



SELECTION

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I. PURPOSE

The purpose of this directive is to describe the process of selecting *sworn and civilian* applicants for employment *with the Anne Arundel County Police Department*.

II. POLICY

It is the policy of the Anne Arundel County Government to select the most qualified applicants for vacant positions. This selection process shall be especially cognizant of the need to employ qualified females and minorities.

III. ADMINISTRATIVE RESPONSIBILITIES – SWORN & CIVILIAN

A. Anne Arundel County Office of Personnel

The overall responsibility for the selection process shall reside with the Anne Arundel County Office of Personnel. This responsibility and commensurate authority is granted and mandated by County Code, *Article 6, Section 1-104*. The Office of Personnel publishes and makes available to the Police Department Personnel Section *all of the current components of the selection process*. *These components are included in the “Employee Relations Manual.”* The following specific functions shall be the responsibility of the Office of Personnel:

1. Receive all applications resulting from the recruitment effort.
2. Enter necessary data (name, address, phone numbers, etc.) into the Office of Personnel applicant data files.
3. Notify applicants of test dates and other critical information relating to applicant processing.
4. **Purchase** and administer job related written examinations, **panel** interview processes, and other selection procedures.
5. Compile scores for the written/oral examinations and notify candidates of results.
6. Develop and evaluate standards for the selection of candidates (i.e., background standards).
7. Participate in the review and selection of Police Officer candidates.
8. Participate in the selection of *civilian* candidates (background standards only).
9. Maintain a current manual of valid, job related medical standards *for sworn applicants*.
10. Receive and maintain files on all candidates in the selection process (including their application, drug test results, medical results (*for sworn applicants*), psychological evaluation report (*for sworn applicants*), and other documents relating to the candidate).
11. Perform statistical analyses to insure that each component of the selection process and the selection process as a whole fulfills legal and professional requirements.
12. Prepare the official eligibility and *referral* lists.

B. Police Department Personnel Section

The manager of the Police Personnel Section of the Anne Arundel County Police Department is responsible for administering the department's role in the selection process, and shall, upon direction of the Office of Personnel have the responsibility for:

1. Conducting polygraph examinations *for sworn applicants*.
2. Scheduling and conducting background investigations. All personnel used to conduct background investigations will be trained in collecting required information.
3. Providing *panel* interview board members *for sworn applicants*.
4. Schedule interviews with the Department *for civilian applicants*.
5. *Participating in the review and selection of candidates*.

C. Chief of Police

The Chief of Police is designated as the appointing authority of the Anne Arundel Police Department and shall have the authority to:

1. Select (or reject for cause), candidates who have been referred by the Office of Personnel. Such selection or rejection shall be done in accordance with the instructions accompanying the *referral* list *of sworn applicants or in accordance with the Employee Relations Manual for civilian applicants*.
2. Determine whether the candidate will be retained or dismissed on probation (i.e., probationary assessment).

D. Joint Responsibilities

Other activities, which are shared by both, the Office of Personnel and the Police Personnel Section include scheduling and notifying candidates of medical examinations and psychological evaluations *for sworn applicants; scheduling and notifying civilian candidates of interviews*; and other administrative tasks necessary for processing candidates. Any disputes over the division of labor or responsibility will be resolved by the Chief of Police and the Personnel Officer (or their respective designee).

IV. LEGAL REQUIREMENTS – SWORN & CIVILIAN

- A. Every component of the selection process singularly and in combination will be developed, implemented, and monitored to insure validity, utility and minimum adverse impact.
- B. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
- C. All selection materials will be stored in a secure area when not being used.
- D. When selection materials are disposed of, the manner of disposal will be performed in a manner that prevents disclosure of the information therein.
- E. All candidate records except records related to physical and psychological examinations (Police Officer only) will be transferred to the County's Records Center for permanent secure storage after the selection process is finished. All candidate records related to physical and psychological examinations (Police Officer only) will be maintained in a confidential, secure file by the Office of Personnel.

V. SELECTION PROCEDURES – SWORN & CIVILIAN

A. Selection Criteria

All applicants applying under a general announcement will be required to complete the entire process, including any mandatory written examination.

B. Reapplication

All applicants who have previously applied and were not included for good cause will be allowed to re-apply and be reconsidered. The Personnel Officer or Chief of Police may rely upon previously gathered background, polygraph, or medical/psychological information to eliminate a candidate from further consideration upon receipt of an application, or at a later date.

C. Selection Elements

The selection process includes the following elements unless otherwise stated under Section V.):

1. Application
2. Written examination (*if applicable to the position*)

3. *Panel* interview *for sworn applicants*
4. *Referral interview by the Chief of Police or his/her designee*
5. Physical *Readiness* Test *for sworn applicants*
6. Background investigation
7. Polygraph examination *for sworn applicants*
8. Medical examination (after conditional offer of employment *to sworn applicants*)
9. Psychological examination (after conditional offer of employment *to sworn applicants*)
10. Probationary period (see Index Code 714)

At the time of their formal application, candidates are informed, in writing, of all elements of the selection process, the expected duration of the selection process, and the policy on reapplication.

D. Notification of Unsuccessful Candidates

Candidates not eligible for appointment to probationary status are informed, in writing, within thirty calendar days of such a decision. Although a hiring decision is most often based upon a number of factors, the nature of the selection process enables a single procedure (e.g., background investigation, test scores, medical examination (sworn)) to result in the elimination of a candidate from further consideration.

E. Background Investigations

A background investigation of each candidate is conducted prior to appointment to probationary status. The background investigation will include the verification of a candidate's qualifying credentials, as well as a review of a candidate's criminal record, if any, and verification of at least three personal references of the candidate. A record of each candidate's background investigation will be maintained on file for at least five years.

F. Polygraph Examinations – for Sworn Applicants

Candidates shall be provided, at the time of their formal application, with a list of areas from which polygraph questions will be drawn. The administration of polygraph examinations and the evaluation of results are conducted by personnel trained in these procedures. The results of polygraph examinations or other instruments for the detection of deception will not be used as the single determinant of employment status.

G. Medical Examination – for Sworn Applicants

A medical examination of each candidate is conducted as part of the selection process. This examination is conducted after a conditional offer of employment as required by the Americans with Disabilities Act, prior to the final job offer and appointment to probationary status. The medical examination is based on valid, useful, and nondiscriminatory procedures and only licensed physicians will be used to certify the *ability* of the candidate *to perform the essential functions of the position*. A record of the results of the medical examination is maintained on file.

H. Psychological Evaluation – for Sworn Applicants

An emotional stability and psychological fitness examination of each candidate will be conducted after a conditional offer of employment and prior to the final job offer and appointment to probationary status. The psychological evaluation is based on valid, useful, and nondiscriminatory procedures. Only qualified professionals are used to assess the emotional stability and psychological fitness of candidates. A record of the results of emotional stability and psychological fitness examinations is maintained on file.

I. Probationary Period

See Index Code 714.

VI. PROPONENT UNIT: Personnel Section.

VII. CANCELLATION: This directive cancels Index Code 700.4, dated 12-20-02.