



WRITTEN DIRECTIVE	No. PT 11-0104	Page: 1 of 8
Subject: Applicant Selection - Civilian	Effective Date:	06-22-11
	Supersedes/ Amends:	PT 10-0104
	Reference:	



I. Purpose

The purpose of this directive is to establish applicant selection guidelines for any non-sworn position within the Lynchburg Police Department.

II. Policy

32.1.3

It shall be the policy of the Lynchburg Police Department to select qualified candidates for employment based upon legal requirements and professional job-related criteria established for each position.

III. Procedure

A. General

1. Persons representative of race, sex, and ethnic group demographics within the City of Lynchburg will be recruited to participate in the civilian employment selection process.
2. The City Human Resources Department will maintain control over the initial application process.
3. The Chief of Police will retain control over administering the following aspects of the selection process:
 - a. application review
 - b. Interview panel
 - c. background investigation (to include a polygraph exam)
 - d. any psychological or medical testing, if applicable
 - e. final selection
4. The Personnel & Training Unit Lieutenant will be responsible for the following selection related duties:

- a. Reviewing components of the selection process, including:
 - 1) purpose
 - 2) development
 - 3) validity
 - 4) fairness
 - 5) adverse impact
 - 6) administration
 - 7) scoring
 - b. Minimizing adverse impact in the selection process.
 - c. Providing written notice to applicants who are not eligible for employment.
 - d. Providing written notice within 30 days to applicants who are not employed on the basis of a single test, examination, interview, or investigation.
- 32.1.5**
- 32.1.6**
5. The City Human Resources Department will maintain all records and data used to monitor adverse impact, including comparative measurement of selection rates by race, sex, and ethnic group as it relates to the written examination. The P&T Unit will maintain files regarding all other aspects of the applicant process.
- 32.1.3**
6. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.
- 32.1.6 / 32.1.7**
7. Selection paperwork/documentation will be stored in a secure area, as follows:
- 32.2.3 / 32.2.9**
- a. Completed City applications are maintained by the City Human Resources Department.
 - b. The P&T Unit will maintain application files for a period of three years after deactivation.

- c. After the mandated time has elapsed, selection materials may be destroyed under guidelines established by the Virginia Public Records Act and the Library of Virginia.
 - d. Application files of those subsequently employed by the agency will be securely maintained by the Chief's office.
- 8. Any physical and age qualifications will be job-related.
- 9. Evaluation of Selection Process:
 - a. The selection process will be periodically reviewed by the P&T Unit Lieutenant to ensure its effectiveness in selecting the best qualified applicants in a fair, impartial, and legal manner.
 - b. Such review should confirm that all components of the selection process:
 - 1) are current best practices,
 - 2) are job related,
 - 3) comply with federal, state, and City requirements,
 - 4) meet the needs of the Lynchburg Police Department
 - c. If changes or updates are deemed necessary, the P&T Unit Lieutenant will submit documentation noting any suggested modifications through the chain of command to the Chief of Police for review.
 - d. The report will be forwarded by chain-of-command to the Chief of Police for review.

B. Applicant Eligibility Criteria

- 1. Prior to submitting an initial application for any civilian position to the City Human Resources Department, an applicant is required to possess certain basic qualifications and meet several eligibility criteria:
 - a. The applicant will be of reputable character and of a high moral standard.

- 1) The commission or conviction of any felony crime will be grounds for disqualification.
 - 2) The commission or conviction of any misdemeanor crime may be grounds for disqualification.
- b. For positions requiring the use of a City vehicle, the possession of a valid Virginia driver's license will be required of all applicants at the time of employment.
- 1) A history of careless or reckless driving offenses (e.g. reckless driving, hit & run, failure to stop for a police officer, at fault accidents, or speeding violations) may be cause for applicant disqualification.

C. Initial Application

1. The applicant will begin the process by completing an initial application with the City Human Resources Department, where the application will be screened for disqualifying factors.
2. Should the applicant fail to appear for a scheduled interview or other processing component, and fails to contact the P&T Unit to provide a valid reason for non-appearance:
 - a. The applicant's file will be deactivated for 1 year.
 - b. The applicant will be notified of such action by letter.
3. The applicant has the responsibility to provide required documents to the P&T Unit.
 - a. Such documents may include, but are not limited to:
 - 1) Completed Personal History Statement
 - 2) Educational Transcripts
4. Personnel and Training Staff will:
 - a. provide an explanation regarding the department's expectations of the applicant while in the applicant process.

