



ERIE POLICE DEPARTMENT



Written Directives

Number: 060.000

Title: Selection and Hiring of Police Officers		Pages: 4
Effective Date: 05/12/09	Review Date: 06/01/20	Amended Date: 07/12/19

POLICY:

The policy of the Erie Police Department for filling full or part-time positions shall be to hire the best qualified candidate following the guidelines and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1991, the Equal Opportunity Act, other applicable State and Federal laws and rules and the Ordinances of the Town of Erie.

DEFINITIONS:

NONE

PROCEDURES:

I. SELECTION OF PERSONNEL

A. Application for Police Candidates

An announcement will be made and advertised informing those interested the police department is accepting applications for the position of full-time Police Officers. Applicants will be required to complete a Town of Erie Application for Employment and a Town of Erie Supplemental Application Police Officer. Applicants will be notified when the physical agility and written test will be held. A copy of the job description will be made available to the applicants.

B. Requirements for Police Candidates

CACP STANDARD 60.5

Police candidate eligibility requirements:

- a. High school diploma or G.E.D. equivalent;
- b. Valid Colorado driver's license;
- c. Colorado POST Certification;
- d. 21 years of age or older;
- e. Vision correctable to 20/20;
- f. Hearing in normal range limits or correctable;
- g. Weight and height in proportion;

- h. Be in good physical health with no chronic ailments; be willing to undergo a physical examination; and
- i. No felony convictions or serious misdemeanor convictions. No person shall be denied employment as a police officer based solely on the fact he or she has been convicted of a misdemeanor.

C. Written Testing for Police Candidates

1. The written examination will consist of job-related questions for the specified position.
2. The test is produced by an independent testing agency which specializes in Police Officer testing. It is administered and graded by the Human Resources Department or Police Department.
3. The passing grade for each section of the exam is 70%.
4. The testing includes four sections consisting of math, reading, grammar, and writing.
5. All persons who successfully pass the written examination shall be invited to continue with the next phase of testing.

D. Physical Agility Requirements for Police Candidates

A physical agility test will be administered by the Erie Police Department. The physical agility test will be job-related and will test for the necessary physical capabilities needed for a police officer to adequately perform his/her duties. The specifications of the test are included in Written Directive 060.004 Physical Performance Standards.

E. Oral Board Interview for Police Candidates

1. The oral board interview shall consist of sworn police officers, a member of the community and a member of the Town's Human Resource Department (when available).
2. Oral board members shall ask structured questions relating to the Police Officer's position. Each response will be scored.

F. Personal History Questionnaire and Release of Information Agreement

1. As part of a background investigation, all candidates selected to continue in the process will be required to submit a Personal History Questionnaire provided by the Town.
2. All candidates selected to advance will also be required to sign and submit a release of Information Agreement allowing the background investigator for the department to obtain personnel records from previous employers.

G. Polygraph or Certified Voice Stress Analysis (CVSA) for Police Candidates

Candidates for consideration will be required to participate in either a polygraph interview or CVSA conducted by qualified personnel.

H. Background Investigation for Police Candidates

CACP STANDARD 60.1 & 60.2

1. Candidates for consideration will have a thorough background investigation conducted after the proper releases have been signed. Included in the background investigation shall be the following:

- a. Criminal & motor vehicle history;
- b. Personal history form review;
- c. Personal interview with the candidate and the candidate's family at their residence;
- d. Personal interview with neighbors and at least three personal references;
- e. Work history; and
- f. Financial history.

2. A candidate may be eliminated at any point during the background investigation by the Chief of Police if justification is found. The candidate will be notified if they are dropped from the process.

3. Background investigations may be conducted internally or by an outside service.

I. Chief's Interview and Selection for Police Candidates

1. Each candidate for consideration will be interviewed by the Chief of Police, Deputy Chief and Commander(s) before a selection is made. The Chief shall select a candidate from an eligibility list. The selected candidate shall be offered a conditional offer of probationary employment.

2. The candidate, after being provided a conditional offer of probationary employment, must complete the remaining portion of the process before being hired by the department.

J. Psychological Examination

CACP STANDARD 60.3

Candidates for hire will be required to submit to a psychological screening which includes a review of the following:

1. Psychological or psychiatric treatment;

2. Alcohol and drug use;
3. Trauma;
4. Suicidal ideation; and
5. Emotional stability.

K. Drug Test for Police Candidates

Candidates will take and must successfully pass a drug screen test.

L. Medical Examination for Police Candidates

Candidates will take and must successfully pass a comprehensive medical exam.

M. Non-sworn personnel will be selected in accordance with policies and procedures of the Town of Erie's general hiring practices. At a minimum, candidates shall be evaluated according to submission of a written application, an oral interview and an internal background investigation.

II. APPOINTMENT FOR SWORN PERSONNEL

CACP STANDARD 60.4

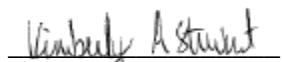
- A. Successful candidate(s) shall be appointed by the Chief of Police as a full time Police Officer and will be on conditional employee status for one (1) year. The candidate must successfully complete a field training program. (See Written Directive 060.001)
- B. Candidates hired with at least three (3) years, but less than seven (7) years, of continuous service as a certified police officer in a Patrol capacity, or at least six (6) years of service and a Bachelor's Degree, or commensurate experience will be appointed as a Police Officer II. Upon receipt of their first performance evaluation, they may be eligible for promotion or pay grade increase based on the requirements set forth in Written Directive 060.002.
- C. Candidates hired with at least seven (7) years of continuous service as a certified Police Officer in a Patrol capacity or commensurate experience will be appointed as a Police Officer III. Upon receipt of their first performance evaluation, they may be eligible for promotion or pay grade increase based on the requirements set forth in Written Directive 060.002.
- D. One (1) year of experience in a non-Patrol law enforcement capacity will be considered equivalent to six (6) months of Patrol experience for purposes of determining lateral hire status of Police Officer II or III. This may include such experience as jail deputy, federal law enforcement, parole officer, etc.

RULES:

NONE

REFERENCES:

Erie Police Department Chapter 11


Kimberly A. Stewart
Chief of Police