

**Burleson Police Department
Administrative Policy and Procedures**

Policy Number: 02-003

Policy Title: Recruitment and Hiring

Effective Date: 08/15/2008

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CALEA Standards Referenced: 31.1.1; 31.1.2; 31.3.1; 31.3.2; 31.3.3; 31.4.1; 31.4.2; 31.4.3; 31.4.4 a-c; 31.4.5; 31.4.6a-d; 31.5.1 a-f; 31.5.2; 31.5.3; 31.5.4; 31.5.5; 31.5.6; 31.5.7; 33.4.1

ISSUING AUTHORITY: Chief: B. Cordell 01-18-2023
Billy Cordell, Chief of Police

I. Purpose:

The purpose of this policy is to provide employees with a basic understanding of the hiring process for sworn personnel and non-sworn personnel by the Burleson Police Department. This is not a rigid structure and is flexible in some areas according to the needs of the department. Any deviation or exception from this policy must be approved by the Chief of Police.

II. Policy:

Effective recruitment and selection of law enforcement personnel is the key component in determining the operational effectiveness of any police agency. The Burleson Police Department is dedicated to employing those candidates most qualified for the positions to be filled based on their individual skills, knowledge, and abilities.

In addition to the city personnel policy, it is the policy of this department to provide equal employment opportunities without regard to race, color, religion, sex, or national origin. This policy relates to all phases of employment, including but not limited to advertising, recruiting, employment, placement. Equal employment opportunity also applies to those with physical disabilities. Physical disabilities are disregarded unless the individual, with or without reasonable accommodation, cannot perform physical tasks that are job-related and consistent with the necessity of the business of the department.

III. Roles and Responsibilities:

- A. In accordance with state regulations, the Chief of Police shall retain the responsibility to set minimum qualifications for police and to determine the methods and operations of the department.
- B. Burleson Police Department shall share with the City of Burleson Human Resource department the responsibility for the recruitment and selection process of qualified candidates. [31.1.1]
- C. The primary responsibility for the recruitment and selection of qualified candidates rests with the Police Department. The Deputy Chief shall be vested with the duty, accountability, and authority for administering the recruitment and selection procedures. [31.1.1]
 - 1. Personnel assigned to recruitment activities shall receive training in personnel matters, especially equal employment opportunity and selection procedures as it effects the management and operations of the department. [31.1.2]

IV. Recruitment Plan:

Burleson Police Department is committed to actively recruiting and hiring the most qualified personnel to establish a diverse workforce that is responsive to, and representative of, the diversity of our community.

- A. The Deputy Chief shall conduct an annual analysis of the recruitment plan from the previous year. The analysis will be forwarded to the Chief of Police and will include the following:
 - 1. Progress towards stated objectives in the previous recruitment plan. [31.2.2a]
 - 2. Revisions to the plan as needed: and [31.2.2b]
 - 3. Demographic data of sworn personnel. [31.2.2c]
- B. The Deputy Chief will use analysis of the previous year to create an annual recruitment plan that includes the following:
 - 1. Statement of objectives; [31.2.1a]
 - 2. Plan of action designed to achieve the objectives identified in bullet; and [31.2.1b]
 - 3. Identify employees, inside or outside the agency, responsible for plan administration. [31.2.1c]

V. Job Announcement and Publicity:

- A. The Deputy Chief or their designee shall notify the City of Burleson's Human Resources Department via phone, email or job posting request. A job announcement for all sworn and non-sworn positions/vacancies should be advertised through electronic, print, and/or other media consistent with the City of Burleson's rules and regulations and this directive. [31.3.1b]
- B. All job announcements and recruitment notices for sworn and non-sworn personnel shall:
 - 1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirement of the position/vacancy. [31.3.1a]
 - 2. Advertise the agency as an equal opportunity employer. [31.2.3; 31.3.1c]
 - 3. Indicate an official application filing deadline, when applicable. [31.3.1d]

VI. Applicant process:

- A. Applicants must submit an electronic application. Applications will be accepted as determined by position openings. All applications will be distributed/ received through the City of Burleson Human Resources Department.
- B. The City Human Resources Department provides, through the city website, interested citizens a Pre-application Contact notification. If an opening occurs in the field of interest indicated by the applicant, a notification will be sent to their email advising the individual of the opening. If the applicant is interested, an application will be available through the Human Resources Department section of the city website or at the City offices. Applicants will be notified of testing dates after their applications have been received and periodic notifications of the status of their application. [31.3.3]

- C. All employment applications received by the Police Department shall be screened for any omissions or deficiencies and allowed to be corrected. Cases of unintentional omissions or deficiencies shall not be grounds for rejection of the employment application.
- D. All elements of the selection process for sworn personnel use only those rating criteria or minimum qualifications that are job related. [31.4.2]
- E. All applicants must meet all minimum qualifications of employment as described in the official job description for the City of Burleson.
- F. All applicants must meet all minimum requirement for employment by the City of Burleson as outlined in the City of Burleson, Employee Handbook.
- G. All applicants, for all positions, at the time of formal application, are informed in writing: [31.4.4a/b/c]
 - 1. All elements of the selection process;
 - 2. The expected duration of the selection process, and
 - 3. The agency's policy on reapplication.
- H. During the selection process, all candidates will be kept informed as to their status after completion of each step of the selection process. All candidates not selected for positions will be informed in writing. [31.3.3; 31.4.5]

