

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1206
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			Distribution: All
Title: SELECTION OF PERSONNEL		Section: Personnel	
Issued: 10/11/2011	Effective: 10/19/2011	Revised: 09/23/2015	
Rescinds: All Previous		Amends:	
CALEA References: Chapter 32, 31.3.1a, 31.3.1b, 31.3.1c, 31.3.1d, 31.3.3, 31.3.4, 1.1.1, 1.1.2			
Review: Annual	Authority: Chief Michael A. Keller <i>MJK</i>		

I. Purpose

The purpose of this General Order is to provide guidelines for the selection of all personnel.

II. Policy

The Andover Police Department, in order to identify prospective employees in a fair and impartial manner, will employ a job related, nondiscriminatory selection process, ensuring that all elements of the process are administered, scored, evaluated and interpreted in a uniform manner.

III. Definitions

- Rev. 04022012
- A. Training Status:** A defined period of time as described in municipal policy or by the Chief of Police when an employee's performance is under close observation and scrutiny.

IV. Regulations

(This section intentionally left blank).

V. Procedures

A. Responsibility

- Rev. 01082015
1. The Special Services Commander oversees the selection process and is responsible for ensuring that all elements of the process are administered, scored, evaluated and interpreted uniformly (32.1.3).
 2. The Chief of Police shall have final authority and overall responsibility for the department's selection process.
 3. The department coordinates recruitment and selection efforts with the Assistant City Administrator, but maintains primary responsibility for the selection process.
- Rev. 01082015
4. The Special Services Commander will be responsible for ensuring that contact is maintained with applicants from initial application to final employment decision (31.3.3).

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Rev. 04022012

5. Applications will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process (31.3.4)

B. Application

Rev. 04022012

1. Position opening announcements will be advertised by a variety of means, including electronic, print or other media, in order to attract the most qualified applicants (31.3.1b).
2. Job announcements and recruitment notices will:
 - a. provide a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements (31.3.1a);
 - b. advertise the agency as an equal opportunity employer (31.3.1c);
 - c. list official application filing deadline (31.3.1d); and
 - d. provide the department's identified on-line employment applicant services.

Rev. 01082015

3. All applicants at the time of formal application will be informed through email of the following:
 - a. Identification and explanation of all elements of the selection process (32.1.4a);
 - b. The expected duration of the process (32.1.4b);
 - c. The department's policy on reapplication (32.1.4c); and
 - d. The fact that the department is an equal opportunity employer (31.3.1c).

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4. Applications received by the Assistant City Administrator will be forwarded to the police department for processing through the departments identified online employment application service.
5. The applications will be processed and applicants will be selected for further evaluation based upon their work history, education, experience and demonstrated interest in the position.
6. Selected applicants will be contacted through email and advised of the scheduled test dates and time, and instructed to contact the department of their intentions to test.
7. The Special Services Commander will send out an email each week to new applicants who have applied. The email will contain instructions about taking the Physical Agility test and will also have attached an electronic copy of the Pre-employment process, Personal History Statement-Police Officer form, Physical Agility Waiver, Pre-Employment Waiver & Release form, Hiring Process Checklist, Pre-Employment Disqualification List and the "Personal Appearance & Grooming" and "Social Media" policies.

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C. Pre-Employment Questionnaire

1. Candidates will be provided with a pre-employment questionnaire which must be completed and returned to the department by the time of the Physical Agility testing. If not completed and returned within the specified time, the applicant will be instructed they are eliminated from testing that day and may return when all waivers, forms and documents are completed and may test the following month.
2. The questionnaire contains questions regarding biographical data, references, education history, residential history, employment history, military history, work record and ethics, financial and credit issues, motor vehicle crashes and traffic record, arrest information, domestic issues, sexual issues, criminal issues, drug use history and motivation and character.

