



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-1.1 SELECTION

DATE: 5/12/2016 Pages: 4 ◇ New ◇ Amended ◆ Revised 4-1.1

I. POLICY

The Department's selection process will be administered by the Chief of Police, under the direction of the Village Manager.

II. SELECTION PROCESS COORDINATION

A. Chief of Police Responsibilities

To the extent required to administer the Department's selection process, the responsibilities of the Chief of Police include, but are not limited to:

1. Ensuring the compliance with all Maryland Police Training *and Standards* Commission regulations and standards relating to recruitment and selection;
2. The review, distribution, and placement of all job announcements;
3. The reviewing of all background investigation reports upon their completion;
4. The formulation and scheduling of oral interviews;
5. Interviewing prospective candidates, and,
6. Recommending to the Village Manager that a conditional job offer(s) be made pursuant to the provisions of the Americans with Disabilities Act.
7. Scheduling candidates for pre-placement medical examinations, physical fitness examinations, and emotional stability assessments, and communicating their results to the Village Manager.

B. Village Manager Responsibilities

The Village Manager will be responsible for, among other things:

1. Working with the Chief of Police to implement the Department's recruitment and selection pro-

cess;

2. Ensuring compliance with all applicable laws relating to personnel;
3. Making conditional job offer(s) to successful candidates pursuant to the provisions of the Americans with Disabilities Act.
4. Approving recommendations for employment and making job offers to successful candidates.

C. Selection Process Manual

1. A comprehensive manual pertaining to the Department's selection process is maintained by the Department, the purpose for which is to describe the selection in greater detail.
2. Notwithstanding the applicability of laws and policies with which the Department's selection process must comply, the Selection Process Procedures Manual is an official guide intended to ensure that all parts of the selection process are administered fairly, uniformly, and consistently.

III. THE SELECTION PROCESS

A. Process Validity

1. All elements of the Department's selection process use only those rating criteria and minimum qualifications that are job related.
2. Based on the Department's needs, and Maryland Police and Correctional Training Commission standards, the Department will validate its process through content validation, which is the justification of a component of the selection process by showing that it measures a significant part of the job.

B. At the time of formal application, candidates are informed, in writing, of:

1. All elements of the selection process;

2. The expected duration of the selection process;
3. The Village's policy of re-application, and re-evaluation of candidates not appointed.

C. Throughout the application process, the Department will maintain contact with applicants from initial application to final employment disposition, by:

- Informing the applicants of whether or not their application will be processed further.
- Periodically informing the applicants of the status of their applications, and
- Documenting and logging all contacts with the applicant.

D. Administration of Process

1. All elements of the selection process will be administered, in a uniform manner.
2. Whenever practical, personnel participating on interview panels will include both genders and be racially diverse to showcase our inclusiveness and to make applicants feel comfortable and respected.

E. Secure Storage of Process Materials

1. When selection materials are not in use, they will be securely stored, and will not be left unattended.
2. If and when selection materials are to be disposed of, the disposition will be performed in a manner that is appropriate and that prevents disclosure of the information contained therein.
3. If practical, the materials will be shredded and the destruction will be monitored.
4. If shredding is impractical, the Department will employ an alternate means of destroying the materials which prevents disclosure of the information contained therein.

F. Candidate Disqualification

Applications will not be rejected because of omissions or deficiencies that can be corrected prior to the interview process. Candidates determined to be ineligible for appointment to probationary status on the basis of a single test, examination, interview, or investigation will be informed, in writing, of the

specific reason(s) within thirty (30) calendar days of the disqualification decision.

G. Disposition of Records of Candidates Not Appointed

1. All records of candidates not appointed to probationary status will be kept for a period of one (1) years in a secure area.
2. Information from the employment application will be released unless pursuant to a court order or other valid legal process.

H. Background Investigations

1. A background investigation will be conducted of any candidate that is being considered for hire for any position within the police department. The background investigation will be conducted by a trained background investigator and it will satisfy the requirements of COMAR 12.04.01.05 prior to appointment to probationary status, and will include, at a minimum:

- Verification of the candidate's qualifying credentials,
- A review of any criminal, traffic, and court record(s),
- Verification of at least three (3) personal references,
- A check with previous employers and co-workers for the past 5 years.
- A check of current and past neighbors for the past 5 years,
- A review of the candidate's credit record,
- A check with the candidate's family members (i.e., wife, fiancé, father, mother, brothers, sisters, etc.),
- A review of school records to the degree allowed by law (high school, college, and/or trade schools),
- A review of military records,
- Other reviews deemed necessary, or as warranted by the course of the investigation.