VII. Hiring Process:

The hiring process is one of the most important aspects in a professional, contemporary law enforcement agency. All applicants for full-time and part-time sworn and non-sworn positions are required to pass a multi-stage process to be eligible for employment with the Burleson Police Department. Therefore, each step must be successfully completed before proceeding to the next step. [31.4.1]

- A. The following procedures shall be adhered to for sworn and civilian applicants:
 - 1. The background phase will be identical for sworn and civilian applicants.
 - 2. Selection materials are stored in a secure area (whether electronic storage with limited access or physically in locked cabinets) when not in use and disposed of in a manner that does not allow disclosure of the information contained therein. Selection material being disposed of will be shredded and never left unattended. [31.4.6b]
 - 3. All elements of the selection process for all personnel will be administered, scored, and interpreted in a uniform manner. [31.4.3]
- B. Sworn Applicants:
 - 1. Must meet all minimum requirements as described in the Texas Commission on Law Enforcement (TCOLE) Rule 217.1 Minimum Standards for Initial Licensure (these may be amended from time to time).
 - 2. At the discretion of the Chief of Police, any out of state applicant who is a Certified Law Enforcement Officer and receives a conditional job offer with the Burleson Police Department may be required to attend a Basic Peace

Officer Academy and must successfully pass the academy to maintain employment status.

3. Applicants possessing prior law enforcement experience may be eligible for lateral entry provided the applicant meets the minimum requirements outlined by the City of Burleson and Police Department. Entry-level testing will be waived for applicants holding a current peace officer licenses from the Texas Commission on Law Enforcement. (See policy 02.004.1 Lateral Entry Salary Program-Sworn)
 4. In addition, all Texas Commission on Law Enforcement (TCOLE) certified applicants shall be subject to an employment screening for work history and employability through TCOLE. [31.5.1f]
 5. All applicants shall file a departmental "release" for investigations and the investigator will obtain a TCOLE F5-R authorized under Texas Occupations Code (TOC) §1701.451 to check the employment termination status maintained by TCOLE. At a state level, revocation of license in Texas occurs when any person has two dishonorable discharges. The department does not currently have access to any national or state decertification resource. [31.4.1; 31.5.1a/b/c/d/e/f]
 6. Applicants who do not possess a Texas peace officer license through the Texas Commission on Law Enforcement (TCOLE) shall successfully complete the Basic Peace Officer training course through a TCOLE certified training academy, prior to assignment in the field training officer program. [33.4.1]
 7. The 30 hours of college from an accredited college of university will be waived for applicants with prior military service, who have received an honorable discharge.
- C. Selection Process Steps:
1. Step One – All applicants must complete an electronic application through the City of Burleson Human Resource Department.
 2. Step Two – A validated written examination will be administer to all eligible applicants, as facilities dictate. The examination is open each person who makes proper application and meets the minimum requirements. Each applicant, during the same testing process, will take the same examination and will be examined in the presence of other applicants and a proctor.
 - a. A minimum passing score of at least seventy (70) must be obtained to successfully pass the examination.
 - b. Test will be graded on site.
 - c. Applicants will be advised of their score before leaving the testing facility.
 - d. Applicants not successfully passing this portion of the hiring process may reapply in one year from the date of notification.
 3. Step-Three – Completion of Personal History Statement.

4. Step-Four – An Oral Interview Board will be conducted with applicants depending on the availability of positions.
 - a. The Oral Board will consist of personnel selected by the Deputy Chief. The Oral Board will be chaired by the Deputy Chief or their designee.
 - b. A Peer Oral Board will be conducted with non-certified applicants. The Peer Oral Board will consist of personnel selected by the Administrative Lieutenant. The Peer Oral Board will be chaired by the Administrative Lieutenant.
5. Step-Five – As part of the pre-employment screening process, a thorough and in-depth background investigation will be conducted on all candidates for any position within the police department.
 - a. A qualified, trained, background investigator shall be assigned to review the personal and professional qualifications of all applicants for any position with the police department. Each background investigator shall have completed training in Background Investigation Procedures as approved by the Texas Commission on Law Enforcement (TCOLE).
[31.4.1; 31.5.2]
 - b. The background investigation will include but not limited to:
 1. Verification of the applicant's qualifying credentials; [31.5.1a]
 2. A complete check of the applicant's criminal history; [31.5.1b]
 3. Verification of at least three personal references; [31.2.1c]
 4. Education verification; [31.5.1d]
 5. Employment history; [31.5.1e]
 6. A review of relevant national or state decertification resources if available; and [31.5.1f]
 7. Other standard checks as determined by the Chief of Police.
 - c. At the conclusion of the selection process, all background investigation records will be turned over to the Human Resources Department for a storage period compliant with State of Texas records and retention requirements. These documents are to be considered confidential and shall be released for review only upon the order of the Chief of Police and the Human Resources Director. [31.4.6c]
6. Step-Six - Applicants successfully completing the Oral Board will be scheduled for a Conditional Job Offer Interview with the Chief of Police. A Conditional Job Offer will be presented to the applicant upon successful completion of the interview. An offer of employment will be extended on the condition that the applicant is successful with completing the remaining steps of the hiring process.
7. Step-Seven – Applicants will be scheduled to complete a polygraph examination with the City's contracted certified polygraph examiner. Applicants are provided with a list of areas from which questions will be drawn, prior to such examination. [31.5.3; 31.5.4] To successfully complete this phase, applicants must be found to be honest and forthcoming with the examiner and no disqualifying information must be revealed that has