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D. Physical Agility Testing

1. The second Saturday of each month at 9 am (weather permitting) the Special Services Commander will schedule and coordinate a Physical Agility Testing for all applicants that have successfully completed the departments identified on-line application.
2. Applicants are required to demonstrate their ability to perform essential physical functions for the position. The objective of the physical agility testing is to determine that the applicant can successfully negotiate a series of obstacles in a simulated foot pursuit and a body-drag test.
3. During the Physical Agility testing session, the following pre-employment tasks will be accomplished:
 - a. Collect completed and signed Waivers, Personal History Statement, Pre-Employment Waiver & Release, Personal Appearance & Grooming and Social Media policies, Pre-Employment Disqualification List and Physical Agility testing completed.
4. Applicants who do not bring the completed and signed waivers, forms, and documents will not be allowed to participate in the Physical Agility test. Applicants will be instructed that they are welcome to come back on a future testing date with the appropriate paperwork completed and signed.
5. Applicants who fail to successfully complete the Physical Agility test will be provided one additional attempt to pass the test, advised that they are still in the application process, but will not proceed any further in the process until they repeat and successfully complete the Physical Agility test.
6. If after a second attempt, the applicant fails to achieve a minimum passing score, the applicant will be advised that they have been disqualified from the pre-employment process and are eligible to re-apply by completing another on-line application one year from the testing date.

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E. Driver's License and III Check

1. Following the successful completion of the Physical Agility test, the Special Services Commander is responsible for requesting in writing from the Communications staff that a Driver's License, Kansas Bureau of Investigations (KBI) and Interstate Identification Index (III) check be conducted on all Police Applicants.
2. Those individuals that do not meet the State of Kansas' or the Department's qualification requirements will be notified in writing that they have been disqualified for background reasons and advised when, if not permanently disqualified, when they may re-apply.

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F. Typing Test

1. A typing test with a predetermined minimum words per-minute requirement is required and will be administered at a Kansas Workforce Center or another professional service provider approved by the Chief of Police. Required typing speeds are indicative of the work behavior expected or necessary in each position.
2. If the applicant fails to achieve the minimum words per-minute requirement, the applicant will be given two additional attempts to pass the test. If after a third attempt, the applicant failed to achieve the minimum words per-minute score, the applicant will be advised that they have been disqualified from the pre-employment process and are eligible to re-apply by completing another on-line application one year from the testing date.

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G. Written Examinations

1. The Special Services Commander, or their designee, may administer a written test(s) or practical tests that measures traits or characteristics which constitute a significant part of the position. The tests shall reflect job relatedness, criterion-related and content validity, and to the extent possible, shall not present an adverse impact upon minority or protected candidates. Written testing shall be purchased from a competent vendor. Successful applicants will have attained a score greater than the minimum passing score established by the test designers (32.1.2).
2. At a minimum of four times a year, the second Saturday of every third month (January, April, July & October) or more often as the department needs dictates, the Special Services Commander will schedule, coordinate and host a Written Examination for all applicants that have completed and submitted an on-line application through the departments identified on-line employment application service, completed and successfully passed the department's Physical Agility Test, Typing Test, completed and turned in all required waivers, forms and documents and a review of the submitted pre-employment documentation is

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compared to the department disqualifiers and confirms that the applicant remains qualified.

3. At the time of testing, a military record release will be obtained from all candidates and the testing administrator will obtain a full set of fingerprints and obtain a portrait (head & shoulders) photograph and full-length photograph.

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H. Military and KSCPOST Check

1. Following the successful completion of the Written Examination and the submission of all required waivers, forms and documents, the Special Services Commander shall, for each applicant that remains eligible for consideration, submit a Request Pertaining to Military Records form to the U.S. Military and submit an Agency Request Form to the Kansas Commission on Peace Officer Standards and Training (KSCPOST).
2. Information learned from these sources that indicates that a specific applicant does not meet the State of Kansas' or the Department's qualification requirements will be notified in writing that they have been disqualified for background reasons and advised when, if not permanently disqualified, when they may re-apply.

