

**PORTLAND POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	Effective Date 04/07/2019	Number 30A
Subject Selection of Sworn Personnel		
Amendment Date		

I. Purpose

The purpose of this policy is to establish procedures for the selection of police officers and to ensure that the process is efficient, fairly administered and nondiscriminatory. The process shall be designed to choose those individuals who possess the skills, knowledge, and abilities necessary to meet the challenges of present-day law enforcement and community service.

II. Policy

It shall be the policy of the Portland Police Department to recruit and select the highest caliber candidate available in full compliance with all Federal and State laws and the City's Civil Service Ordinance. The selection of Portland Police Officers shall be conducted in accordance with Article IV of the Civil Service Ordinance.

III. Selection of Sworn Personnel

A. Administrative Practices and Procedures

1. Responsibility for the selection process

- a) Administering the selection process shall be the sole responsibility of the Portland Police Department within the guidelines of Civil Service Commission.
- b) The Police Department shall have the responsibility of administering the following components of the hiring process:
 - i. job related aptitude capacity test;
 - ii. physical fitness assessment;
 - iii. oral board interview;
 - iv. background check;
 - v. job suitability assessment;
 - vi. polygraph examination; and
 - vi. medical examination.
- c) Final authority and responsibility for administering the role of the Portland Police Department in the selection process shall be vested in the Chief of Police.
- d) The Police Principal Administrative Officer/Personnel (PAO/P) shall be responsible for coordination of this process and will work closely with the City Human Resources Department.
- e) All selection of Portland Police Department Police Officers shall be conducted in accordance with City of Portland Article IV Civil Service Ordinance Sections 2-60.1 - 2-67.

2. Selection process scoring

- a) All elements of the selection process shall be administered and coordinated by the Police Department's Principal Administrative Officer/Personnel or Chief's designee who shall be sufficiently trained in carrying out the selection functions.
- b) All scoring, evaluation and interpretations shall be done in a uniform manner. All candidates shall be treated the same in regards to the operational elements of the hiring process. Time limits, oral instructions, and scoring formulas shall be identified for all candidates. Reasonable accommodations may be implemented for any candidate with a bona fide disability.

3. Lateral entry: Full-time, certified police officers shall be eligible to apply for entry to the Portland Police Department. In accordance with the Civil Service ordinance, such applicants are exempt from the entry level test, but must successfully complete all other components of the hiring process.

4. Candidates may reapply for selection after failing a component of the process as allowed by the Civil Service Ordinance.

5. Ineligible candidate notification
 - a) Those candidates who are determined to be ineligible shall be informed, within thirty (30) calendar days of such a decision and be given an opportunity to be heard.
 - b) Selection data shall be maintained by the Portland Police Department for a period of not less than five (5) years. The results of psychological and medical examinations shall be maintained indefinitely in a secure location within the Personnel Department and shall not be destroyed.
 - c) A copy of the police hiring memorandum to the City Manager detailing the process and the deselection process will be kept on file and copied to Human Resources.
- B. Application/Selection
1. Testing eligibility and scheduling
 - a) All candidates shall be notified as to the date and location of the entry level test, physical and oral examination in sufficient time to allow for necessary travel and employment arrangements.
 - b) All candidates shall furnish the PAO/P with copies of the following documents prior to testing:
 - i. a copy of his/her driver's license;
 - ii. a copy of a high school diploma or GED certificate; and
 - c) All applicants at the time of their formal application shall be directed to the department's website which will provide the following information:
 - i. a detailed list of all components of the selection process;
 - ii. the expected duration of the selection process;
 - iii. a copy of the employment background application
 2. Job-related aptitude capacity test
 - a) The Civil Service job-related aptitude capacity test shall be the first of the examinations which police applicants must successfully pass to be considered eligible for employment.
 - b) The job-related aptitude capacity test shall be given at the Police Department or other appropriate venue and offered at a variety of times and days.
 - c) All candidates who pass the job-related aptitude capacity test shall be notified and advised of the next steps in the hiring process.
 - d) All applicants with a passing score of 70% will be included in the hiring process. An applicant's eligibility for appointment shall automatically expire 12 months after the date the applicant passed the test.
 3. Physical Fitness Assessment
 - a) The Portland Police Department shall use the physical fitness assessment standards set forth by the Maine Criminal Justice Academy.
 - b) The Department will conduct physical fitness testing for candidates or accept written notice of successful completion of the test as administered by the Maine Criminal Justice Academy within the 12 months immediately prior to the date of the job-related aptitude capacity test.
 4. Oral Interview
 - a) The Oral Board shall be made up in accordance with the Civil Service Rule for Original Appointment.
 - b) Oral Board examinations shall be as consistent and objective as possible and use a recommend, not recommend, or mixed recommendation rating system.
 - c) Following the oral board examination, the Chief of Police, or his/her designee, shall meet with the Oral Board or a representative thereof to discuss the recommendations of the Board. The Chief of Police or designee, shall determine whether a background check shall be initiated.
 7. Background Check
 - a) A complete and thorough background check shall be completed on all candidates prior to appointment to probationary status.
 - b) A Portland Police candidate's background check shall be conducted by a qualified supervisor designated by the Chief or his/her designee.

