



## CENTREVILLE POLICE DEPARTMENT

<b>Title:</b> Recruitment and Employment Process	<b>Directive #:</b> 4.2
<b>Issued:</b> 10.1.2016	<b>Revised:</b> 10.1.2016
<b>Approved by:</b> Charles M. Rhodes, Jr. Chief of Police	

### A. General Provisions

All employees should participate in the recruitment process whenever the opportunity arises. Employees should encourage and solicit applications from prospective candidates.

1. The most effective advertisement for Centreville Police Department employment is the conduct of employees as reflected in their official duties and dealings with the public. Each employee of the Department is an important member of the team, in that his individual efforts contribute to the achievement of the Department's objectives.
2. Recruitment practices are designed to obtain the most suitable personnel. Basic qualifications and procedures for application for the positions of officer are described in this Section. It is the policy of the Department to provide employment and promotional opportunities without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability.
3. Officers recruited for entrance level police training shall be required to execute a training agreement. The provisions of the agreement shall provide that, in the event an officer voluntarily terminates his employment with the Department, he shall reimburse the Town of Centreville on a pro rata basis for expenses incurred by the Town, including, but not limited to, administrative costs, salary, tuition and other fees associated with the training.

### B. Basic Procedure

1. When a position becomes available within the Department, the Town Human Resources Dept. shall advertise to fill the position in the manner set forth within the Town guidelines.
  - a. Employment applications shall be retained by the CPD for a period of twelve months.
2. Any vacant position shall be filled by the individual most qualified to perform the duties of the position.

### **C. Community Outreach**

1. The Chief of Police may seek recruitment assistance, referrals, and advice from community organizations and key leaders, and post potential employment announcements with appropriate community organizations. Departmental representatives selected by the Chief of Police, will participate in all available job fairs/career days, etc., in an effort to recruit qualified applicants from within our community.
2. All personnel requested to speak before public groups/events, particularly those involving young adults (such as educational institutions), will, as part of their programs, mention career opportunities within the police department.

### **D. Recruitment Plan**

1. The objective of the Centreville Police Department is to maintain actual sworn officer strength as close as possible to authorized/budgeted strength. Authorized and budgeted sworn officer strengths are recommended by the Chief of Police, and if approved by the Town Council, are included in the fiscal budget.
2. Minority Employee/EEO - The Centreville Police Department seeks to achieve a ratio of minority group employees in approximate proportion to the makeup of the department's law enforcement service community, and will actively participate in affirmative action/equal employment opportunity plans and seek qualified minority applicants.
3. Americans with Disabilities Act (ADA) - The Chief of Police will also ensure that the Centreville Police Department shall not discriminate against a qualified individual with a disability in regard to the job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment. (42 U.S.C. 12112)

### **E. Basic Qualifications for Police Personnel**

1. Applicants must meet the following qualifications:
  - a. They must be a U.S. citizen.
  - b. They must be a high school graduate or have obtained an equivalency certificate (college credit hours are desirable).
  - c. They must possess a valid driver's license.
  - d. They must meet the Centreville Police Department standards of medical fitness
  - e. They must be of excellent moral character.
  - f. They shall have a minimum visual acuity of 20/70 uncorrected in each eye, corrected to 20/20 binocularly, with soft contact lenses or safety glasses. Normal color discrimination, depth perception and a field of vision of 170 degrees are required.

- g. Meet all requirements established by the Maryland Police Training and Standards Commission.

## **F. Application Process for Police Personnel**

### **1. Processing of Initial Job Application**

- a. Once an application is received by the Centreville Police Department, a preliminary background check is conducted immediately, including:
  - (1) Criminal History.
  - (2) "Wanted" status.
  - (3) Driver history and current status.
- b. The application will be thoroughly reviewed to ensure the applicant has provided all pertinent information. Failure to properly complete the initial job application could be cause for rejection.

### **2. Oral Interview**

- a. Each candidate must appear before an oral interview board, which shall consist of at least two members of the Police Department, and if available, one member from an allied police agency, the senior member being the Chief of police, or designee.
- b. The oral interview board will restrict itself to the appraisal of such personal qualities as appearance, voice, communication skills, ability to organize higher thoughts, poise, bearing, and alertness.
- c. The recommendation of the oral interview board will be submitted to the Chief of Police for review and consideration when selecting applicants for employment.
- d. After the applicant completes the oral interview, the Chief of Police will conduct a review of all current applicant packets. The Chief of Police will determine which applications will be selected for background investigations and processing.

