

# GENERAL ORDER 32

## SELECTION

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SUMMARY OF REVISIONS: 32.2.10

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**PURPOSE:** The purpose of this chapter is to prescribe procedures and practices used to contribute to an efficient, effective, and fair selection process.

## **32.1 PROFESSIONAL AND LEGAL REQUIREMENTS**

### **32.1.1 SELECTION PROCESS COMPONENTS**

The Division has written directives describing all elements and activities of the selection process for full-time personnel. These directives are coordinated by the City of Dublin Human Resources Division and are found in the City's Administrative Orders.

### **32.1.2 JOB RELATED REQUIREMENTS**

All elements of the selection process for sworn personnel, as described within the City of Dublin Administrative Orders, shall use only those rating criteria or minimum qualifications that are job-related.

### **32.1.3 SELECTION PROCESS UNIFORMITY**

All elements of the selection process for personnel, as described in the City of Dublin Administrative Orders, shall be administered, scored, evaluated, and interpreted in a uniform manner.

### **32.1.4 SELECTION PROCESS INFORMATION**

At the time of their formal application, candidates for positions shall be informed, in writing, of:

- A. All **elements of the selection process**.
- B. The expected **duration of the selection process**.
- C. The Division's **policy on reapplication**.

### **32.1.5 SELECTION INELIGIBILITY NOTIFICATION**

Candidates for positions determined to be ineligible for appointment shall be informed of their status in writing.

### **32.1.6 INELIGIBLE CANDIDATE RECORDS DISPOSITION**

All records of candidates not appointed to probationary status shall be maintained to ensure continuing research, independent evaluation, and defense against lawsuits, in accordance with federal, state, local law, and the Records Retention Schedule.

### **32.1.7 SELECTION MATERIAL STORAGE AND DISPOSAL**

Selection materials shall be stored in a secure area when not being used and shall be disposed of in a manner that prevents disclosure of the information within, in accordance with the Records Retention Schedule.

## **32.2 ADMINISTRATIVE PRACTICES & PROCEDURES**

### **32.2.1 BACKGROUND INVESTIGATION & RECORD CHECK**

The Division shall conduct a **background investigation** of each candidate for a position prior to appointment to probationary status to include:

- A. **Verification of qualifying credentials.**
- B. **A criminal records check and review of any associated records.**
- C. **Verification of at least three personal references.**

### **32.2.2 BACKGROUND PERSONNEL**

Personnel used to conduct background investigations shall be trained in the collection of required information.

### **32.2.3 BACKGROUND RECORDS**

Records of each candidate's background investigation shall be maintained by the Division of Human Resources in accordance with federal, state, local law, and the Records Retention Schedule.

### **32.2.4 DECEPTION EXAMINATION QUESTIONS**

Prior to any examination used for the detection of deception, candidates shall be provided with a list of areas from which questions will be drawn.

### **32.2.5 DECEPTION EXAMINER QUALIFICATIONS**

The Division of Police uses both a polygraph examination and a voice stress analyzer (CVSA) as part of the selection process for the purpose of detecting deception.

- Any member of the agency or contract employees who conduct such examinations shall be trained in the appropriate use of the instrument.

### **32.2.6 DECEPTION TEST RESULTS**

The results of any examination used for the detection of deception shall not be used as the single determinant of employment status.

### **32.2.7 MEDICAL EXAMINATIONS**

A **medical examination** shall be conducted, prior to appointment to probationary status, to certify the general health of each candidate for a sworn position.

### **32.2.8 PSYCHOLOGICAL FITNESS EVALUATION**

An **emotional stability** and **psychological fitness examination** of each candidate for a sworn position shall be conducted and assessed by a qualified professional prior to appointment to probationary status.

### **32.2.9 MEDICAL AND PSYCHOLOGICAL EVALUATION FILES**

Results of the medical examination, emotional stability and psychological fitness examinations shall be maintained in accordance with federal, state, local law and the Records Retention Schedule.

### **32.2.10 PROBATIONARY PERIODS**

Upon appointment, sworn personnel shall serve at least a one (1) year probationary period beginning the first day of the field officer training program. If a candidate is required to attend an academy, the probationary status will begin upon appointment and continue throughout the duration of the academy and for a period of one (1) year beginning the first day of the field officer training program. With the City Manager's approval the probationary period may be extended by additional six months if needed to fully evaluate a probationary employee. Reasons for this extension could include an extensive time spent at basic training, an extended illness or absence during probation, or a lack of enough specific evaluation material to make the appointment to permanent status.

**CROSS REFERENCE TO STANDARDS AND POLICIES:** Administrative Orders 2.15, 2.16, 2.17, 2.18, 2.19, 2.20, 2.21, General Order 21

**CROSS REFERENCE TO FORMS:** Comprehensive Plan – Equal Employment Opportunity, Affirmative Action, Recruitment and Selection; Records Retention Schedule

SAMPLE POLICY  
This may not represent this agency's current procedure