**HELENA POLICE DEPARTMENT** VOLUME 2

*Patrol Field Operations* CHAPTER 2

##### **STANDARD OPERATING PROCEDURES** ISSUED DATE: June 16, 2008

SUBJECT: Recruiting and Selection REVIEW & EDIT: March 4, 2020

RESCINDS:

1. **PURPOSE**

###### POLICY

1. **PROCEDURES**

###### PURPOSE

* 1. To establish guidelines by which the Department conducts recruiting and selection of entry-level personnel.
  2. To familiarize personnel with the Department’s responsibilities in the recruiting and selection of entry-level personnel.
  3. To establish a process that ensures all candidates are treated equally and all elements of the selection process are administered, scored, evaluated and interpreted in a uniform manner.

1. **POLICY**

The Helena Police Department aims to recruit and employ those persons who are best qualified for the position to be filled. The Department will hire and retain employees without regard to race, age, sex, creed, religion, color, national origin, physical or mental handicap, marital status or political beliefs, unless related to a bona fide occupational requirement. Every effort will be made to ensure Department hiring and selection practices comply with federal and Montana state law, and City of Helena Personnel Policy.

The Helena Police Department will maintain an active recruiting program within the determination and direction of the Chief of Police.

1. **PROCEDURES**
   1. Recruitment Program
      1. The official recruitment of entry-level positions will be conducted by members of the Department selected and appointed by the Chief of Police.
      2. Officers and any other staff involved in recruiting efforts should be knowledgeable as to:
         1. The current staffing needs of the Department;
         2. Career opportunities afforded by the Department;
         3. The Department’s employee selection process, including testing information and the written, oral and physical examination requirements;
         4. General timelines for the hiring selection process (testing, oral interviews, background investigations, physical and psychological testing, etc);
         5. Familiarization with the Americans with Disabilities Act and Department and City policies concerning the same; and
         6. Professional telephone and personal demeanor in dealing with potential candidates.
      3. The City of Helena and the Helena Police Department are Equal Opportunity Employers. Qualified minorities and women are actively recruited and encouraged to apply.
      4. The City of Helena Human Resources Office is the ultimate custodian of all personnel applications.
   2. Advertising
      1. When a vacancy occurs, a representative of the Department will submit a requisition to the Human Resources Office to fill the opening, to be approved through the designated process.
      2. All open application periods will be advertised for a minimum of 3 days.
      3. The Department may employ other advertising resources at the discretion of the Chief of Police, such as job and recruitment fairs, other print advertising, trade magazines, on-line advertising, etc.
      4. Position vacancies and information on open application periods will be posted on the Department website and social media accounts.
      5. All recruitment and hiring announcements and materials should be approved by the Chief of Police or his/her designee, and the City Human Resources Development Director.
   3. Applications
      1. Applications are accepted in the City Human Resources Office and are retained for two (2) years; however, applications are only accepted during periods of active recruiting.
      2. The Human Resources Office, with assistance of appointed Department personnel, is responsible for preliminary screening of applications to eliminate those that do not meet minimum qualifications for the position as advertised.
      3. Applications will not be rejected because of minor omissions or deficiencies on the application that can be corrected prior to the beginning of the committee screening process.
      4. The Department and/or the Human Resources Office will maintain contact with all applicants from the time they submit an employment application until an employment decision is made regarding him/her. During most steps of the hiring process, this is accomplished through letters, email and/or telephone contact.
   4. Selection
      1. Candidates for police officer positions must meet the minimum requirements for peace officer employment as described in 7-32-303 & 7-32-4112 MCA and the position description as published by the City of Helena.
      2. The selection process for police officer positions shall include, at a minimum, the following tasks: (all other positions, at minimum, must complete items a, d, f, g, j, & k)
         1. Completion of the appropriate City Employment application, returned electronically to the City Human Resources Office via the city’s application portal;
         2. Completion of a written exam, as selected by the Department, with a passing score of at least 70%. Candidates holding a current and valid Montana POST Peace Officer Basic certificate or higher are not required to complete the written examination;
         3. Completion of the Montana Physical Abilities Test (MPAT) with a passing score meeting the standards in place at the time of testing as established by MLEA.
         4. A selection committee, to include ratings of application materials and an oral interview;
         5. A thorough background investigation, including completion of a comprehensive personal history statement, as outlined in section 6 below.
         6. Criminal history inquiry, including a fingerprint-based criminal history check;
         7. Final hiring interview with the Chief of Police and/or other representatives as designated;
         8. A post-job offer psychological examination;
         9. Post-job offer medical and vision examinations by qualified practitioners of the Department’s choosing;
         10. Pre-employment drug testing;
         11. Any other testing as may be dictated by position (typing test, hearing examination, etc).
      3. Police applicants must successfully pass the physical agility testing within the MLEA required time period preceding him/her entering the Law Enforcement Officer Basic course at the Montana Law Enforcement Academy.
      4. Applicants may reapply at any time for future openings, as they are available, so long as they continue to meet the described minimum requirements.
      5. Selection Committee
         1. A selection committee will be appointed with the approval of the Chief of Police.
            1. The panel will be comprised of at least 3 people, and may include Department members, employees of other City departments or civilians. Committee members will be properly trained on the selection process.
            2. Persons appointed to the selection committee may not serve on the final interview for the same position.
         2. The chair of the selection committee and at least one additional member will meet to review and score candidate applications based upon ratings criteria established for the specific position opening, ensuring appropriate preference points have been included for any eligible veteran.
         3. The selection committee will formulate oral interview questions to be used during the interview portion of the process. Questions are subject to approval by the Chief of Police.
         4. Selection Criteria
            1. Police Officer Positions – a scoring system will be used to evaluate candidates’ education, training and work experience in order to screen and evaluate potential candidates for interview and/or additional background screening.
            2. Oral interview panel