### **3. Background Investigation**

- a. All applicants must submit to a background investigation to verify his/her good character.
- b. The name and fingerprint classification of all applicants must be searched through the records of the Centreville Police Department, the Maryland State Police, the Federal Bureau of Investigation, and in other cities, including appropriate state agencies in which the candidate may have resided or worked.

- c. Investigators will use a Personal History Statement and the Town of Centreville employment application to verify qualifying credentials for the applicant in such areas as resident checks, employment, education, military experience, arrests, civil actions and gross negligence.

#### 4. Polygraph Examination

- a. As a part of the testing process, police applicants are advised at the time of their formal application that they will be subject to a polygraph examination during the employment process.
- b. The polygraph examination will be administered by a person who has been trained in all aspects of the operation of the polygraph and the evaluation of the polygraph examination. The Centreville Police Department utilizes the services of allied law enforcement agencies' polygraph operators, as well as commercial vendors. Operation and documentation will be in accordance with the respective law enforcement agencies' or vendor's policy and procedures.
- c. The results of the polygraph are not sufficient by themselves to disqualify an applicant. However, the results of the polygraph can be used as an aid during the background investigation.

#### 5. Administrative Review and Recommendation for Employment

- a. After the background investigations and polygraph examinations are complete, all application packets will be forwarded to the Chief of Police. The Chief of Police will review the entire application packet and select appropriate applicant(s) for employment. The Chief of Police will forward his recommendations for employment to the Town Human Resources Department and/or Town Manager.
- b. The Town Manager will review the application and if in concurrence with the recommendation of the Chief of Police, a conditional offer of employment will be sent to the applicants(s). The conditional offer of employment is based on the applicant successfully completing a required medical and psychological examination and any other requirements being met.

#### 6. Medical Examination

All applicants offered conditional employment must pass a medical examination as determined by a licensed physician. The medical examination will include a mandatory drug screen, which is required by the Maryland Police Training and Standards Commission. The results of the medical examination will be forwarded to the Chief of Police for review and disposition.

#### 7. Psychological Examination

The Centreville Police Department uses psychological examinations to determine the emotional stability of potential employees. The psychological examination is conducted by a clinical psychologist contracted by

the Town of Centreville. The results of the psychological examination will be forwarded to the Chief of Police for review and disposition.

#### **G. Criteria for Rejection of Applicants**

1. Failure to meet the following minimum qualifications established for the position of police officer as set out in the Annotated Code of Maryland, Public Safety Article as established by the Maryland Police Training and Standards Commission:
  - a. At least 21 years of age at time of appointment;
  - b. U.S. citizen at time of appointment;
  - c. High school diploma, GED certificate recognized by the Maryland State Board of Education;
  - d. Eligibility for or possession of a valid driver's license prior to appointment; and
  - e. Be of good moral character and reputation, as determined by a comprehensive background investigation which must, by law, include:
    - (1) fingerprint search of local, state and federal criminal record files;
    - (2) check of military records (where applicable);
    - (3) credit check
    - (4) places of residency over the past five (5) years;
    - (5) school records;
    - (6) personal references;
    - (7) neighbor check at places of residence over past ten (10) years;
    - (8) interview of present and past employers and fellow employees.
    - (9) Conviction for any state or federal crime MAY be grounds for rejection of applicant by MPTC (by withholding of a state certificate of commission to police officer status).
  - f. Medical Examination - Those applicants who are offered conditional employment, who fail to pass the medical examination given by a licensed physician employed by the Town of Centreville and designated by the Chief of Police will be considered as rejected.
  - g. Physical Stature - An applicant offered conditional employment may be rejected if his physical stature does not meet the standards set by the Department. This requirement will be waived in the event that the applicant provides a medical opinion from a licensed qualified physician that his participation in the physical fitness evaluation will not have any adverse impact on the health status of the applicant. If at the time of the physical fitness evaluation an applicant is unable to participate, an

opinion in writing from a licensed qualified physician must fully describe the condition which would cause the adverse impact. In those cases, the applicant may be tested at a reasonable time in the future, but prior to attending entrance level training. The applicant must also possess the ability to enable him to properly grip, hold and operate a Department issued weapons, and where appropriate, operate police vehicles at a minimum, when front seat is in forward most position.

h. Background Investigation - The following may be cause for automatic rejection of applicant:

- (1) Military bad conduct or dishonorable discharge from any branch of the U.S. military service.
- (2) Documented evidence of three or more instances of misconduct or disciplinary action in the military service (regardless of the type of charges).
- (3) Discharge from employment on two or more occasions within the past five years, or documented evidence of disciplinary action or discharge on three or more occasions.
- (4) Conviction for any felony or serious crime.
- (5) Conviction of a misdemeanor may be cause for rejection.