not already been disclosed and determined to not affect the applicant's eligibility. In the event additional facts are revealed during this Phase regarding a previously disclosed possibly disqualifying event, the applicant will be removed from consideration. However, the results of the polygraph examination will not be used as a single determinant of employment status. [31.5.5] Applicants that do not successfully complete this phase will be notified in writing and can re-apply in one (1) year.

a. The results of any polygraph examination shall become a part of the employee's personnel record or pre-employment record. [31.4.6d]

8. Step-Eight – Applicants successfully completing the polygraph Examination will be scheduled for a Psychological Examination from the City's contracted licenses Police Psychologist.

a. Successful completion of the examination is mandatory to obtain a TCOLE Peace Officer License.

b. The testing psychologist, who is licensed by the Texas Medical Board, must authorize licensing by signing a TCOLE L-3 form. [31.5.7]

c. Applicants unsuccessful on this portion of the Hiring Process may reapply in one (1) year.

9. Steps-Nine/ Ten – A Physical Examination and Drug Screen will be conducted by a City contracted Licensed Physician. The physical examination may consist of measurable instruments to include vision, hearing and general health examination as prescribed by current City of Burleson policy.

a. The testing physician, who is licensed by the Texas Medical Board, must authorize licensing by signing a TCOLE L-2 form. [31.5.6]

b. A record of the medical examination and the psychological examination shall be maintained in the employee's personnel file secured in the Human Resources Office. [31.4.6d]

10. Hiring Decision

D. Civilian Applicants:

1. An Oral Interview Board may be conducted with the applicant depending on the requirements of the position.

2. The applicant will be interviewed by the affected Bureau Captain or their designee(s).

3. The applicant selected to move forward in the process must successfully complete the remaining hiring steps to be considered for employment with the police department.

4. A Comprehensive Background Investigation will be completed as described in step five of the sworn selection process above.

5. A drug screen and polygraph examination will be required for all applicants. The Chief of Police retains the authority to require a physical examination for other civilian applicants based on the requirements of the position.

VIII. Notification:

If an applicant is unsuccessful on any portion of the Hiring Process, they will be notified in writing. [31.4.5] Unsuccessful applicants will be advised in the notification when they will be eligible to re-apply. Applicants may typically re-apply within one (1) year from the date of notice from the City that they were no longer eligible for consideration. The Police Department reserves the right to make the determination on a case-by-case basis when and/or if an applicant may re-apply. This determination will depend on the reason(s) why the applicant was disqualified.

IX. Disposition of Selection Records of Applicants:

- A. Upon completion of the process all selection documents (i.e. applications, test results, hiring decisions, eligibility lists) shall be delivered by the Police Chief or their designee to the Human Resources Department. [31.4.6a/d]
- B. All selection materials will be maintained by the Human Resources Department in compliance with State of Texas records retention requirements. [31.4.6b/c/d]
- C. At the conclusion of the selection process, all background investigation records will be turned over to the Human Resources Department for a storage period compliant with State of Texas records and retention requirements. These documents are to be considered confidential and shall be released for review only upon the order of the Chief of Police and the Human Resources Director. [31.4.6c]

X. Probationary Status:

- A. All new employees will serve a six-month probationary period. During this time the employee is working to learn job skills and demonstrate their ability to perform the job in an acceptable manner. This is the period of time in which supervisory personnel are assessing competency and training the employee. The six-month probationary period for commissioned peace officers begins at the conclusion of the department's field training period. (Also refer to the City of Burleson Employee Policy Manual Chapter 2, section 2.2 Probationary Employment Period.)
- B. City Policy does not provide for a "per se" extension of the mandatory probation period. Any extensions will be approved by the Chief of Police through the office of the City Manager and Human Resources Director. Should a probationary employee be selected to participate in a special assignment (e.g. undercover) that would necessitate extension of the probationary period, the Chief of Police shall be the approving authority, and shall inform the Director of Human Resources as to the circumstances.
- C. Four weeks of remedial training for all sworn officers in field training may be provided. This remedial training time however, shall not extend the actual six-month probationary period. If an employee successfully completes on-the-job

training, but fails to receive a "meets expectation" end of probation evaluation, the following may occur:

1. No longer than 60 days extension recommended
 - a. Supervisor must identify specific deficiencies, and
 - b. Require specific corrective action.
2. Immediate termination recommended, no 60 day extension;
 - a. Approved by Bureau Captain and recommended in writing to the Chief of Police.
 - b. Chief of Police approves or denies.