which they are applying. Testing for Non-Sworn positions may include, but are not limited to:

A. PRELIMINARY BACKGROUND REVIEW

The commander of the Bureau of Administration will conduct a review and detailed evaluation of the Personal History Questionnaire and supporting documents to determine if the applicant meets the minimum requirement of the position. The applicant's criminal history and driving record/status will be investigated. Any discrepancies, omissions or criminal history that does not cause the applicant to become ineligible will be addressed during the oral interview.

B. ORAL INTERVIEW

Candidates must appear before an Oral Review Board which shall evaluate the applicant in such categories as appearance, ability to effectively communicate, social sensitivity, judgment, responsibility, maturity, honesty, integrity, job knowledge and approach, as per rating sheet. Questions used as a part of the oral interview phase shall be derived from, and based upon, tasks or skills that the job description has shown to be essential job functions. The Oral Review Board shall consist of members of the Police Department and the Coordinator of Human Resources.

C. TYPING AND GRAMMAR TEST

Most non-sworn positions will require an aptitude towards clerical type of work. To ensure that the candidate has the ability to meet these requirements a typing test and/or grammar test will be required for clerical positions. Other tests may be given to all candidates based on the needs of the agency and specifics of the non-sworn position at the time of application.

D. BACKGROUND INVESTIGATION

A thorough background investigation will be conducted by investigators trained to collect the required information on applicants prior to appointment and shall include:

- a. Verification of qualifying credentials.
- b. A review of any criminal record.

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Background investigations for those candidates who are successfully appointed shall be placed in their respective personnel files and retained for a period of seventy-five (75) years from date of hire.

Background investigations for those candidates who are determined to be ineligible for appointment shall be filed in a separate secure file and retained for a period of three (3) years as required by the Secretary of State Record Retention Manual.

E. CHIEF'S INTERVIEW AND ASSESMENT

This is the final determination toward an offer of conditional appointment. The Chief of Police provides the final evaluation of the candidate. This evaluation may result in an offer of conditional employment or an end to the current selection process.

F. PSYCHOLOGICAL EVALUATION (COMMUNICATIONS OFFICERS ONLY)

The psychological evaluation will be conducted by a qualified Department designated psychologist prior to appointment to probationary status. This evaluation indicates the applicant's suitability for police communications work.

Psychological evaluations for all those candidates found to be both eligible and not eligible for appointment shall be filed in a secure file within the Offices of the Coordinator of Human Resources and the Chief of Police and shall be retained indefinitely

G. PROBATIONARY PERIOD:

The probationary period for all employees is one (1) year from their first date of employment. During this year, supervisory personnel will observe the demonstrated ability, fitness, and willingness of a new employee to perform adequately in the job. Any person on probation may be dismissed by the Department Head with approval of the City Administrator without the right of a review of any kind.

Any employee leaving the employment of the Ballwin Police Department prior to completing the required probationary period will not be eligible for re-appointment without special permission of the Chief of Police and City Administrator.

BY ORDER OF: Chief Steven Schicker 6/19/14
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Hunter 6/27/14

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MPCCF REFERENCE

17.1, 17.2