

**SAN MARCOS POLICE DEPARTMENT
POLICIES AND PROCEDURES MANUAL**

Section Title: Recruitment and Selection

General Order: 602

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Issuing Authority: *Howard E. Williams*
Howard E. Williams, Chief of Police

I. POLICY

The San Marcos Police Department is committed to ensuring that the best-qualified candidates are recruited and selected for appointment to entry level police officer positions. The Director of Civil Service is responsible for recruitment and selection as defined in the Local Government Code Chapter 143 and the Rules of the City of San Marcos Fire Fighters' and Police Officers' Civil Service Commission. The Administrative Division of the Department is responsible for coordinating the duties of the Department with the Civil Service Director and the Department of Human Resources.

II. PURPOSE

The Purpose of General Order 602 is to outline the responsibilities of the Department as those responsibilities relate to the recruiting and selection of new police officers.

III. DEFINITIONS

The terms used in General Order 602 are defined as follows, unless otherwise indicated:

- A. Adverse Impact –A substantially different rate of selection that works to the disadvantage of employees of a race, sex, or ethnic group.
- B. Americans with Disabilities Act (ADA) – Prohibits employers from discriminating against a “qualified individual with a disability” on account of the disability in regard to job application procedures, the hiring, advancement, discharge of employees, employee compensation, job training or other terms, conditions and privileges of employment.
- C. Equal Employment Opportunity (EEO) – The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment.
- D. Relative – Any person related to another by blood, adoption or marriage.

IV. RECRUITMENT RESPONSIBILITIES

- A. The Assistant Chief of Police in charge of Administration is responsible for administering the Department's role in recruiting and selection of applicants.
- B. For entry-level officer positions, the Department will send recruiters to educational institutions and community organizations to recruit on site.

- C. The Department may recruit outside its service community to attract qualified minority applicants.
- D. Officers may participate in job fairs, career days and related events promoting employment with the Department to attract qualified applicants.
- E. The Department may target specific geographic areas to attract minority applicants.

V. APPLICATION PROCESS

- A. The **Assistant Chief of Police in charge of Administration** will coordinate with the City's Department of Human Resources to advertise job descriptions and job announcements.
- B. The Assistant Chief of Police in charge of Administration will screen all applications received to ensure that all applicants meet the minimum standards and qualifications for the position.
- C. The Assistant Chief of Police in charge of Administration is responsible for maintaining a current record of each applicant's status in the selection process.
- D. Applications for job vacancies may not be rejected solely based on inadvertent omissions or deficiencies that can be corrected prior to the testing or interview process.
- E. Applicants will be given the opportunity to correct omissions or deficiencies.
 - 1. Failure to correct omissions or deficiencies may result in the applicant's disqualification from further processing.
 - 2. Intentional omission or deception on the application constitute grounds for disqualification from further processing.
- F. The Assistant Chief of Police in charge of Administration is responsible for answering inquiries from applicants in a timely manner.
- G. Officers assigned to conduct background investigations will keep the Assistant Chief of Police in charge of Administration apprized of each applicant's status.

VI. SELECTION PROCESS

- A. The Administrative Division will maintain documentation detailing all elements of the selection process.
- B. All documents relative to the selection process will be maintained in a secure location when not being used.
- C. It is the responsibility of the Assistant Chief of Police in charge of Administration to ensure that there is no adverse impact in the selection process.
- D. Any portion of the selection process found to create an adverse impact will be abolished or revised to eliminate the adverse impact.
- E. Each applicant will submit to a polygraph examination that will be conducted by personnel trained in polygraph.
- F. The results of polygraph examinations may not be the sole determinant of employment status.

- G. A background investigation of each applicant will be conducted prior to a conditional job offer.
- H. All available job related data on applicants will be used, and the applicant's qualifying credentials will be verified. Qualifying credentials include, but are not limited to:
 - 1. Age,
 - 2. Residence,
 - 3. Employment,
 - 4. Education,
 - 5. References, and
 - 6. Criminal history.
- I. The Chief of Police has final authority in the selection of applicants.
- J. The Administration Division will be responsible to notify applicants eligible for appointment of such a decision.

VII. NOTIFICATION

- A. Notification will be made in person or by telephone tendering the applicant a provisional job offer.
- B. Applicants will be advised that the provisional job offer is contingent upon successful completion of both a medical and a psychological examination, if applicable.
- C. The Department of Human Resources is responsible for notifying applicants not eligible for appointment to probationary status.

VIII. APPLICATION BY CURRENT AND FORMER EMPLOYEES

- A. Sworn personnel and civilians of the Department who separate in good standing may be re-employed if they meet all entry and/or examination requirements.
- B. The following will be considered in the decision to re-employ personnel:
 - 1. Applicants may be considered for re-employment if they had successfully completed their probationary status period and have not exceeded one year from the time of separation to the time of re-employment.
 - 2. All applicants are subject to a review of previous employment records to determine their status at the time of separation.
 - 3. Applicants must agree to comply with all employment conditions existing for new applicants at the time of application for re-employment.
 - 4. Applicants being considered for re-employment are subject to a background investigation conducted by the Department, including criminal/civil background check, medical, drug screen, psychological and polygraph exams.
 - 5. Officers who are re-employed by the Department may be assigned to a Field Training Officer upon appointment.

- a. Where the time between the separation and re-employment dates does not exceed six months, the Assistant Chief of Police in charge of Administration will assess the needs of the individual and document a training program sufficient to address those needs.
 - b. Failure successfully to complete the designated re-training program will be grounds for dismissal.
- 6. Former officers applying for non-sworn positions will apply through the standard application process.
- 7. Former employees with a lapse of more than one year of service must apply through the standard application process.
- C. Non-sworn employees of the Department may seek employment in a non-sworn position.
- D. Interested employees will submit an application to the Department of Human Resources expressing their intent on seeking other employment opportunities.
- E. In-house employees must successfully complete all required testing for the position sought. Those employees who were hired under a different entry level written examination must successfully complete the written examination used at the time of the posted vacancy.
- F. A background investigator will examine the employee's work history at the Department and will complete a background investigation. Standards set by the Civil Service Commission are to be followed in determining the eligibility of applicants for sworn positions.
- G. Employees of the Department may be required to test for positions with outside applicants.

IX. HIRING OF RELATIVES

- A. The Department can employ relatives of employees, as long as the hiring complies with the City of San Marcos policy on nepotism.
- B. Duty assignments will be made to ensure that:
 - 1. One relative will not directly or indirectly, through one or more subordinate supervisors, supervise or have appointment or dismissal authority over the other.
 - 2. One relative will not audit, verify, receive or be entrusted with monies received or handled by the other.

X. RECRUITMENT PERSONNEL AND BACKGROUND INVESTIGATORS

- A. Officers selected for assignment to recruiting and background investigations will receive training in the following areas:
 - 1. Federal and state compliance guidelines, (e.g., EEO, Affirmative Action, Americans with Disabilities Act, and TCLEOSE guidelines and requirements),
 - 2. The Department values, goals and mission statement,
 - 3. Department career opportunities, salaries, benefits, and training,

4. The community and its needs,
 5. Cultural awareness,
 6. The selection process, to include procedures involved in physical agility examinations, written and oral examinations, and background investigations,
 7. Characteristics that disqualify applicants, and
 8. Medical requirements.
- B. Personnel from various areas of the Department, experienced in investigative and interviewing techniques, will conduct background investigations.
- C. The Assistant Chief of Police in charge of Administration is responsible for the selection of personnel to be used in conducting background investigations.
- D. Background investigations are directed by the Assistant Chief of Police in charge of Administration.