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I. Eligibility List

1. All applicants who have successfully completed the Physical Agility Test, Typing Test and the Written Examination, as well as submitted all required pre-employment waivers, forms and documents and who meet the State of Kansas's and the Department's qualification requirements will be placed on the department's Eligibility List and will be considered in all future hiring processes for two full years from the date of initial application.
2. At the end of two years from the date of initial application, an applicant who has not been selected for a position with the department will be removed from the Eligibility List. The applicant being removed from the Eligibility List will be notified in writing that their application has expired and that they are no longer in consideration for future hiring decisions. Additionally they should be notified that they are immediately eligible to reapply by completing another on-line application through the departments identified on-line employment application service.

J. Staff Interview

1. Candidates selected for interviews will be invited to a staff interview, which is conducted with no less than three members of the department and should include a member of the community that is not employed by the department.
2. The staff interview will include job related questions on such topics as:
 - a. Experience;



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- b. Problem solving;
- c. Communication skills;
- d. Interest and motivation;
- e. Interpersonal skills;
- f. Community involvement and awareness.

Rev. 01082015

3. Prior to an interview, a check of the records of the Kansas Commission on Peace Officer's Standards and Training will be completed for each person being interviewed.
4. After the interviews, the interviewers will score the applicant individually and determine if the applicant is highly qualified, qualified, or unqualified in each of the above areas.
5. After each interviewer has graded the applicant, they will then compare their scoring with the other members of the interview board and will reach a consensus score and an overall rating of the applicant.

Rev. 01082015

6. Applicants who are determined to not be qualified, or who are not otherwise selected to proceed in the application process, will be moved to the eligibility list for future considerations.

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7. Applicants on the eligibility list will remain on the list until selected for a position or two years from the date of their initial application.
8. Interviewers will not ask questions that are not job related including questions regarding race, gender, religion, marital/family status, disabilities, ethnic background, country of origin, sexual preferences or age.

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K. Executive Interview

1. The Chief of Police will determine the number of applicants that will be selected for the executive interview and the applicants on the department's eligibility list with the highest ratings in the pre-employment process will be selected to proceed to the executive interview.
2. The executive interview will be conducted by the Chief of Police, however the Chief of Police has the authority to include other people as deemed necessary for the executive interview board.
3. The executive interview questions will be job related.
4. Upon completion of the interviews the executive interview(s) the Chief of Police will determine the applicants who will continue in the application process.
5. The Chief of Police will not ask questions that are not job related including questions regarding race, gender, religion, marital/family status, disabilities, ethnic background, country of origin, sexual preferences or age.

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L. Polygraph Examination

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1. Candidates for sworn positions selected following the executive interview will be scheduled for a polygraph examination administered by a trained and qualified polygraph examiner (32.2.5).
2. Prior to the polygraph examination, each applicant will be provided with a list of areas from which polygraph questions will be drawn (32.2.4).
3. The results of the polygraph examination alone may not be used to eliminate an applicant for further consideration. However, pretest, test or post-test admissions, together with other information, may be sufficient to support such decisions (32.2.6).

M. Background Investigation

Rev. 11282012

1. A background investigation of each candidate for all positions will be conducted prior to a conditional job offer, and will include, at a minimum,:
 - a. Verification of qualifying credentials (32.2.1a);
 - b. A review of any criminal record (32.2.1b);
 - c. Verification of at least three personal references (32.2.1c); and
 - d. Verification of Pre-employment Questionnaire answers.
 - e. Fingerprint based search of local, state and national fingerprint files to determine the existence of a criminal record (KSA 74-5605).
2. All personnel used to conduct background investigations shall be trained in collecting required information (32.2.2).

