

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.26

ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: 08/24/2012

**SUBJECT: DEPARTMENTS OF HUMAN
RESOURCES AND POLICE -
POLICE ENTRANCE SELECTION POLICY**

SUPERSEDES: 08/19/09

I. PURPOSE

To establish consistent and objective criteria for determining the best-suited candidates for employment in the Police Department as Police Officer-Trainees and Police Officers.

II. DEFINITIONS

Certified Police Officer Candidate - A Police entrance candidate who has previously met minimum basic training standards for the position of Police Officer in the Commonwealth of Virginia, or any other state, and is currently certified as a law enforcement officer or is eligible for re-certification as a law enforcement officer under Department of Criminal Justice Services (DCJS) guidelines.

Conditional Reemployment – The reemployment of a former employee in the sworn service of the Chesapeake Police Department, under prescribed conditions, within one year of separation.

Reinstatement – The reinstatement of a former sworn employee of the Chesapeake Police Department, under prescribed conditions, within ninety (90) calendar days of separation.

Eligibility List - A list of Police Officer – Trainee candidates who have successfully completed all phases of the Police entrance selection process.

Police Entrance Selection Process - A process of oral, written and/or practical tests and such other requirements as may be determined by the Director of Human Resources and the Police Chief with the approval of the City Manager.

Police Officer-Trainee Candidate - A Police entrance candidate who meets all candidate eligibility requirements of the Chesapeake Police Department as outlined in Section IV of this Policy.

Veteran - A person who has received an honorable discharge and has (i) provided more than 180 consecutive days of full-time, active-duty service in the armed forces of the United States or reserve components thereof, including the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veterans Affairs.

III. RESPONSIBILITY

The Director of Human Resources and the Police Chief have oversight responsibility for the administration of the Police entrance selection process. For the purpose of this Policy, it shall be

understood that reference to the Director of Human Resources or Police Chief shall include his/her designee.

IV. CANDIDATE ELIGIBILITY

In order to qualify to participate in the Police entrance selection process or to be considered for reinstatement or reemployment, a candidate must meet the following qualifications:

- Be a citizen of the United States;
- Be 21 years of age at time of graduation from the academy;
- Be a high school graduate or possess a GED; and
- Possess a valid motor vehicle operator's license with an acceptable driving record in accordance with City Driving Standards.

In addition to the qualifications listed above, certified Police Officer candidates must be currently certified as a law enforcement officer in the Commonwealth of Virginia, or any other state, or be eligible for re-certification as a law enforcement officer under Department of Criminal Justice Services (DCJS) guidelines.

V. POLICE ENTRANCE SELECTION PROCESS FOR CONDITIONAL EMPLOYMENT

The Police entrance selection process for conditional employment includes a physical ability test, a statistical risk analysis, a background investigation, an assessment of credentials, and a panel interview, as well as an optional interview with the Police Chief.

A. Physical Ability Test (pass/fail)

Candidates shall be tested for the physical abilities needed to successfully perform the duties of a Police Officer-Trainee and Police Officer. This phase of the process is conducted by the Police Department. The candidate's performance is evaluated on a pass/fail basis.

B. Statistical Risk Analysis

A statistical risk analysis shall be administered to each candidate who passes the physical ability test phase of the Police entrance selection process. The information provided through this analysis shall be used in conjunction with the background investigation and may serve as a basis for questioning within the post-conditional offer polygraph examination. Results from this interview and any related documentation shall be maintained and kept separately in a confidential file by the professional administering the interview.

C. Background Investigation

1. The background investigation phase, conducted by the Police Department, is designed to provide the City with basic information pertaining to the credit standing, National Sex Offender and Crimes against Minors Registry, Department of Social Services' Child Protective Services Central Registry, FBI fingerprint check, employment history, education, military service, driving record and other information pertinent to evaluate the candidate. The candidate must certify the release of this information and provide documentation as requested in order to proceed in the selection process.
2. Discovery of a disqualifying factor shall prevent a candidate from continuing in the process. Other background investigation discoveries will be evaluated on a case-by-case basis and may prevent a candidate from continuing in the process.
3. Disqualifying factors include, but are not limited to, the following.
 - a. Conviction of possession, manufacture, and/or distribution of illegal drugs
 - b. Use of Cocaine, LSD, PCP, or any type of hallucinogenic drug in the last five (5) years or use of Marijuana in the last three (3) years, unless the candidate has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs. Proof of successful completion of a supervised drug rehabilitation program must be furnished to the Police Department.
 - c. Other Than Honorable; General; Dishonorable discharges from any military service. Uncharacterized discharges will be evaluated on a case-by-case basis. Candidates discharged for "conduct" reasons will not be considered.
 - d. Untruthfulness or the withholding of pertinent information on any application, interview, or paperwork associated with the application process
 - e. Cheating on any examination or testing associated with the process
 - f. Felony or misdemeanor convictions involving acts of domestic violence, dishonesty, deceit, or immorality

D. Assessment of Credentials (40%)

This phase of the process is conducted by the Support Bureau of the Police Department. For the purpose of ranking candidates, the investigating officer will recommend point assignments to the Bureau Commander for the two parts of this phase.

