

	ROSENBERG POLICE DEPARTMENT	
	General Order 4.01 Hiring and Selection of Personnel	
	Effective Date: 11-21-2012	Replaces: General Order 212
	<p style="font-size: 1.5em; color: blue;">[Signature]</p> Approved: Chief of Police	
Reference: TBP: 2.23, 3.17, 4.01, 4.02, 4.03, and 4.04.		

I. POLICY

The Rosenberg Police Department strives to obtain the best law-enforcement officers possible to help achieve the department's policing goals. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, sexual orientation, or age. The department does not discriminate against people with disabilities and affords them the same access to employment provided to all persons. All personnel who participate in screening and hiring applicants shall be guided by fairness, equal opportunity, and consistency in applying the procedures set forth in this order.

II. PURPOSE

The purpose of this order is to outline minimum hiring requirements and selection process for police officers and non-sworn members of the department.

III. DEFINITIONS

- A. Disability: A physical or mental impairment that substantially limits one or more of the major life activities.
- B. Good moral character: The attributes of a prospective employee that enhance his or her value to the department and the goals of community-oriented policing which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.

IV. QUALIFICATIONS FOR EMPLOYMENT

- A. The minimum qualifications that all applicants for the position of police officer must meet include the following:
 - 1. Age of 21.
 - 2. High school graduate or GED.

3. Required to have one of the following:
 - a. 40 hours college credit from an accredited college or university, or
 - b. 4 years active duty military with honorable discharge, or
 - c. 2 years previous full-time police officer experience
4. Pass physical fitness standards.
5. Pass an oral review panel.
6. Pass a written examination.
7. Pass a polygraph exam.
8. Pass a background investigation which includes the following:
 - a. Personal and family history;
 - b. Credit history, including current creditors;
 - c. Education, including all schools attended and degrees or certificates obtained;
 - d. All residences for the past ten years;
 - e. Comprehensive employment history;
 - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions;
 - g. Traffic summonses and accidents, and
 - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as ex-spouses.
9. Pass a physical examination, psychological screening, and drug test.
10. Be of good moral character.
 - a. Good moral character is determined by a favorable report following the comprehensive background investigation. The interview shall be employed to help evaluate good moral character. Good moral character ensures compatibility with the department's community-oriented policing goals.
11. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

V. DISQUALIFIERS FOR EMPLOYMENT

The following are absolute disqualifiers for employment as a sworn officer.

1. Conviction or admission of any felony or Class A misdemeanor.

2. Conviction of any Class B misdemeanor in the past 10 years.
3. Admission of any illegal drug use within the past 5 years, or use of marijuana within the past two years.
4. Conviction of family violence involving physical contact within the past 10 years.
5. Dishonorable discharge from the military.

VI. APPLICATION PROCESS FOR SWORN

A. The applicant must complete the following:

1. Complete a written city application and personal history statement and submit it to the Personnel Department. Copies of the following documents will also be submitted:
 - a. Birth Certificate
 - b. Driver's License
 - c. High School Diploma or transcript, or GED certificate.
 - d. Credit report dated no more than 90 days prior
 - e. Any college transcripts
 - f. Copy of military discharge papers

VII. SELECTION PROCESS FOR SWORN (TBP: 4.01)

- A. The Personnel Department will review the application and documents for basic qualifications. If basic qualifications appear to be met and an opening exists, the Chief of Police or designee assigns an officer to conduct a selection process of the candidate and schedules appropriate testing. If no opening exists, the application will be placed in a file to await an opening. When an opening occurs, the applicant will be contacted to determine if they are still interested in the position.
- B. The employee assigned to conduct the selection process of the applicant shall ensure the applicant perform the following:
 1. Pass physical fitness standards.
 2. Pass an oral review panel.
 3. Pass a polygraph exam.
 - a. The polygraph examination will be conducted by an operator certified and licensed by the State of Texas to conduct polygraph examinations. (TBP: 4.02)
 4. Pass a background investigation which includes the following:
 - a. Personal and family history;
 - b. Credit history, including current creditors;

- c. Education, including all schools attended and degrees or certificates obtained;
 - d. All residences for the past ten years;
 - e. Comprehensive employment history;
 - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions;
 - g. Traffic summonses and accidents, and
 - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as ex-spouses.
 - i. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual. The background shall specifically include contact with all former law enforcement employers. (TBP: 3.17)
- C. The Chief of Police or designee will meet with the applicant who best meets the need of the department and conducts a detailed interview with the candidate. If the Chief approves, he or she will issue the candidate a Conditional Offer of Employment. The Offer of Employment is conditional upon passing:
- 1. A physical and drug screen, and
 - 2. A psychological screen
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. He shall also schedule the applicant for any further testing. (TBP: 4.03)
- E. Upon completion of all testing and the background investigation, the applicants file will be returned to the Chief of Police for the final decision.
- 1. Following a medical examination, an offer of employment may be withdrawn if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable accommodation"). The Chief must base the threat on medical knowledge, not just speculation.
- F. If the individual is approved for hire, the Chief, or his designee, will make all the necessary arrangements for processing a new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.
- G. Unsuccessful applicants, that do not have permanent disqualifiers, may re-apply after six months from the date of last application if a vacancy exists.

