



Police Department

10 South Brentwood Blvd. • Clayton, Missouri 63105-1620 • (314) 645-3000 • FAX (314) 863-0285

DEPARTMENT GENERAL ORDER 22-01

OFFICE of the CHIEF OF POLICE
REPLACES: 21-04

DATE: February 23, 2022

APPLICANT SELECTION PROCESS FOR SWORN PERSONNEL

I. PURPOSE

To establish appropriate policies and procedures for the selection and appointment of commissioned employees to the Clayton Police Department. The process shall be administered in a uniform manner; all applicants for employment will be assessed and evaluated equitably, ensuring that only the most qualified candidates are offered employment.

II. DEFINITIONS

Selection Materials – All written assessments, assessment results, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

Selection Procedure – Any established method or combination of methods used in any way as the basis for an employment decision.

Selection Process – The combined effect of components and procedures leading to a final employment decision, to include minimum qualifications - e.g. education, citizenship, residency, written assessments, performance assessments, interviews, background investigations, pre-employment medical and drug screenings, and psychiatric evaluations.

III. RECRUITMENT

The Human Resources Department and the Chief of Police and/or the Chief's designee will work collaboratively on recruitment efforts. The Human Resources and Communications Department will create and maintain a dedicated and robust Police Officer Recruitment page under the Police Department's webpage. Refer to the General Order on "Applicant Recruitment", for additional information.

IV. GENERAL

Individuals who desire to submit an application for employment as a sworn officer must submit an application on the City's website through the application system. The documents provided for candidates are:

1. Basic application form for all City of Clayton employees
2. Police officer job description.
3. Selection Process Information.

Completed applications will be reviewed by the Human Resources Department to ensure that candidates possess the qualifications required for a sworn position, and that nothing on the application would otherwise disqualify the candidate from further consideration. Should minor omissions or deficiencies be noted on an application, the candidate shall be provided the opportunity to rectify same prior to the commencement of the testing process.

At the time of the formal application, candidates for all positions are informed, in writing by the Human Resources Department, of all elements of the selection process, the expected duration of the selection process and the agency's policy on reapplication.

At the time the application screening process is completed, the Human Resources Department will conduct an initial interview with the qualified candidates and discuss with the Police Department the candidates moving forward to the interview process.

The selection process for candidates applying for a sworn position with the Clayton Police Department will consist of a series of comprehensive assessments and interviews. At the conclusion of the process, the Chief of Police will select the most qualified candidate.

V. ELEMENTS OF SELECTION PROCESS

The following elements of the selection process were adopted to assess the intellectual, physical, and psychological makeup of each candidate, and to determine who best possesses and/or displays the range of skills necessary to effectively function as a sworn officer. These shall occur in two distinct phases: Pre-Conditional Offer of Employment and Post-Conditional Offer of Employment.

Pre-Conditional Offer of Employment

Eligibility Interview

Written Assessment

Oral Board

Chief's Interview

A. Written Assessment

The purpose of the written assessment shall be to assess each individual applicant's reading skills, writing skills, retention ability, and the ability to interpret information, and the ability to use logic and good judgement; qualities which relate to the successful fulfillment of the law enforcement mission.

Applicants will be required to take a written assessment. The written assessment shall be administered, monitored, and scored by the Human Resources Department or the official testing provider.

B. Oral Board

The purpose of the oral interview shall be to assess each individual candidates' ability to think and function under stress, their verbal communication skills, and their attitude toward employment in a position of authority.

Candidates for police officer will appear before an oral review board consisting of a minimum of three (3) commissioned members of the police department and a member of the Human Resources Department. Each applicant shall be asked an identical series of pre-determined questions, with each individual interview allotted thirty (30) minutes of time.

Board members will evaluate each candidate on their responses using the evaluation tool and board members will discuss candidate performance. At the conclusion of the interviews, Human Resources will collect the evaluations to review with the Chief of Police and/or the Chief's designee.

The number of candidates which will continue with the selection process shall be determined by the Chief of Police and will be contingent upon the number of position vacancies.

C. Chief's Interview

The final stage of the hiring process will be the candidates interview with the Chief of Police and a member of the Human Resources Department. The purpose of the Chief's Interview shall be to determine each candidate's short- and long-range goals, strengths, weaknesses, the ability to present their ideas in a cogent fashion, and if the individual would best serve the needs of the department. Each applicant shall be asked an identical series of pre-determined questions, with each individual interview allotted thirty (30) minutes of time.

At the conclusion of the interview process, the Chief of Police will determine the most qualified candidate by reviewing the application and the tools from this process. A conditional offer of employment may be made to one or more of the candidates at this time.

Post-Conditional Offer of Employment

Physical Fitness Assessment

Medical and Drug Screening

Psychological Evaluation

Background Investigation

D. Physical Fitness Assessment

Each applicant given a conditional offer of employment will undergo a physical fitness assessment performed at the St. Louis County Police Academy. This will be scheduled by the Human Resources Department and the Police Chief's designee. All costs associated with such exam paid for by the Police Department. Refer to the General Order on "Physical Standards and Performance Assessment", for additional information.

E. Medical and Drug Screening

Each applicant given a conditional offer of employment will undergo drug and physical screenings performed by a licensed medical physician. This shall be scheduled by the Human Resources Department and all costs associated with such exam paid for by the Police Department.

F. Psychological Evaluation

Each applicant given a conditional offer of employment will undergo a psychological evaluation by a board-certified psychologist or psychiatrist. This shall be scheduled by the Human Resources Department and all costs associated with the exam paid for by the Police Department.

G. Background Investigation

The purpose of a background investigation is to assess the validity of information provided by a candidate, and to determine if the character and integrity of a candidate are compatible with the responsibilities which accompany the grant of official authority.

