

## **DURHAM POLICE DEPARTMENT**

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Durham, New Hampshire 03824  
(603) 868-2324**

### **POLICY # 32.1.1.b**

### **SUBJECT: Full-time Civilian, Personnel Selection**

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

## **PURPOSE**

The purpose of this directive is to provide guidelines for the selection of qualified persons for the position of full-time civilian employee.

Additionally, *where noted and/or applicable*, these selection procedures shall be used for the selection of part-time, and/or seasonal employees as well. These procedures shall not be required for use for the selection of student interns, student work study, or per diem volunteers.

## **POLICY**

It is the policy of the Durham Police Department to have a selection process that results in the appointment of candidates that possess the skills, knowledge and abilities necessary to perform the duties of the identified civilian role that needs to be filled. With these criteria in mind, the following procedures have been adopted:

## **PROCEDURE**

When vacancies for a full-time civilian job are identified, the selection process ordinarily is completed within two months. The selection process consists of:

1. Submission of Written Resume
2. Town of Durham Employment Application Submission
3. Submission of Cover Letter
4. Oral Board or Interview Process
5. CONDITIONAL OFFER OF EMPLOYMENT
6. Background Investigation

## **Authority and Responsibility**

- The Personnel and Administration Captain shall have the authority and responsibility necessary for the routine administration of the civilian employee selection processes.
  1. All entry level testing, interviews, background investigations, shall be coordinated through the Captain.
  2. Training of civilian staff shall be coordinated through the Captain.
  3. All elements of the selection process shall use only those criteria or minimum qualifications that are job related, as prescribed by the Americans with Disabilities Act (ADA).
  4. All elements of the selection process used, including those contracted to outside vendors, shall be administered, scored, evaluated and interpreted in a uniform manner.
  5. The Captain shall ensure that the agency maintains contact with applicants from initial application to final employment disposition.

## **Pre-conditional Job Offer Components**

### **Initial Process and Security of Material:**

1. Ensure that, at the time of application to enter the testing process, the candidate is advised of:
  - a) All elements of the selection process
  - b) The expected duration of the selection process
  - c) Ensure that all materials used in the selection process are stored in a secure area when not being used and that any used materials are disposed of in a manner that prevents disclosure of the information within.
2. Candidates determined to be ineligible on the basis of application or resume shall not be considered. These letters will be sent individually and shall be prepared by the Captain.
3. Ensure that incomplete applications are not rejected due to omissions or deficiencies that can be corrected prior to the testing process.
4. The initial advertisement will provide a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements.

**Resume and Town of Durham Application**

- Candidates will be required to submit a complete letter of interest, professional resume and Town of Durham Employment Application by a date deadline set at the time of need. As part of “self-selection”, candidates must seek out and acquire the Town of Durham Employment Application; the Durham Police Department will only send applications to those candidates requesting a copy. A copy can be found by the candidate at: <https://www.ci.durham.nh.us/administration/employment-application-town-durham-nh>
- Any resume and application not received by the deadline shall not be considered until the list of applicants that submitted by the deadline has been exhausted.

**Oral Board Interview:**

- Candidates that can show the skills necessary to meet the job requirements will be invited to participate in the Oral Board Interview process.
- The Captain shall be responsible to schedule an oral board of examiners that consists of personnel knowledgeable in oral board procedure.
  1. The Board shall generally consist of a Command Level Officer and civilian employee's already employed in the field that is being advertised for.
  2. Prior to the interview of candidates, the Captain shall instruct oral board members in AA/EEO and ADA issues as they are applied to the oral board process.
  3. The entry-level oral board examination will be conducted using valid and job related rating criteria.
  4. Oral board examination questions and rating scales shall be developed through the use of job task analysis. Questions shall be administered in a uniform manner, and standardized evaluation guidelines shall be used at all times during the process to ensure consistency of rater evaluations. Evaluations shall be scored, evaluated and interpreted in a uniform manner.
  5. Candidates shall be advised in writing of their eligibility status following the oral board examination. It is ok to call the candidate and let them know their eligibility status as long as the notification is noted in written form.
  6. Score sheets used by Board members shall become part of the candidates applicant file.

### **Chief's Interview**

The Chief of Police, or his or her administrative designee(s), may conduct a Chief's interview with any of the candidates determined by the oral board to be eligible for hire.