The oral interview will consist of pre-selected questions composed by the panel prior to the time of the candidate interviews.

Each interview panel member will individually evaluate each candidate’s response to each interview question. Interview evaluations are considered along with the candidate’s education and experience screening to achieve a final ranking.

* + - * 1. Selection committee composition and procedures for non-sworn positions may differ. These committees are governed by City Personnel Policy 6-1 and follow committee procedures developed by the City of Helena Human Resources Office.
      1. At the conclusion of the oral interviews, the panel chairperson will rank the candidates in numerical order based upon the evaluation made by each panel member. The chairperson will make a recommendation on behalf of the selection panel to the Chief of Police as to which candidates will continue to the final hiring interview.
      2. Although the recommendations of the selection committee are considered, the candidates selected for final hiring interviews are ultimately at the discretion of the Chief of Police.

* + 1. Background Investigation
       1. All applicants will be required to sign an authorization form, granting permission to complete a background investigation at the time of his/her interview with the Chief of Police.
       2. At the conclusion of the interview with the Chief of Police, candidates will also be required to complete and return to the Department a Personal History Statement. This document will be used to guide any subsequent investigation into a candidate’s background.
       3. Before the conclusion of any background investigation, at a minimum, the following tasks must be completed or information verified:
          1. A search of local criminal history information, contacts, citation records, etc.
          2. A fingerprint-based criminal history check from NCIC, to include a wants/warrants check;
          3. Driving history check;
          4. Educational achievement, to include high school diploma, high school equivalency certificate and/or college transcripts;
          5. Age verification, to include a certified copy of a birth certificate;
          6. Employment history, to include verification of all previous employment within the past 10 years, positions held, job duties and responsibilities, achievements, disciplinary actions, commendations, and if the candidate is eligible for rehire;
          7. Places of residence for the past 10 years;
          8. A minimum of 3 personal references that are not previous employers.
          9. A comprehensive search of publicly available information pertaining to the candidate’s suitability for employment, such as news reporting, social media presence, and other information as may be available through a public-sourced internet search.
          10. A formal face-to-face interview by the assigned background investigator with the candidate based upon information gathered through the entirety of the screening process to that point.
       4. Background interviews and investigative contacts will be made in person whenever practical; when impractical, these may be accomplished via telephone calls, email or other written correspondence. The person conducting the investigation will provide written documentation to support all verifications. Written documentation may include copies of correspondence or reports made by telephone.
    2. The Chief of Police may reject applications and/or applicants may be refused further consideration, examination or appointment for any of the following documented reasons:
       1. The applicant is found to lack minimum qualification as established for the position;
       2. The applicant fails to submit proper applications, fails to properly complete application information as prescribed, fails to provide required documentation, fails to submit to any portion of the background investigation process or fails to do any of the above within the prescribed time period;
       3. The applicant is found to have made a false statement or has otherwise practiced deception or fraud in connection with the application for employment;
       4. The applicant has attempted to use, or has used, unauthorized aid, cheated or otherwise attempted to secure an undue advantage in any portion of the selection process;