H. Lateral entry.

1. A licensed officer from another Texas agency must meet the same criteria set forth above.
2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her licenses suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.

VIII. APPLICATION PROCESS FOR NON-SWORN

A. The applicant must complete the following for all positions within the Police Department:

1. Complete a written city application and personal history statement and submit it to the Personnel Department. Copies of the following documents will also be submitted:
 - a. Birth Certificate
 - b. Driver's License
 - c. High School Diploma or transcript, or GED certificate.
 - d. College transcripts
 - e. Copy of military discharge papers

IX. SELECTION PROCESS FOR NON SWORN (TBP: 4.01)

A. The Personnel Department will review the application and documents for basic qualifications. If basic qualifications appear to be met and an opening exists, the Chief or designee assigns an officer to conduct a preliminary review of the candidate. If no opening exists, the application will be placed in a file to await an opening. When an opening occurs, the applicant may be contacted to determine if they are still interested in the position.

B. The employee assigned to conduct the selection process of the applicant shall ensure the applicant perform the following:

1. Pass a typing exam, Emergency Tele-communications Officers
2. Pass an oral review panel.
3. Pass a written examination.
4. Pass a polygraph exam.

- b. The polygraph examination will be conducted by an operator certified and licensed by the State of Texas to conduct polygraph examinations. (TBP: 4.02)
 5. Pass a background investigation which includes the following:
 - a. Personal and family history;
 - b. Credit history, including current creditors;
 - c. Education, including all schools attended and degrees or certificates obtained;
 - d. All residences for the past ten years;
 - e. Comprehensive employment history;
 - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions;
 - g. Traffic summonses and accidents, and
 - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as ex-spouses.
 - i. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual. The background shall specifically include contact with all former law enforcement employers. (TBP: 3.17)
- C. The Chief of Police or designee will meet with the applicant who best meets the need of the department and conducts a detailed interview with the candidate. If the Chief approves, he or she will issue the candidate a Conditional Offer of Employment. The Offer of Employment is conditional upon passing:
 1. A physical and drug screen, and
 2. A psychological screen
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. He shall also schedule the applicant for any further testing. (TBP: 4.03)
- E. Upon completion of all testing and the background investigation, the applicants file will be returned to the Chief of Police for the final decision.
 1. Following a medical examination, an offer of employment may be withdrawn if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable

accommodation"). The Chief must base the threat on medical knowledge, not just speculation.

- F. If the individual is approved for hire, the Chief, or his designee, will make all the necessary arrangements for processing a new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.
- G. Unsuccessful applicants, that do not have permanent disqualifiers, may re-apply after six months from the date of last application if a vacancy exists.
- H. Lateral entry.
 - 1. A licensed officer from another Texas agency must meet the same criteria set forth above.
 - 2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her licenses suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.

X. PERSONNEL RECORDS

- A. For each employee, the department maintains a personnel file. This file contains the background investigation package, a copy of all forms completed during the hiring process, all evaluations, disciplinary action amounting to a written reprimand or higher, leave/attendance record, and assignments. The original of the officer's background investigation and all selection materials is sealed in an envelope in this file and is confidential. All TCLEOSE required documents are maintained in this file. (TBP: 2.23, 4.04)
- B. The Chief of Police, or his designee maintains and controls all personnel records. The department complies with the records retention schedule set by state law and city policy. (TBP: 4.04)
- C. Employees may review their records at any reasonable time upon request. The Chief may release a copy of a record from file upon obtaining a signed authorization from the employee.
- D. All personnel records are considered confidential. Supervisory or investigative personnel who have a need to review sensitive information may do so only with the express approval of the Chief of Police.
- E. If the Chief deems it necessary to include derogatory information in a personnel file, he/she shall notify the employee of the fact in writing. The employee may protest

the inclusion of such information in writing to the Chief. Probationary employees have no right of protest in such matters.

- F. Personnel records are permanent property of the department.
- G. Officers from the department may terminate employment and seek a lateral hire with another agency. Requests for employment information on these officers shall be referred to the Chief. The Chief shall disclose the employee's performance record consistent with current law.
- H. All records of unsuccessful applicants shall be maintained, including all test results, by the Personnel Department. These records are releasable to other law enforcement agencies when requested and a properly executed release form is obtained from the subject of the records. (TBP: 4.04)
- I. Photographs of Sworn Officers shall not be released by the department to any organization or media outlet, nor shall it be posted on any department website, or in a publicly displayed department yearbook or photograph, unless the officer has given his or her consent or signed a release to that effect. Exceptions to this prohibition include:
 - 1. If the officer is charged by indictment or information,
 - 2. If the officer is a party in a Civil Service hearing or before a hearing examiner or arbitration,
 - 3. If the officer's photograph is introduced in judicial proceedings.
 - 4. Photographs displayed on officer's Identification Cards are not considered released as they are intended for internal use or to properly identify an officer if required.