


Recruitment and Selection

1000.1 POLICY HEADER

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| <p>Authorization:</p>  <p>Jason Haberman Chief of Police</p> | |

1000.2 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Mt. Lebanon Police Department and that are promulgated and maintained by the Human Resources Director.

1000.3 POLICY

In accordance with applicable federal, state, and local law, the Mt. Lebanon Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.4 RECRUITMENT

The Deputy Chief of Police or the authorized designee should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy may include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.

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- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Deputy Chief of Police or the authorized designee shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.5 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) The submission and review of at least three references not related to the applicant (37 Pa. Code § 203.11)
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) If necessary, a polygraph or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Conduct a neighborhood canvas, home visit, renter's history check, etc.

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1000.5.1 VETERAN PREFERENCE

The Department will provide veteran preference as required (51 Pa.C.S. § 7103; 51 Pa.C.S. § 7104).

1000.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Mt. Lebanon Police Department (37 Pa. Code § 203.11; 44 Pa.C.S. § 7303).

1000.6.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.6.2 STATE NOTICES

The Mt. Lebanon Police Department shall provide written notice for any candidate rejected due to his/her criminal history (18 Pa.C.S. § 9125).

1000.6.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Deputy Chief of Police or the authorized designee should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

The Deputy Chief of Police or the authorized designee should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Deputy Chief of Police or the authorized designee should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.6.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is

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prohibited from use in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6.6 CANDIDATES HAVING CONTACT WITH CHILDREN

The Deputy Chief of Police or the authorized designee will ensure that all candidates who may have contact with children during the course of their employment have met the requirements for certification set forth by the Pennsylvania Department of Human Services and the Commonwealth of Pennsylvania (23 Pa.C.S. § 6344.2; 23 Pa.C.S. § 6344).

1000.7 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- (a) Age at the time the behavior occurred
- (b) Passage of time
- (c) Patterns of past behavior
- (d) Severity of behavior
- (e) Probable consequences if past behavior is repeated or made public
- (f) Likelihood of recurrence
- (g) Relevance of past behavior to public safety employment
- (h) Aggravating and mitigating factors
- (i) Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.8 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (44 Pa.C.S. § 7303). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Director should maintain validated standards for all positions.

1000.8.1 STANDARDS FOR OFFICERS

The Department shall comply with the requirements of the Pennsylvania Municipal Police Officers' Education and Training Act regarding physical fitness standards, psychological evaluation, and educational prerequisites to employment (53 Pa.C.S. § 2164).

Candidates shall meet the following minimum standards (37 Pa. Code § 203.11):

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- (a) Free of any felony or serious misdemeanor convictions
- (b) Citizen of the United States
- (c) At least 21 years of age
- (d) Possess a valid driver's license
- (e) Read at least at the ninth-grade level as determined by the Nelson-Denny Reading Test
- (f) Fingerprinted for local, state, and national fingerprint check
- (g) Good moral character as determined by a thorough background investigation
- (h) Be a high school graduate or possess a GED equivalency
- (i) Possess a bachelor's degree from an accredited college or university at the time of hire
- (j) Free from any physical, emotional, or mental condition which might adversely affect the exercise of police powers as determined through the testing specified in 37 Pa. Code § 203.11
- (k) Candidates must also satisfy the minimum physical fitness standards as specified in 37 Pa. Code § 203.11
- (l) Free of illegal use of controlled substances as determined by approved laboratory testing

All sworn members of the Department shall successfully complete a certified basic law enforcement/police training course before assuming their law enforcement duties.

1000.8 PROBATIONARY PERIODS

The Deputy Chief of Police or the authorized designee should coordinate with the Mt. Lebanon Human Resources Director to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.