#### **H. Drug Use Policy**

1. The purpose of this policy is to attempt to avoid arbitrary discrimination against those applicants, who during their formative years, experimented with certain substances of abuse and also protect the interests of the Department and the community. Considering that inclusive and sometimes conflicting research as to the residual effects of various substances, legal obligations and the Department's responsibilities, this policy will be a realistic approach to reducing the question of risks associated with employment of such individuals. An applicant who is a former drug user has, by his prior conduct, manifested character traits, judgment and/or illegal activity which may be considered unacceptable for hiring and employment with this law enforcement agency.
2. Identification of present use and/or addiction to any illicit drug (cocaine, PCP, marijuana, LSD, etc.) by an applicant will be grounds for permanent rejection. Should the use of a substance identified be supported by the proper medical documentation, the completed investigation will be forwarded to the Town physician for evaluation and recommendation. The purpose of this evaluation shall be to ensure the substance, although properly obtained, is not subject to abuse and/or the individual is medically fit to fill the assigned position.
3. Evidence demonstrating repeated use of any drug or chemical substance, e.g., marijuana, alcohol, etc., with such frequency that it appears the individual has or had accepted the use and/or reliance upon the substance as part of a pattern or behavior shall be reason for permanent rejection.

4. Any applicant found to be involved (at anytime) in the illegal sale, manufacture or distribution of any controlled dangerous substance will be permanently rejected. Any improper use of any narcotic/drug by an applicant after application will be grounds for permanent rejection.
  
5. Experimentation/Use Criteria - Consideration for experimentation/use will be based on the following criteria:
  - a. Opiates - There will be no exceptions for any use of heroin or opium. Opiates in this form have no medicinal use, are typically related to a criminal atmosphere and are not usually a drug of first use. Other opiates, e.g., morphine, codeine, etc., having a medicinal value, may be considered in the context of their application. Where these drugs are abused, e.g., in experimentation situations, taken without proper authorization, illegally obtained, etc., the limits for experimentation are:
    - (1) None (lifetime) - (No exceptions will be made for any intravenous applications).
  
  - b. Depressants - (barbiturates, benzodiazepine, methaqualone, etc.)

Drugs of this class have a medical use and are readily available - legally and illegally. Where these drugs are abused, the limits for experimentation are:

    - (1) one ingestion (lifetime) - (No exceptions will be made for any intravenous applications).
    - (2) three year period of abstinence prior to application.
    - (3) may be required to submit to additional psychiatric/psychological evaluation.
  
  - c. Stimulants - (amphetamines, methamphetamine, etc.) Drugs of this class have a medical use and are readily available - legally and illegally. Where these drugs are abused, the limits for experimentation are:
    - (1) one ingestion (lifetime) (No exemption will be made for any intravenous applications).
    - (2) three year period of abstinence prior to application
    - (3) may be required to submit to additional psychiatric/psychological evaluation.
  
  - d. Cocaine - Cocaine may be used medicinally as a local, topical anesthetic; however, the predominate use of cocaine is in abuse situations. Because of its rapid psychological addictive nature, experimentation limits are:
    - (1) None (lifetime) (No exemption will be made for any intravenous applications)

- e. Hallucinogenic's (LSD, PCP, Mescaline)- These drugs have no medicinal value. Because of the research concerning the residual side effects from even small quantities of these drugs, no exemptions for experimentation are to be made for any use - permanent rejection.
  
  - f. Inhalants (solvents, glue, paint, aerosols, amylnitrate's) - Inhalants have no medicinal value. Documented medical information identifies significant medical complications associated with the use of small quantities of inhalants.
    - (1) one ingestion (lifetime).
    - (2) three year period of abstinence prior to application.
    - (3) may be required to submit to additional psychiatric/ psychological evaluation.
  