Education

The total possible points will be 10. Points for education will be assigned as follows:

Points	Criteria
2	30 college credits
4	Unrelated associate's degree
6	Related associate's degree or unrelated bachelor's degree
8	Related bachelor's degree or unrelated master's degree
10	Related master's degree

Work Experience, Special Qualifications

The total possible points will be 10. Point assignment will be based on work experience, volunteer experience, and references from each.

Points	Criteria
0	No work experience
1	Unrelated part-time, summer, or seasonal volunteer or paid experience
2	Unrelated paid experience totaling up to two years
3	Unrelated paid experience totaling between two and five years
4	Unrelated paid experience totaling five years or more
5	Up to one year of directly-related paid experience
6	Directly-related paid experience totaling between one and three years
7	Directly-related paid experience totaling three to five years
8	Directly-related paid experience totaling five to seven years
9	Directly-related paid experience totaling seven years or more
10	A candidate who is a certified law enforcement officer in the Commonwealth of Virginia, or any other state, or who is eligible for re-certification as a law enforcement officer under Department of Criminal Justice Services (DCJS) guidelines.

The assessment of credentials score shall be the total points (education and experience) multiplied by two (2).

E. Panel Interview (60%)

1. A panel of two or more Police Department employees, appointed by the Police Chief, shall conduct an interview with each candidate who reaches this phase of the process. The interview questions will evaluate a candidate's qualifications, reasoning ability, communication skills, ability to manage stressful situations, and suitability for a career in law enforcement.
2. Each panel member shall assign a total score between 0 and 20 to each candidate. The average of the panel members' scores shall be multiplied by three (3).

F. Chief's Interview (optional)

The Police Chief may elect to conduct a personal interview with any candidate as part of the selection process when deemed necessary to clarify issues revealed through the process.

VI. ESTABLISHING THE POLICE ENTRANCE ELIGIBILITY LIST

Each candidate who successfully completes all phases of the Police entrance selection process will be placed on the Police entrance eligibility list for a period of 24 months.

- A. Ranking on the Police entrance eligibility list will be based upon the candidate's combined scores from the assessment of credentials and the panel interview.
- B. A candidate who successfully completes all phases of the Police entrance selection process and provides appropriate documentation to the Chesapeake Police Department validating his/her status as an honorably discharged U.S. veteran shall have one (1) point added to his/her overall score for ranking on the Police entrance eligibility list.
- C. A candidate who successfully completes all phases of the Police entrance selection process and provides appropriate documentation to the Chesapeake Police Department certifying possession of a service connected disability rating shall have two (2) points added to his/her overall score for ranking on the Police entrance eligibility list.

VII. SELECTING CANDIDATES FOR HIRE

Prior to extending conditional offers of employment, the Police Chief shall submit to the Director of Human Resources a written request detailing the vacancies to be filled. This request shall include the name of each separating employee creating a vacancy and/or approved documentation for creating new vacancies.

- A. The Police Chief shall select from among the top candidates of the Police entrance eligibility list each time there is a need to fill a vacancy by considering the top five (5) candidates for each requested vacancy or as close to that ratio as the list of qualified candidates will permit. In instances where there is one vacancy to be filled, the top ten

(10) candidates will be considered or as close to that number as the list of qualified candidates will permit.

- B. Upon written request from the Police Chief and written approval of the City Manager, the Police Department may over-hire by a specified number of positions to address the potential for turnover in the training academy.
- C. The Police Chief has the discretion to waive the Trainee status for a candidate who has previously met minimum basic training standards for the position of Police Officer in the Commonwealth of Virginia, or any other state, and is currently certified as a law enforcement officer or eligible for re-certification as a law enforcement officer under DCJS guidelines.

VIII. POST-CONDITIONAL OFFER PROCESS

After the Police Chief has extended a conditional offer of employment, the candidate must pass a three-part post-conditional offer process which includes a polygraph examination, a fitness for duty examination, and drug and alcohol testing.

A. Polygraph Examination

A polygraph examination shall be administered to determine the truthfulness of the candidate's responses to questions during the preceding phases of the selection process. A summary report of the examination shall be released to the Police Chief. All other documents relating to this examination shall be maintained in a confidential file, separate from the personnel file, in the Police Department.

B. Fitness for Duty Examination

1. A fitness for duty examination will be performed by a City-appointed physician to determine if the candidate has any condition which would impair his/her ability to meet the demands (i.e. physical, mental) of the position of Police Officer-Trainee or Police Officer, as applicable. Documents relating to this examination shall be maintained in a confidential file, separate from the personnel file, in the Police Department.
2. The City's physician may require the candidate be evaluated by a specialist. Any specialist exams required by the City's physician, as a part of the post-conditional offer fit for duty examination process, shall be at the candidate's expense.

