

**WATERTOWN POLICE DEPARTMENT  
GENERAL ORDER**



**JOANNA W. VITEK  
CHIEF OF POLICE**

Effective Date: January 1, 2010	Rescinds: Amends:	Number: A-110
Subject: Hiring Practices		Re-evaluationDate: January 2013
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

**1. PURPOSE**

The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of this department. It is also intended to be consistent with and a supplement to the Personnel Policy and Civil Service Ordinance of the City of Watertown.

**2. POLICY**

The policy of this department is to hire only those persons qualified for employment in law enforcement. This department seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this department.

**3. PROCEDURES:**

- a. The department shall provide each applicant with a step-by-step checklist outlining the process by which this department selects individuals for employment as a sworn police officer.
- b. The checklist shall include all requirements that must be met prior to consideration for employment by the department, i.e. U.S. Citizenship, educational level attained, valid driver's license, and pre-application.
- c. The department shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
- d. Each applicant must apply in writing using the department prescribed application form. All questions on the form must be answered completely and truthfully.
- e. Any determination by the department that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
- f. Any determination by the department that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the department.
- g. Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school, and college diplomas, DD214, proof of citizenship etc. upon request.
- h. Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, and criminal history including sealed and juvenile records.
- i. Each applicant must indicate whether he or she has ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- j. Each applicant who successfully passes the written examination, at the level prescribed by this department, will proceed to the civil service oral interview.
- k. Each applicant who successfully passes the civil service oral interview, at the level prescribed by the department, will then proceed to the departmental oral interview.

- i. Each applicant interviewed shall be asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's resume, application and other relevant data prior to the interview so that questions relating to that background may be incorporated into the interview process.
  - ii. Once all applicants have been interviewed, the interviewer (s) will make recommendations to the hiring authority with respect to which applicants should be considered for employment.
- l. Each applicant who successfully passes the departmental oral interview, at the level prescribed by the department, will then proceed to the background examination process. The background examination will be conducted by the Chief of Police or their designee. This process shall include:
  - i. Verification of applicant's responses in the written application.
  - ii. Applicant's driving history.
  - iii. Criminal History check of applicant including checks in all former states of residency.
  - iv. Survey law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
  - v. Credit History report.
  - vi. Check of National Database that registers officers who have been de-certified by a state POST.
  - vii. References listed as well as removed references (background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to persons who have knowledge of the applicant but who were not listed by the applicant).
  - viii. All former employers, to the extent possible, must be interviewed.
  - ix. Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
  - x. In cases where form letters have been sent out to references but have not been returned, the investigator shall make every effort to contact that individual either face-to-face or by telephone to make an inquiry as to the applicant's suitability for employment by the department.
  - xi. If the applicant has already been through a basic Law Enforcement Training academy for certification, interviews of staff members that had direct contact with the applicant must be conducted.
  - xii. Polygraph - The department shall polygraph each candidate applying for the position of police officer as part of the background investigation.
  - xiii. Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the department. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
- m. The department will not consider persons for hire where the background examination, interview, polygraph, or any other portion of the application process puts the department on notice that the candidate has a propensity to engage in conduct that could harm a member of the public; or be detrimental to the reputation or efficient operations of the department.
- n. Conditional offer of employment - Prior to medical and psychological exams, the department may make a conditional offer of employment to the candidate. A conditional offer makes clear that upon successful completion of the medical and psychological exam, they may be hired by the department.
  - i. Psychological Testing - Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing to determine his or her suitability for the law enforcement profession.
  - ii. Medical Examination: A licensed medical practitioner who is familiar with the job tasks of a law enforcement officer will conduct this exam.

1. Drug screening shall be conducted of all candidates who have received a conditional offer of employment. The requirements of this procedure shall be outlined in all recruiting/hiring announcements.
  2. The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement officer. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with this department.
- iii. Applicants will not be permitted to review any documents included in their application file. All application materials will be forwarded to the Human Resources Department for determination of their retention or destruction.

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