- b. obtain the selected applicant's fingerprints and photograph.
- c. complete any additional paperwork.
- d. give the applicant an opportunity to ask questions or seek further information for the purposes of clarification.

D. Interview Panel

1. An interview of each selected applicant will be conducted prior to consideration for employment.
2. The Interview Panel will consist of people that have a direct knowledge of the position being applied for or can provide insight as to the applicant's qualifications. The panel may consist of 2-4 persons.
5. Members of the Interview Panel will be approved by the IAB Deputy Chief.
7. Members of the Interview Panel will serve to evaluate each applicant individually, based upon:
 - a. specific responses to a series of standardized questions

32.2.2

E. Background Investigation

32.2.4

1. Polygraph Examination

- a. Applicants offered employment will be required to submit to a polygraph examination.

32.2.5

- b. A licensed polygraph examiner will administer the polygraph examination at a location pre-selected by the P&T Unit Lieutenant.

- c. The polygraph examination will include, but not be limited to, questions ranging from application information to personal character.

32.2.4

- d. Candidates will be provided with information related to areas from which polygraph questions will be drawn, prior to such examination.

- e. An applicant will have successfully completed the polygraph examination if two criteria are met:
 - 1) If, in the opinion of the polygraph examiner the applicant has not shown deception to any questions asked during the course of the polygraph examination.
 - 2) If information truthfully given by the applicant during the polygraph examination is not identified as an unacceptable personal value or character issue, criminal in nature, or contrary to police department practices.

32.2.6

- f. The results of the polygraph examination will be documented by the examiner in the form of a written report submitted to the P&T Unit Lieutenant. This report:
 - 1) will not document any information which may be medical in nature.
 - 2) will not be the sole determinant of employment status.
 - 3) will serve as an investigative aid.
 - 4) will be used with other applicant information e.g. interviews, background investigation information etc. to determine employment qualifications.

32.2.1 A

- 2. A thorough background investigation will be conducted on the selected applicant prior to employment for verification of:
 - a. information contained within all documents related to the application process.
 - b. applicant's qualifying credentials.
 - c. personal character and moral standards.
- 3. The background investigator will gather and document information from the following sources:

32.2.1 B

- a. police arrest records
- b. police incident reports

32.2.1 C

- c. court conviction records
 - d. employment history (including supervisors and co-workers)
 - e. credit records
 - f. minimum of three character references
 - g. military records (if applicable)
 - h. school records
 - i. DMV driving records and driver's license verification, if the position applied for requires driving a City vehicle.
 - j. professional organizations / activities
 - k. neighborhood canvas
 - l. any other references or contacts developed through the applicant process.
4. The Deputy Chief of the Investigations and Administration Bureau will be responsible for ensuring that employees assigned to conduct background investigations are trained in collecting the required background information.
5. If, at any point during the applicant process an applicant knowingly falsifies, deletes, omits, or gives misleading information, whether orally or in writing, that applicant will be eliminated from further consideration.

32.2.7**F. Drug Screening**

1. Drug screening will be conducted on any applicant who has been offered employment with the Lynchburg police Department. This testing will be conducted at the Johnson Health Center and will be completed prior to employment.

G. Release of Testing Information

1. Any testing results, applicant processing data, or background investigation information may be released by the Lynchburg Police Department to other agencies or employers for employment purposes with a signed written waiver from the applicant.
2. A copy of the written waiver must be received prior to any information being released.
 - a) Personal delivery, fax, or US mail are acceptable methods of delivery.
 - b) The copy of this waiver should be placed in the appropriate applicant folder for possible future reference.
3. Release of pre-employment information to applicants or current or former employees, including background investigation information and testing, will be in accordance with the provisions of the Virginia Freedom of Information Act. Generally, this information is exempt from disclosure and shall not be released.

H. Employment

Applicants who successfully complete all phases of the employment process and are offered employment will be required to serve a probationary employment period as defined by Lynchburg Police Department and City of Lynchburg policy.

Major K. Todd Swisher
Deputy Chief
Investigations and Administration Bureau

June 22, 2011

Date