       5. The applicant fails to appear for any scheduled portion of the selection process;
       6. The applicant is found to be physically or mentally unable to effectively perform the essential duties of the position for which he/she has applied;
       7. The applicant is found to have an unsatisfactory performance record in past employment;
       8. The applicant is currently addicted to the use of narcotics or the excessive use of intoxicating liquors or uses other controlled substances in a manner which would adversely affect his/her ability to safely, dependably, and effectively perform the essential duties of the job;
       9. Unsatisfactory results of pre-employment physical, psychological or drug testing or examination, or by recommendations of related professionals that the candidate is unsuited for employment;
       10. The applicant has been convicted of, is the subject of an investigation for, is currently under investigation for, or has a record of convictions for, a crime, the nature of which would affect the individual’s suitability for the position;
       11. The applicant has used or attempted to use political or personal pressure or bribery to secure advantage in obtaining employment;
       12. The applicant supports or belongs to any organization which advocates the subversion or illegal overthrow of federal, state or local government; or
       13. For any other job-related reason which the Chief of Police has determined adversely affects the applicant’s suitability for employment.
    3. The Chief of Police may remove a candidate from a “pool” or Department eligibility list for the following:
       1. The applicant fails to provide notice of any change of name, address, telephone number or any other information that would affect the qualifications for the position;
       2. The applicant fails to respond within a reasonable time when an attempt has been made to contact the individual in writing at the last known address;
       3. Upon receiving notification from the individual that he/she no longer desires to be considered for a position;
       4. The applicant has refused an offer of appointment to a given position previously indicated as acceptable;
       5. Upon failure, without valid reason, of the applicant to report for duty on the date agreed to by the applicant and the Department;
       6. The applicant has accepted an employment offer from another law enforcement agency since being placed on the Department hiring eligibility list (within a one year period).

* + 1. The application files of unsuccessful candidates will be maintained in a confidential manner by the Human Resources Office.
    2. The ultimate decision to tender an employment offer to a potential candidate rests with the City Manager.



HELENA POLICE DEPARTMENT

**POLICE OFFICER APPLICATION SCORING CRITERIA**

Applicant Name Reviewer Name

***Education - Max 5 Points (Choose One)***

**­**\_\_\_ Associate Applied Science Degree-Unrelated Field (1)

\_\_\_ Associates Degree-Unrelated Field- (2)

\_\_\_ Associates Degree-Related Field-(4)

\_\_\_ Bachelor’s Degree or higher-Unrelated Field (3)

\_\_\_ Bachelor’s Degree or higher-Related Field (5)

***Related Training - Max 7 Points (Choose One)***

\_\_\_ Pre Service (5)

\_\_\_ Police-Post Basic Certificate (5)

\_\_\_ Police- Intermediate certificate (6)

\_\_\_ Police-Advanced Certificate (7)

***Police/Emergency Related Equipment - Max of 3 Points (Choose One)***

\_\_\_ Basic radio and emergency equipment use (1)

\_\_\_ Taser, radar, Intoxilyzer, other basic police equipment (2)

\_\_\_ Total station, advanced investigative equipment (3)

***Related Work History - Max 10 Points***

\_\_\_ Customer Service related work (One or more years) (1)

\_\_\_ Police Internship (1)

\_\_\_ Dispatcher, Fire (any), EMT, Other emergency service (One or more years) (2)

***Choose one***

**Military/Federal Law Enforcement, Reserve police officer, Jail, corrections related field, etc**

\_\_\_ (1-5 years) (3)

\_\_\_ (5+years) (4)

**Full-Time Civilian Police Officer**\_\_\_ (1-2 years) (5)  
\_\_\_ (2-5 years) (7)  
\_\_\_ (5+years) (10)

**\* Total Points (Max 25)**

**Additional Veteran Points**

\_\_\_ Vet Preference (+1.4)

\_\_\_ Disabled Veteran (+2.8)

**\* Total Additional Veteran Points**

**Total Overall Applicant Points**