

CAMBRIDGE POLICE DEPARTMENT

Title: *PERSONNEL SELECTION*

Procedure 3.501

Date Issued:

Revised:

PURPOSE:

To ensure the fair and efficient administration and management of the selection process.

To select those individuals who best possess the skills, knowledge, and abilities necessary for a career in law enforcement.

POLICY:

The Cambridge Police Department will employ selection methods and procedures that will produce the most highly qualified individuals, while at the same time remaining nondiscriminatory and fair.

PROCEDURE:

PROFESSIONAL AND LEGAL REQUIREMENTS

1. The responsibility for the selection of recruit police officers for the City lies with the Police Department.

2. The Chief of Police will be responsible for managing the Department's selection responsibilities.

3. The Department assumes certain specific responsibilities in the selection process; these include:

Conducting extensive background investigations and fingerprinting of eligible candidates. The investigation shall include a review of the candidate's criminal record, if any, driving record and verification of not less than five (5) personal references. Background investigations shall be coordinated through the supervisor of the Criminal Investigations Unit and conducted by investigators who are

trained in the collection of required information. The records of each candidate's background investigation shall be maintained on file for at least five (5) years.

Monitoring a recruit's performance probationary period following their certification by the Maryland Police Training Commission and ensuring that the methods used for the evaluation of probationary sworn members are valid, useful, and nondiscriminatory practices.

4. The Department is responsible for conducting the following tests:

Physical fitness and agility.
Psychological and medical
Oral interviews.
Polygraph Examination.

5. The Department will maintain on file a manual that describes the selection process.

6. The selection process is comprised of many elements. These include a background investigation, physical agility test, psychological test, oral interviews physical examination and polygraph examination. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner. Employees representative of the race, sex and ethnic groups in the community are included, whenever possible in the testing process.

7. Selection materials are stored by the Police Department in a secure area when not being used. Access to this material will be limited to the individuals who are involved in administering the selection process.

Materials that are disposed of will be done so in a manner that prevents disclosure of the information, such as burning or shredding.

SELECTION APPLICATION PROCESS

1. Lateral entry is not permitted for sworn officers, with the exception of Patrolman.

2. Applicants who are not appointed to an entry-level position may reapply for employment during a subsequent testing cycle, unless the condition(s) which rejected them from appointment are of a nature that would assure another rejection, i.e., an extensive criminal background.

3. At the time of formal application for an entry level position, applicants shall be informed of all elements of the selection process and the expected duration of the testing process.

4. Candidates not accepted for appointment to an entry level position shall be informed in writing by the Department within thirty (30) days of such decision. The candidate will be informed of the specific portion of the examination they failed.

5. Records of candidates not appointed to probationary status will be maintained by the Department for a period of at least three (3) years.

QUALIFICATIONS AND EXAMINATIONS

1. A medical examination of each candidate will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. Only licensed physicians will be used to certify the general health of candidates.

2. Only qualified professionals will assess the emotional stability and psychological fitness of candidates. A record of results will be maintained on file by the Department.

POLYGRAPH EXAMINATIONS

1. If polygraph examinations or other instruments for detection of deception are used in the selection process, candidates will be provided with a list of areas from

which polygraph questions will be drawn prior to the examination.

2. Polygraph examinations will be administered and evaluated by persons trained in this field.

3. The polygraph exam shall be used as an investigative tool and will not be used as a single determinant of employment status. An admission during pretest, test, or posttest interviews, together with other information, may be sufficient to support decisions relevant to employment status.

PROBATIONARY PERIODS

1. All entry level sworn personnel shall be appointed on a probationary basis. The term of probation shall be twelve (12) months in duration following proper certification by the Maryland Police Training Commission.

2. Under the rules and regulations of the Cambridge Police Department there are no exceptions to the probationary period.