### **Conditional Offer of Probationary Employment**

- At the discretion of the Chief of Police, candidates that have successfully completed all pre-conditional offers of employment phases of the selection process may be extended a [conditional offer of probationary employment](#).
  1. The conditional offer of probationary employment shall set forth specific applicant requirements that must be met by the candidate prior to employment as a civilian employee.
  2. Candidates that successfully complete the requirements set forth in the conditional offer shall be extended a final offer of probationary employment.
  3. The conditional offer of probationary employment shall be consistent with ADA regulations. Any candidate who is to be considered for advanced selection procedures must sign the conditional offer form and agree to comply with all of the conditions contained therein.

### **Post-Conditional Offer of Probationary Employment**

**Note:** For the purpose of expediency, once a candidate has accepted a conditional offer of employment, a background investigation shall be completed.

#### **Employment Background Investigation:**

- A [background investigation](#) of each candidate shall be conducted after a conditional offer of probationary employment has been made.
  1. Complete and thorough background investigations shall be conducted as directed by the Chief of Police or the Captain.
  2. "Only personnel specifically trained in employment background investigations, or detectives under the supervision and oversight of someone trained in background investigations, shall be used to conduct background investigations for full-time personnel." To meet this standard, an officer must have attended the Background Investigations School sponsored by NHPSTC or another qualified vendor.
  3. The background investigation shall include at a minimum:
    - a) Verification of the candidates qualifying credentials, to include educational achievements, transcripts from schools attended within the past ten years,

military achievements, prior employment and residency records, as well as documentation of birth records, citizenship, credit records, etc.

- b) Criminal Records checks in all cities of residence, employment and education.
  - c) Computer inquiries of motor vehicle records and licensing records in all states of residency.
  - d) NCIC checks under all known identities.
  - e) FBI fingerprint card check.
  - f) Triple I check through the SPOTS network.
4. Verification of at least three personal references of the candidate, as well as two investigator-developed reference checks. These may include:
- a) Inquiries made to past and present neighbors, spouses and landlords.
  - b) Acquaintances, character references, and members of fraternal and social organization to which the candidate belongs or has belonged.
  - c) Any other sources of information which the above contacts show to be important.
5. In those cases when the candidate is hired by the department, the background investigation shall become a permanent record and shall be maintained as part of the employee file for at least five years after the employee leaves the department.
- a) In all other cases, the background investigation shall be maintained as part of the candidate's identification/testing record. Background investigations of candidates not selected for employment shall be maintained for a period of at least one year.

### **Final Candidate Selection Procedures**

- If, in the opinion of the Chief of Police, the candidate is unable to successfully meet the requirements of the conditional offer of employment, then the offer shall be immediately withdrawn.
- If, in the opinion of the Chief of Police, the candidate has successfully completed all of the requirements of the conditional offer of employment then an offer of probationary employment shall be made.
- Additionally, acceptance of this offer shall subject the employee to the terms and conditions of employment set forth at that time.

## **Probation as Part of the Selection Process**

- One of the most important components of the selection process is the probationary period of employment, during which the candidates training and work performance may be evaluated and a decision regarding permanent status reached. The Durham Police Department requires a one-year probationary period for all full-time employees following the completion of entry-level training. (32.2.10)
  1. Any person with less than one year of continuous employment shall be considered probationary employees.
  2. If determined to be necessary by the Chief of Police, the probationary period may be extended by one additional four-month period.

## **Maintenance of Selection Records**

### **Candidates not selected for employment:**

- All records and information regarding candidates who have not been selected for employment shall be maintained as follows:

Effective January 1, 2010, all records of candidates for employment, shall be maintained by the Personnel and Administration Captain for a period of the calendar year during which the documents were received by the Durham Police Department **plus three years**, at which time they may be destroyed.

- Candidates that have not been selected for employment shall be notified in writing or in person within one business week of final selection. The Administrative Captain may choose to call the candidate immediately after the process and notify them. The candidate shall be informed that they may re-apply, may be re-tested, and/or re-evaluated for future openings if the reason for non-selection did not include an unacceptable background, or false or misleading statements.

### **Candidates selected for employment**

- Records of those applicants selected for employment shall be maintained for the length of their employment or termination plus 50 years.

### **Additional Conditions**

- All selection procedures and records maintenance shall be consistent with the Americans with Disabilities Act.

### **Security of Selection Materials**

- Oral board questions shall be maintained as a password protected file in the Captains office and in a locked cabinet located in the Captains office when completed.