

CHAPTER 3.0

PERSONNEL

3.8 SELECTION

3.8.1 Selection Process

The selection process shall be established by the Norwalk Board of Police Commissioners, which may opt to use a private testing service to provide certain components for the candidate selection process. Upon application, candidates will be provided an informational packet, which includes:

- a description of the selection process
- a description of the types of tests administered
- a list of areas from which polygraph questions will be drawn
- expected duration of selection process
- the conditions and procedures for re-application, re-testing and re-evaluation
- selection criteria as established by the Police Commission

The selection process shall use only those tests and/or components that have been documented as job related base on a job task analysis conducted by the testing agency.

3.8.2 Administration of Selection Process

Pursuant to Section 1-297 of the Norwalk City Code, the Board of Police Commissioners shall have the authority to select and appoint all officers and members of the Norwalk Department of Police Service. The Board of Police Commissioners shall determine the manner and type of selection process to be utilized consistent with applicable Collective Bargaining Agreements and law.

The commanding officer of the Training and Recruitment Division shall be responsible for administering and/or coordinating the selection process to include:

- recruiting applicants
- preparing and updating a selection manual
- testing applicants
- background investigations

Whether rendered by the Norwalk Board of Police Commissioners, members of the department, or private vendors, all elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.

The Norwalk Board of Police Commissioners shall have the sole authority to establish selection criteria and the process for selection of the Chief of Police.

3.8.3 Measuring Adverse Impact

Every effort shall be made to minimize any adverse impact in the selection process. To ensure minimal adverse impact, a statistical analysis of selection rates for various groups may be conducted.

3.8.4 Storage and Disposal of Selection Material

The commanding officer of the Training and Recruitment Division shall be responsible for securely storing any and all selection material held by the Department. In general, such material shall be stored in locked files. Access shall be limited to those persons needing access for selection-related purposes such as background investigations. Any selection materials to be destroyed shall be done consistent with applicable laws and shall be done by shredding.

Records of candidates who have not been appointed to probationary status shall be securely maintained by the commanding officer of the Training and Recruitment Division. Such records shall be maintained and released pursuant to law.

Any records and data used to monitor any adverse impact shall be maintained on file with the Training and Recruitment Division or the private vendor providing such services.

Any private testing agency maintaining selection materials must agree to store such material in a secure manner, and limit access to only to persons having a legitimate purpose according to law.

3.8.5 Background Investigations

Regardless of any background investigations conducted by outside testing agencies, the commanding officer of the Training and Recruitment Division shall ensure that a thorough background investigation is done on a potential candidate by members of the Norwalk Department of Police Service. Background investigations shall be completed prior to the selection interview with the Norwalk Board of Police Commissioners.

Only sworn officers of the Norwalk Department of Police Service shall conduct candidate background investigations. Personnel conducting such investigations may be temporarily assigned by the Chief of Police to the Training and Recruitment Division. Such personnel shall be trained in collecting personal data and interviewing persons in matters of a confidential nature.

Background investigations shall be conducted by various means including but not limited to:

- compilation of various records and data, which may include school transcripts, employment history, motor vehicle history, criminal records check, citizenship status, etc.
- verification of qualifying credentials
- interviews with at least three persons who have knowledge of the candidate such as: former employers, teachers, neighbors, co-workers, landlords, etc.
- a review of State and National **de-certification** databases and registries as applies to law enforcement certification(s) and/or licenses, such as but not limited to, P.O.S.T. entities and the "*National Decertification Index*".
- investigation of other aspects of the candidate as appropriate

Information obtained from background investigations shall be maintained for a period of at least five years. If a candidate is appointed to probationary status, the background information shall become part of the individual's personnel file.

3.8.6 Notification of Employment Decision/Re-Application Process

Candidates, who have completed all phases of entry level testing, including an interview by the Board of Police Commissioners shall be informed in writing of the decision about appointment to probationary status.

Candidates not appointed to probationary status based upon a single aspect of the testing phase shall be informed in writing of the specific reason for not being appointed. Such notifications shall be made within 30 days of the completion of testing.

Candidates, who have completed all phases of the testing process but have not been appointed to probationary status, shall be eligible to reapply for employment. Upon re-application, the candidate may be required to submit to re-testing but in any event shall be required to be re-interviewed by the Board of Police Commissioners. If the time span between original application and re-application is greater than six months, a follow up background investigation shall be conducted to gather any new information since the original application.

3.8.7 Psychological, Medical and Polygraph Testing

Psychological evaluation, physical fitness, medical examination and polygraph testing shall be included as part of the selection process. Such tests shall be administered by outside person or agencies using valid, useful and nondiscriminatory procedures and qualified professionals to administer such tests. Results of polygraph examinations shall not be used as the single determinant of employment status.

All such tests shall be administered pursuant to applicable laws and Police Officer Standards and Training Council (P.O.S.T.) requirements.

