

**Stevensville Police Department
General Orders**

Chapter 15

Selection

Date Effective
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By The Order of:

M. Sosa, Jr., Chief of Police

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The Stevensville Police Department considers the effectiveness of any law enforcement agency to be directly proportional to the aggregate abilities and talents of the employees in the organization. Therefore, the agency recognizes the importance of the selection process when employing sworn personnel. The agency utilizes methods and procedures intended to secure the most highly qualified individuals.

15.1.1. ELEMENTS OF THE SELECTION PROCESS

CALEA Standard 32.1.1

The responsibility for the Stevensville Police Department is shared by the Town of Stevensville Human Resources, Office of the Mayor and the Stevensville Police Department. The authority and responsibility for administering the agency's role is vested in the Chief of Police.

The agency maintains specific responsibilities in the selection process including:

- Conducting background investigations
- Administering any physical agility examination
- Conducting interviews
- Scheduling psychological testing/screening
- Monitoring a recruit's performance during a one-year probationary period and ensuring that the methods used for evaluation of probationary officers are valid, useful, and nondiscriminatory.

Responsibilities of the Chief of Police

The Chief of Police shall have the ultimate responsibility of making the final recommendation among eligible candidates for appointment to the Stevensville Police Department.

The Chief of Police will retain certain responsibilities in the selection of personnel including:

- Identifying specific needs of the agency
- Determining required skills
- Determining personal attributes required for positions

The Chief of Police or a designee will conduct the agency's final oral interview of all eligible candidates prior to the appointment.

Appraisal Interview

Candidates will participate in an interview board prior to appointment to probationary status. The Chief of Police will ensure that questions posed will be valid and nondiscriminatory in nature. Each candidate will be interviewed by a panel/board approved by the Chief of Police.

Uniform questions, a defined set of personal attributes, and a uniform rating scale will be used by the interviewers. The interviewer, if needed, may seek clarification of answers. Rating scales or procedures are standardized to permit valid and useful distinctions among candidates and their expected job performance. Interview results are recorded on a standardized form.

Lateral Entry

Lateral entry is permitted for sworn and civilian employees at discretion of the Chief of Police. Selection criteria for lateral entry positions are the same as for any other applicant. These criteria include both eligibility qualifications and formal procedures.

15.1.2 SELECTION PROCESS AND JOB-RELATEDNESS

CALEA Standard 32.1.2

All elements of the selection process use only those rating criteria or minimum qualifications that are job related.

Valid Selection Process

The Validity of the selection process is determined in one or more of these ways:

- **Criterion related validation:** Criteria are identified as reflecting successful performance of the job and are correlated with the performance ratings for the predetermined criteria; a high correlation demonstrates that the test is a useful predictor of the candidate’s performance.
- **Construct validation:** Construct Validation involves the identification of the characteristics or traits believed to be important to successful performance.
- **Content Validation:** Content Validation is a component of the selection process that is justified by showing that it measures a significant part of the job.

The Town of Stevensville Human Resources subscribes to the hiring guidelines established by the Equal Employment Opportunity Commission. The Stevensville Police Department shall consistently strive to demonstrate that all traits measured are shown to be significant or necessary to perform the job and shall ultimately be a predictor of future job success.

It is the policy of the Stevensville Police Department to ensure that elements of the selection process that are administered meet the requirements of job-relatedness in testing and rating criteria.

15.1.3 UNIFORMITY IN SELECTION

CALEA Standard 32.1.3

All phases of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

15.1.4 SELECTION PROCESS INFORMATION

CALEA Standard 32.1.4

At the time of their formal application, applicants shall be informed in writing of:

- All elements of the selection process
- Written notice of the expected duration of the selection process
- Policy concerning reapplication

The Stevensville Police Department allows reapplication, retesting, and re-evaluation of candidates not appointed to full time status provided that nothing in the candidate’s history indicates unfitness for appointment. The candidate must then reapply by submitting another Stevensville Police Department application.

15.1.5 INELIGIBLE CANDIDATES

CALEA Standard 32.1.5, 32.1.6

Candidates not eligible for appointment to full time status shall be informed in writing within thirty (30) days of such decision.

Records of candidates not appointed to full time status will be maintained in compliance with the agency’s records retention and disposition schedule that complies with the Town Records Management Policy and Plan.

15.1.6 SECURITY OF SELECTION MATERIAL

CALEA Standard 32.1.7

Selection materials used by the Stevensville Police Department will be stored in a secure area when not being used. Selection materials disposed of by the Stevensville Police Department will be disposed of by shredding to prevent disclosure of information. The destruction of selection materials will be monitored as directed by the Chief of Police or their designee.

15.2.1 BACKGROUND INVESTIGATIONS

CALEA Standard 32.2.1, 32.2.2, 32.2.3

The background investigation of each candidate will be conducted prior to appointment to full time status.

The background investigation will include:

- Verification of the candidate’s qualifying credentials
- A review of a candidate’s criminal record, if any
- Verification of at least three personal references of the candidate
- Educational achievement
- Employment references
- Citizenship

- Residence (past)
- Military history
- Medical History

Background Investigators

Background investigations will be conducted under the supervision of the Chief of Police or their designee. The Recruiting Officer/Supervisor shall be responsible for conducting the background investigations. The Recruiting Officer/Supervisor shall receive appropriate training in collecting the required background information. The records of each candidate's background investigation will be maintained in a secured file for a timeframe in accordance with the Town's Records Control Schedule.

15.2.2 PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

CALEA Standard 32.2.7, 32.2.8, 32.2.9

Physical Requirements

A medical examination to determine the physical fitness of each candidate will be conducted prior to appointment to full time status, using valid, useful and nondiscriminatory procedure. The examination will be conducted only by a licensed physician.

The results of each candidate's medical examination will be documented on the appropriate form approved by Montana POST.

All physical qualifications for entry-level sworn positions shall meet the requirements of validity, utility and minimum adverse impact.

Psychological Requirements

A psychological examination designed to assess the emotional stability and psychological fitness of each candidate will be conducted prior to appointment to full time status using valid, useful and nondiscriminatory procedures. Only qualified professionals will be used to assess the emotional stability and psychological fitness of candidates.

The results of each candidate's psychological examination will be documented on the appropriate form approved by the Montana POST.

15.2.10 PROBATIONARY STATUS

CALEA Standard 32.2.10

All entry-level sworn personnel having a reserve status will complete 6 months on probationary status before being granted non-probationary status.

Field Training Program

All Probationary/Reserve Officers will complete the Field Training Program, which uses valid, useful, and nondiscriminatory procedures, before appointment to Full Time permanent status.

15.2.11 POLYGRAPH EXAMINATIONS

CALEA Standard 32.2.4, 32.2.5, 32.2.6

A polygraph examination is not used at this time to determine suitability for hire.