2. Within thirty (30) days of the hiring of an officer, the Department shall notify the MPCTC of

the hire and the results on the background investigation on an MPCTC “Notice of Probationary Appointment Card.”

3. The investigation should determine beyond a reasonable doubt that the officer candidate is a loyal United States citizen and is mentally, physically, and emotionally fit to perform law enforcement duties.
4. When the background investigator meets with the applicant for the first time, the initial interview will include the following:
 - The completion of a “Preliminary Questionnaire” by the applicant,
 - The completion of the confidential background investigation booklet by the investigator,
 - Fingerprinting the applicant on two (2) fingerprint cards (F.B.I. and Maryland),
 - Execution of the “Authorization for the Release of Information,”
 - Completion of a notice advising the applicant that, their fingerprints will be sent to the F.B.I. for a criminal records check,
 - Completion of a Department of Public Safety and Correctional Services “Application for Criminal Background Check,” and,
 - Photographing the applicant.
5. Requests for credit reports/information shall be completed.
6. Requests for military records will be handled by mail only and will go to the location listed below, addressed to the director of the particular branch of the military to which the applicant belonged:
 - National Records Center
9700 Page Boulevard,
St. Louis, Missouri 63132
[Phone (314) 263-3901]
7. Background investigators will examine school records or interview school official(s) if the applicant attended school in the last 5 years.
8. Upon completion of the investigation, the following format will be used to synopsize the in-

vestigator’s findings before being forwarded to the Chief or the Village Manager:

- Personal History
 - ⇒ FBI Prints
 - ⇒ State Prints
 - ⇒ Military Record
 - ⇒ Credit Report
 - ⇒ School Records
 - ⇒ Personal References
 - ⇒ Neighbors
 - ⇒ Past, Present Employers
 - ⇒ Medical and Psychological Evaluation
 - Oral Interview
 - Driver’s License Information
 - Previous Employment
 - Citizenship
 - Verification of Age
 - High School Diploma/GED
 - College transcripts
 - Conclusion
9. Background investigators are encouraged to have the applicant obtain most of the material items (such as school transcripts, high school diplomas, certificates, etc.) to assist the investigator with some of the “leg-work.”
 10. The background investigation of any candidate who is not hired shall be maintained on file in a secure area for one (1) year. The background investigation of a candidate who is hired will remain in the candidate’s personnel record for the duration of their employment and for five (5) years after their employment has ended.

I. Oral Interviews

1. An oral interview of each candidate (sworn and non-sworn) will be conducted prior to appointment.
2. The oral interview will be conducted by a panel consisting of the Chief of Police, the Lieutenant and the Sergeant. If any of the three members is unavailable, the Chief will select an alternate. Additional interviews may be conducted.
3. Oral interviews will be conducted in a standardized manner in order to be effective and impartial, and the results will be recorded on standardized forms.
4. The Chief of Police will ensure that persons comprising the oral interview board(s) are provided with an orientation/training session.
5. The fitness and relative ability of applicants shall be examined in one or more of the following ways:
 - An evaluation of education, training and experience as shown on the application or by other information submitted,
 - An interview,
 - A pre-placement physical examination, and
 - Verification of ability and character through checking references.

J. Pre-Placement Medical Examination and Emotional Stability Evaluation (post-conditional offer)

1. After a candidate is given a conditional offer of employment, a pre-placement medical examination of the candidate will be conducted by a physician chosen by the Village to certify the general health of each candidate and to establish that the candidate is physically fit to perform the duties of a police officer.
2. The medical examination will include a screening for evidence of controlled dangerous substances.
3. Candidates will be evaluated for their emotional stability and psychological fitness by an assessment conducted by a qualified professional.
4. Records containing the results of the pre-placement medical examination and emotional

stability and psychological fitness evaluation will be securely maintained on file.

K. Polygraph Examinations

1. If the selection process will include the use of a polygraph examination, all candidates will be provided (at the time of their formal application) with a list of the areas from which polygraph questions will be drawn.
2. If polygraph examinations are administered as part of the selection process, the Department will utilize only personnel who have been trained to conduct such examinations, and who have been trained to evaluate the examination's results.
3. As a matter of Department policy, the Department will not use the results of polygraph examinations or other instruments for the detection of deception as the single determinant of employment eligibility.

This directive voids the previous version dated 8/10/2012.