C. Drug and Alcohol Testing

In accordance with the City's Substance Abuse Policy (Administrative Regulation 2.44), a candidate reaching the post-conditional offer phase of the process shall be required to submit to drug and alcohol testing. A candidate who tests positive for drugs and/or alcohol will be determined ineligible for hire for a minimum of three years.

IX. RE-ENTRY INTO THE POLICE DEPARTMENT

A. Reinstatement

1. Upon approval of the Police Chief, a former sworn employee of the Chesapeake Police Department may be reinstated, within ninety (90) calendar days following the date of voluntary resignation, at the entry level not to exceed the position of Police Officer.
2. The request for reinstatement must be made in writing to the Police Chief.
3. Reinstatement is not an option if the former employee's status is not eligible for re-hire, voluntarily separated in lieu of impending discipline and/or possible termination, or otherwise separated from the Police Department under unfavorable terms, as determined by the Police Chief.
4. The former employee must meet all candidate eligibility requirements as outlined in Section IV of this Policy.
5. Candidates for reinstatement are exempt from all phases of the pre- and post-conditional offer processes subject to a background investigation and polygraph examination as deemed appropriate by the Police Chief.
6. Should the candidate decline the offer of reinstatement, the provisions of conditional reemployment would apply for the remainder of the 12-month period following separation.
7. Upon reinstatement, the employee shall have no recordable break in service, thus ensuring accrual rates, salary, and length of service return to pre-resignation rates.
8. A former employee reinstated to the sworn service of the Chesapeake Police Department must satisfy any time remaining in the associated probationary period, if applicable, at the time of separation.

B. Reemployment

1. At the discretion of the Police Chief, a former employee in the sworn service of the Chesapeake Police Department may qualify for conditional reemployment at the entry level, not to exceed the position of Police Officer.
2. Within 12 months of the effective date of his/her separation, the former employee must write a letter to the Police Chief requesting conditional reemployment.
3. Reemployment is not an option if the former employee's status is not eligible for re-hire, voluntarily separated in lieu of impending discipline and/or possible termination, or otherwise separated from the Police Department under unfavorable terms, as determined by the Police Chief.

4. A former employee may not be reemployed to a previously held position of assignment, career path, or rank, as these positions are filled either by appointment or through a competitive process.
5. The former employee must meet all candidate eligibility requirements as outlined in Section IV of this Policy and successfully complete the physical ability test in the Police entrance selection process.
6. Provided the candidate meets all eligibility criteria and successfully completes the physical ability test, he/she shall be considered for a conditional offer of reemployment to fill the next available vacancy.
7. After the Police Chief has extended a conditional offer of reemployment, the candidate must pass the three-part post-conditional offer process described in Section VIII of this Policy.
8. Should the candidate decline the conditional offer of reemployment, any further consideration for employment shall be through the standard Police entrance selection process.
9. Terms for Reemployment
 - a. Salary Considerations
 - 1) Upon appointment, such candidate shall be reemployed as a Police Officer-Trainee at his/her rate of pay at the time of separation, not to exceed the market rate of the Police Officer-Trainee grade.
 - 2) The Police Chief has the discretion to waive the Trainee status for a candidate who has previously met minimum basic training standards for the position of Police Officer in the Commonwealth of Virginia, or any other state, and is currently certified as a law enforcement officer or eligible for re-certification as a law enforcement officer under DCJS guidelines. If the Trainee status is waived, the candidate shall be reemployed as a Police Officer at his/her rate of pay at the time of separation, not to exceed the market rate of the Police Officer grade.
 - 3) A candidate for reemployment, who separated from the Department as a Police Officer but is no longer certified as a law enforcement officer or eligible for re-certification, shall be reemployed as a Police Officer-Trainee. In such instance, the candidate shall be reemployed in the step assigned at time of separation, within the Police Officer-Trainee grade, for the duration of the training academy. Upon successful completion of the academy, the employee shall be elevated to the position of

Police Officer at the grade and step assigned at time of separation, not to exceed the market rate of the Police Officer grade.

b. **Benefits**

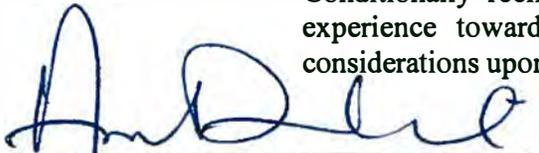
A former employee in the rank structure of the Chesapeake Police Department who is reemployed under this provision shall be entitled to those benefits applicable to all new full-time employees.

c. **Probationary Status**

The probationary period for a former employee in the sworn service of the Chesapeake Police Department who is reemployed under this provision shall include a six-month reemployment probation period, as well as the balance of the initial 24-month probation period that remained at time of separation. In such case, the total probation period shall not exceed 24 months.

d. **Credit for Past Experience**

Conditionally reemployed employees shall receive no credit for past experience towards promotional eligibility or other seniority-related considerations upon their conditional reemployment.


Amar Dwarkanath, Interim City Manager

August 21, 2012
Date