A detective with the Criminal Investigations Division shall be responsible for conducting the background investigation on all prospective department employees. The detective will have received specialized training in background investigations. All information submitted by the applicant will remain confidential and will only be shared with other background investigators and the detective's chain of command. Concerns regarding the outcome of the investigation will be discussed privately with the Chief of Police and the Human Resources Manager. The scope of such investigations shall include, but not limited to, the following:

1. Verification of Credentials

Investigators will conduct a thorough and complete review of an applicant's education achievements, employment record, awards, military record, driving record, residential history, and any other pertinent credentials to verify the accuracy of the candidates' stated accomplishments.

2. Criminal History

Investigators will conduct a record and wanted check on each candidate to determine if the candidate possesses a criminal history, and if so, if the listed charges preclude the candidate's employment by the department. This shall include a fingerprint check submitted to the Federal Bureau of Investigation.

3. Verification of References

A minimum of three (3) personal references, in addition to co-workers, and neighbors of an applicant, shall be contacted and interviewed to provide insight into a candidate's character and behavior. Such interviews may be conducted in person or by telephone and shall be appropriately documented.

4. Credit History

The Investigator will request a full credit report, to include a credit score, from one of the three credit bureaus. It shall be the responsibility of the applicant to provide the credit report. The Investigator will check the report for the existence of bad debts, extensive spending, or delinquent payments.

5. Social Media

The candidate will be required to sign an Authorization for Disclosure of Social Networking Information form and provide the Investigator viewing access to all social media accounts. The Investigator will verify that the accounts do not violate the Social Media Networking policy.

The results of the background check should be provided to the Chief of Police and Human Resources Manager for review. Should information detrimental to the candidate be discovered during the investigation, the conditional offer of employment may be rescinded.

VI. UNIFORM ADMINISTRATION OF SELECTION PROCESS ELEMENTS

All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner, and shall adhere to the guidelines presented in Section IV of this order.

VII. ALTERNATE METHODS OF HIRING

Alternate means to evaluate a candidate's suitability for hiring, may be used during the hiring process as a replacement for, or in addition to, the existing process elements. The decision to utilize an alternate method of testing shall require adequate justification for its use, and it will occur only at the direction of the Chief of Police.

VIII. WRITTEN NOTIFICATION TO SWORN APPLICANTS

Employment openings for the position of "police officer" will be posted both internally and externally with selected print and/or electronic media organizations. The Chief of Police can determine whether a closing date for the submission of applications or if applications will be accepted until the position has been filled. This information will be included in all employment postings.

Applications for the position of Police Officer in the Academy will be accepted indefinitely with the intent to create a candidate pool in the event a position were to become available.

At the time of the formal application, candidates for all positions are informed, in writing by the Human Resources Department, of all elements of the selection process, the expected duration of the selection process and the agency's policy on reapplication.

Candidates who are eliminated from the process, shall receive written notification of their elimination within thirty (30) days by the Human Resources Department.

IX. DISPOSITION OF RECORDS FOR REJECTED CANDIDATES

Employment applications of candidates who fail to qualify, or who removes themselves from consideration, will be retained by the Human Resources Department, in a group file for a period of one year following the completion of the selection process. Such applications shall then be destroyed.

X. SECURITY OF SELECTION MATERIALS

Selection materials shall be stored and/or retained in secure files by the Human Resources Department for confidentiality and to meet record retention requirements. Used written examination booklets obtained from external vendors shall be returned to the vendor or destroyed in accordance with vendor specifications.

XI. RETENTION OF MEDICAL/DRUG/PSYCHOLOGICAL EXAMINATION RECORDS

Medical records generated the by the physical, drug screening, and psychological examination phases of the selection process will be disposed of in accordance with the following:

1. Should an applicant be hired by the department, the records will become part of the individual's permanent employee personnel file and will be retained by the Human Resources Department.
2. Should an applicant be disqualified from employment, the records will be retained by the Human Resources Department in accordance with record retention requirements.

XII. RETENTION OF BACKGROUND INFORMATION

Information generated by the background investigation phase of the applicant selection process will be disposed of in accordance with the following:

1. Should an applicant be hired by the department, the records will become part of the individual's permanent employee personnel file and will be retained by the Human Resources Department.
2. Should an applicant be disqualified from employment, the records will be retained by the Human Resources Department for a period of three years, at which time it shall be destroyed.

XIII. PROBATIONARY PERIOD

Newly hired sworn personnel shall be required to successfully complete a twelve (12) month probationary period, which will commence upon the date of hire. For recent academy hires, at least twelve (12) months of the probationary period must follow the successful completion of basic police academy training and will include the department's Field Training Program, various types of in-service training, and independent patrol. Employees on probationary status will have the same benefits as regular officers.

Failure to successfully complete the probationary period may result in the dismissal of the employee.

XIV. REAPPLICATION/HIRING LIST

Applicants who are removed from a selection process, either by their own request or via routine testing/elimination procedures, will be notified of their elimination. However, should a vacancy for a sworn officer's position occur within twelve (12) months from the end of the selection process in which they were rejected, the city may re-contact each candidate to determine if they desire to re-activate their application. Should they elect to do so, the candidates will be included in the new selection process.

If a vacancy occurs after the end of the twelve (12) month period, candidates will be required to submit an entirely new application form.

In reference to the Police Officer in Academy position, the current hiring process for which they applied shall have no end date so it can be open all year round for the Clayton Police Department to have a pool of candidates to pull from in the event of an opening outside of a hiring process.

BY ORDER OF:

A handwritten signature in black ink, appearing to read 'Mark J. Smith', with a long horizontal flourish extending to the right.

MARK J. SMITH
Chief of Police

MJS:sak