- c) The background check shall include all areas covered by the approved Background Investigation Booklet.
- d) The background investigator will prepare a written report to be submitted to the Chief of Police.
- e) A record of each candidate's background check shall be retained as follows:
 - i. If the candidate is not hired, the background investigation will be retained for two (2) years.
 - ii. If the candidate is hired, the background investigation will be retained for six (6) years after separation or until destruction is permitted by the applicable collective bargaining agreement.

6. Photograph and fingerprints.

During the hiring process, each applicant will complete two fingerprint cards. One card shall be sent to the State Bureau of Identification and then forwarded to the FBI for Criminal Record History Information. The second shall be held in the Regional Forensics Laboratory for identification purposes.

7. Administrative Review

- a) At various points in the selection process, the Chief of Police, the Assistant Chief, the PAO/P and other designees of the Chief will meet to discuss the candidates' background investigation.
- b) After review and discussion, a determination will be made as to whether to continue the background investigations beyond this point.

8. Conditional Offer of Employment

- a) Upon successful completion of the job-related aptitude capacity test, the physical fitness assessment and the oral interview, the Chief of Police shall meet with the Assistant Chief, PAO/P and other designees of the Chief to discuss all aspects of an applicant's candidacy for employment as a Portland Police Officer.
- b) Based upon this review and available openings, the Chief of Police, at his/her discretion, shall select suitable candidates and conditional offers of employment shall be proffered to those candidates.
- c) This offer of employment shall be conditioned upon the successful completion any and all steps in the hiring process to include a background check, polygraph examination, medical examination and job suitability assessment.

9. Pre-employment polygraph examination

- a) The pre-employment polygraph examination shall be conducted in accordance with State law and the requirements of the Maine Criminal Justice Academy.
- b) The results of the polygraph shall not be the sole determinant of employment status, but an admission during the pretest, test, or post-test together with other information, may be sufficient to support a determination of ineligibility.

10. Job Suitability Assessment and Evaluation

Prior to hire, candidates shall undergo a psychological screening and evaluation conducted by a professional agency contracted by the City for this purpose that meets MCJA standards.

11. Medical examination

- a) Prior to appointment as a probationary officer, candidates shall be scheduled for a comprehensive medical examination to determine whether the applicant is physically capable of meeting the standards established by the Maine Criminal Justice Academy.
- b) The examination is designed to reveal any medical condition that may affect work performance or require some sort of accommodation.
- c) Only a licensed physician, as determined and selected by the City of Portland Human Resources Director, shall be used to determine the general health of candidates.
- d) The medical examination consists of the following components:
 - i. occupational and medical history
 - ii. a physical examination by a physician
 - iii. lab studies (lipid profile II, CBC with differential, urinalysis, complete chemistry profile)
 - iv. EKG with Interpretation

- v. vision test
- vi. hearing test
- vii. Purified Protein Derivative injection (TB) with follow-up
- viii. EKG stress test (at the physician's discretion, if needed, for those candidates over 45 years of age or at high risk).
- ix. Tetanus/Diphtheria injection
- x. Functional component

12. Final review

Upon completion and receipt of all pertinent material, the Police Chief shall make a final review of the candidate's complete file and shall determine if the candidate is to be hired as a probationary officer.

13. Probationary period

One of the most important components of the selection process is the probationary period of employment, during which the probationary officer's training and work performance may be evaluated and a decision made in regard to his permanent status. All personnel initially appointed as probationary officers shall have a 1 year or 2-year working probationary period as indicated by the Civil Service Ordinance.