

2.08

**CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order**

Date Issued: January 15, 1997

Revision Date: April 1, 2009

Subject: Hiring Process

Reference: CACP STD.60.1, .2, .3, .4, .5

TO: ALL PERSONNEL

I. POLICY:

Equal employment opportunity shall be provided in the administration of all personnel practices such as recruitment, appointments, promotion, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, creed, sex, national origin, age, political affiliation, disability (except where the disability is directly related to a bona fide occupational disqualification) or any other non-merit factor. The process must also be in compliance with the City of Craig Policy Manual

II. PROCEDURE:

- A. It shall be the responsibility of the Chief of Police to notify the Personnel Director of any vacancies within the Police Department. A Personnel Requisition form must be completed.
- B. Positions may be recruited from in-house applicants, from outside applicants or from both resources. Refer to City Personnel Manual.

1. Eligibility List

Position vacancies may be filled from current eligibility lists. (Refer to Craig City Manual.) The Chief of Police will utilize the “rule of three” in which the top three applicants for the position will be considered.

2. Open Recruitment

Recruitment programs shall be conducted in such manner and for such time periods as determined by the Chief of Police to be useful and expedient for the position involved. Recruitment for open competitive appointments shall be conducted publicly.

C. Hiring Examinations

The hiring examination process for police officer positions shall include at a minimum the following processes; (other positions must complete items 1, 2, 4, & 6). All hiring practices will be in compliance with the ADA & EEOC.

1. A City Employment Application
2. A written (or computerized) test.
3. An oral interview.
4. A ride along evaluation with police officers.
5. A background investigation
6. A pre and post job offer psychological examination conducted by a qualified professional psychologist.
7. A medical examination.
8. Applicant must pass the department approved physical agility test prior to completion of his/her probationary period.

Failure to correctly and successfully complete any of the above areas will result in the applicants elimination from the process. The applicant will not be eligible for retesting for six months.

D. The following background information must be verified:

1. Criminal History check from NCIC/CCIC
2. Fingerprint check for F.B.I. and C.B.I.
3. NCIC/CCIC wants and warrants check
4. Non-certified copy of driving record from Department of Revenue
5. Educational achievement, minimum of a high school diploma or GED is required.
6. Employment history to include verification of all previous employment within the past 10 years, positions held, job duties and responsibilities, achievements, strong and weak characteristics, disciplinary actions, commendations, and if the applicant is eligible for rehire.

7. Places of residence for the past 10 years
8. A minimum of 3 personal references who are not previous employers
9. Age - copy of birth certificate
10. P.O.S.T. certification is generally required prior to appointment. In some cases the department may be willing, in exchange for a long-term employment contract, to pay the educational expenses required for certification. This is solely at the discretion of the Chief of Police, and only after the applicant has passed all other phases of the hiring process.

Verifications may be made by telephone, correspondence, computer inquiry or personal interview. Generally, background investigations will be assigned to an investigator with a due date indicated. The investigator shall provide written documentation to support all verifications. Written documentation may include copies of correspondence or reports made by telephone.

E. Causes of Ineligibility of Applicants

The Chief of Police may reject applications and/or applicants may be refused further consideration, examination or appointment for any of the following reasons, provided such reasons can be documented:

1. Applicant is found to lack any of the minimum qualifications established for the position;
2. Failure of an applicant to submit an application according to established procedures or within a prescribed time period;
3. Failure of an applicant to complete an application according to instructions, or failure to submit required documents or additional information, or failure to submit a legible, comprehensible application;
4. Applicant has made a false statement or has otherwise practiced deception or fraud in connection with the application;
5. Applicant has attempted to use, or has used, unauthorized aide, cheated or otherwise attempted to secure an undue advantage on any examination;
6. Applicant has failed to appear for a scheduled examination;
7. Applicant has failed to pass any phase of the examination process;
8. The applicant has obtained information regarding examinations to which the individual is not entitled;

9. Applicant is found to be physically or mentally unable to effectively perform the essential duties of the position for which the individual has applied;
 10. Applicant has been found to have a record of unsatisfactory performance on previous jobs;
 11. 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 the ability to safely, dependably or effectively perform the essential duties of the job;
 12. Applicant has been convicted of a crime or has a record of convictions, the nature of which would affect the individual's suitability for employment in the position;
 13. Applicant has used or attempted to use political or personal pressure or bribery to secure an advantage in obtaining employment;
 14. Applicant supports or belongs to any organization which advocates illegal overthrow of the government of the United States or the State of Colorado;
 15. Applicant has willfully violated any provisions of these rules; or
 16. For any other job-related reason, which the Chief of Police has determined adversely affects the applicant's suitability for employment.
- F. Applicants may be removed by the Chief of Police from an eligibility list for any of the following reasons:
1. The applicant has failed to provide notice of any change of name, address, telephone number or any information that would affect the qualifications for the positions;
 2. The applicant has failed 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 receipt of a statement, either orally or in written form, that the individual no longer desires to be considered for the 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 a selected applicant to report for duty on the date agreed to by the applicant and the department;

- G. Police Officers will have a minimum of a 12-month probationary period. The probationary period may be extended if additional training needs are identified.

- H. Police Officers, Reserve Officers and Part time officers must be certified by P.O.S.T. prior to being appointed to the position.

- I. Seniority: Any employee terminating their employment with the Craig Police Department for any reason, including transferring to another city department will lose all their seniority rights. If rehired, they will start as a new employee.

Approved by:



Walter K. Vanatta
Chief of Police