  - g. Cannabis (Marijuana, Hashish, any substance containing THC) - .) Drugs of this class have a medical use and are readily available - legally and illegally. The limits for experimentation are:
    - (1) three ingestion's (lifetime).
    - (2) three year period of abstinence prior to application.
    - (3) may be required to submit to psychiatric/psychological evaluation.
6. An ingestion is a single application, e.g., one marijuana cigarette, one dosage of pills, liquid, etc. Indications of cross-experimentation, while meeting individual drug exemption criteria, will require, in all cases, participation in psychiatric/psychological evaluation. All periods of abstinence must be positively verified by polygraph examination. Results of psychiatric/psychological evaluation must support a negative propensity toward drug abuse and a lack of residual side effects associated with drug use. Cross experimentation indicating experimentation with more than two controlled dangerous substances will result in permanent rejection. An applicant having been permanently rejected has no re-application right.
7. An application will not be accepted from any individual who has been previously rejected on two occasions for substance abuse. Re-application will be accepted if:
- a. if an individual has abstained from usage for the period specified, and
  - b. the indicated frequency requirements are met.
8. Information demonstrating a history of narcotic/drug use shall be evaluated by the Town physician. At the discretion of the physician and the Chief of Police, the applicant may be given the opportunity to authorize release of any medical documentation pertinent to the investigation and agree to psychological and/or psychiatric evaluations selected by the physician and Chief of Police, the expense of which will be borne by



the individual. All documentation will become part of the individual's pre-employment investigative file. At the conclusion of the investigation, the physician will make a recommendation as to the employability of the individual. Psychiatric/ psychological evaluations required under this section are in addition to normal applicant psychological testing.

9. A final decision will be based on the above information in addition to that developed through any counseling, testing, investigation, etc. The Chief of Police shall have the latitude to impose additional requirements based on a demonstrated need. The indicated guidelines may be sufficient; however, the method of ingestion, circumstances of use, attitude toward substance abuse, etc., may pose additional considerations and warrant more investigation prior to a final decision.
  
10. The information contained in this Section provides a base for personnel to answer specific questions from applicants and other interested parties, and is not intended for dissemination outside the Department without authorization of the Chief of Police.
  
11. Applicants will further be required to submit to a urinalysis test for controlled dangerous substances during the application process. The time, location, and procedure will be designated by the Department.

#### **I. Other Criteria for Rejection**

1. Methods used to identify and corroborate the aforementioned criteria will include, but are not limited to, polygraph examinations and/or background investigations.
  
2. Other criteria for rejection include, but are not limited to:
  - a. Six or more current points against the applicant's operator's license prior to appointment.
  - b. Participation as a plaintiff or defendant in three or more civil court actions reflecting litigiousness and an inability to interact reasonably with other persons.
  - c. Misleading and/or false information supplied by applicant to background investigators or administration.
  - d. Patterns of violence towards other persons as evidenced in two or more areas of the background investigation (e.g. military check, arrest for crimes of violence, resident checks, etc.)
  - e. A high incidence of accidents due to negligence (as evidenced by two or more vehicular accidents in which the applicant admitted to his negligence or negligence established in a court of law, civil or

criminal) or a similar history of accidents involving other equipment as determined in the background investigation.

- f. Evidence of alcoholism or serious drinking including, but not limited to:
  - (1) conviction for intoxication;
  - (2) poor work history related to alcoholism;
  - (3) repeated intoxication or disorderly conduct revealed through checks of residence and neighbors.
- g. Any juvenile felony committed at fourteen years of age or older, involving violence against other persons.
- h. Personal History form not completely or accurately filled out.
- i. Untruthfulness.
- j. When corroborated by both background investigation and/or the polygraph examination;
  - (1) evidence of repeated violent behavior;
  - (2) evidence of repeated use of drugs (as indicated by one or more instances reported in background investigation and evidence related to the use of drugs, obtained during the polygraph examination);
  - (3) continued commission of misdemeanors;
  - (4) a composite of unsuitable characteristics. (Occasionally a candidate exhibits a number of characteristics which, when reliably documented and taken in combination, produce a pattern judged clearly inappropriate for law enforcement duties);
  - (5) Evidence of the use of drugs (any CDS) within one year of application date, obtained during the polygraph examination or background investigation.

## **J. Administrative Procedures**

1. Applicants who are rejected prior to or after an offer of conditional employment shall be notified in writing within thirty days after the eligibility list has been established. Candidates will be informed of the basis for their disqualification (e.g., background investigation, test scores, medical examination). Candidates who have been rejected for cause (i.e., background investigation) will not be allowed to reapply.
2. The Chief of Police will ensure that records of applicants not employed by the Department are filed, retained, and disposed of in accordance with federal, state and local requirements for privacy, security, and freedom of information.

3. Records of background investigations conducted by the Department will be maintained in file for three years after the date the original application was filed.