N. Conditional Offer of Employment

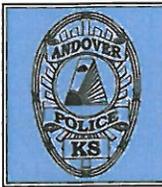
1. Candidates who have acceptable background investigations may, at the discretion of the Chief of Police, be offered a conditional job offer.
2. The conditional job offer is contingent upon the candidate's successful completion of the remaining phases of the selection process, which may consist of a psychological test, medical examination and drug screen.

O. Psychological Evaluation

1. Applicants for sworn positions who have been given a conditional offer of employment must successfully complete a psychological examination conducted by a licensed psychologist pursuant to KSA 74-5605 (32.2.8).

P. Medical Examination

1. Applicants for sworn positions who have been given a conditional offer of employment must complete a medical examination to determine if the applicant is free of any physical condition which might adversely affect the



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applicant's performance of a police officer's duties pursuant to KSA 74-5605 (32.2.7).

2. Applicants for all non-sworn positions who have been given a conditional offer of employment must complete a medical examination to determine if the applicant is free of physical conditions which might adversely affect the applicant's ability to perform the job.

Q. Drug Screen

1. Applicants for all positions who have been given a conditional offer of employment must test negative on a drug screen to qualify for employment.
2. The drug screen will be conducted by a laboratory licensed to conduct such screening selected by the City of Andover.

R. Notification of Ineligibility

Rev. 01082015

1. All candidates who are disqualified from further consideration for positions at any time during the pre-employment process for any reason shall be notified in writing within 30 calendar days of any such decision and advised of their eligibility to reapply (32.1.5, 32.1.4c).

S. Records

Rev. 09232015

1. All selection materials, testing materials and results will be stored in a secure area and in locked files. Access to these materials is limited to designated employees as determined by the Chief of Police. Used written test booklets shall be destroyed upon conclusion of testing (32.1.7).
2. Documentation of the selection process (applications, pre-employment questionnaires, background investigations, etc.) will be retained as follows:
 - a. Applicants who failed to appear for testing or were eliminated prior to a conditional offer of employment: A minimum of two (2) year retention (32.1.6).
 - b. Candidates who received a conditional offer of employment but were not subsequently hired: A minimum of five (5) year retention (32.1.6, 32.2.3, 32.2.9).
 - c. Background investigation reports for candidates who are selected for employment are retained in a permanent record separate from the employee's personnel file (32.2.3).
 - d. Medical, psychological and drug screen records for candidates selected for employment will have their test records placed in a medical file in a secure area of the City's human resources function. Access to the medical files may only be granted by the Chief of Police only if a need is demonstrated by the person requesting access (32.2.9).

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T. Oath & Cannon of Ethics

1. All personnel, prior to assuming sworn status, will take and subsequently abide by an oath of office to uphold the Constitution of the United States of America and enforce its laws and the laws of the State of Kansas and City of Andover (1.1.1).
2. Sworn personnel will agree to and subsequently abide by the Law Enforcement Code of Ethics as adopted by the Executive Committee of the International Association of Chiefs of Police in October of 1991, while employed with the Andover Police Department (1.1.2).
3. Communications Officers will agree to and subsequently will abide by the Public Safety Telecommunicators Code of Ethics as adopted by the Association of Public Safety Communications Officials (APCO) while employed with the Andover Police Department (1.1.2).
4. All other employees will agree to and subsequently abide by the Code of Ethics for Government Service while employed by the Andover Police Department (1.1.2).
5. All personnel will attend Ethics training biennially (1.1.2).

Rev 4022012

U. New Employee Training Status

1. New sworn employees are placed on a training status at the date of their hire and remain on training status for six months following graduations from the police academy (32.2.10).
2. New non-sworn employees are placed on training status at the date of hire and remain on training status for six months following the conclusion of their training (32.2.10).
3. The Chief of Police may extend training status periods as deemed necessary (32.2.10).
4. Nothing in this General Orders Manual changes an employee's "at will" employment status with the department, including the successful completion of a training status period, which means the either the department or the employee may terminate the employment relationship at any time, for any reason, or no reason at all, with or without notice.