


AURORA POLICE DEPARTMENT

DIRECTIVES MANUAL

DM 08.08	Title: RECRUITMENT SELECTION & PROMOTION	
	Approved By: Vanessa Wilson, Chief of Police	
	Effective: 09/01/1998	Revised: 04/01/2021
	Associated Policy:	
	References:	
Review: Professional Standards Section Lieutenant		Page 1 of 3

8.8 POLICE DEPARTMENT INVOLVEMENT IN RECRUITMENT, SELECTION AND PROMOTION

8.8.1 Recruitment Program

The Chief of Police has the authority and responsibility for the recruitment activities of the Police Department.

All members of the Aurora Police Department should constantly be aware of positive recruitment techniques and seek qualified individuals for employment.

The Chief of Police may designate individuals to coordinate recruitment training and to make available pamphlets and video presentations to all officers, so that the latest recruitment information is updated throughout the Department.

8.8.2 Administrator of Hiring Process, Basic Recruits

The Aurora Civil Service Commission (CSC) is the administrator of the basic recruit hiring process.

The Field Training and Evaluation Program (FTEP) Coordinator will be the direct Police Department liaison with the CSC for all pre-hire related matters.

The Professional Standards Section (PSS) Lieutenant will be the direct Police Department liaison with the CSC for post-hire related matters.

Any Police Department pre-hire scheduling or assistance needed by the CSC should be coordinated through the FTEP Coordinator.

Any Police Department post-hire scheduling or assistance needed by the CSC should be coordinated through the PSS Lieutenant.

Background investigations for basic recruit candidates are the responsibility of the CSC.

Upon hiring, the Police Department will be responsible for ensuring the probationary period is appropriately assessed and documented.

8.8.3 Administrator of Hiring Process, Lateral Recruits

The Police Department is the administrator of the lateral recruit hiring process, although the CSC is responsible for accepting and screening applications for minimum eligibility requirements.

The PSS Lieutenant will be the direct liaison with the CSC during this process. The PSS Lieutenant is the authority within the Police Department to oversee the lateral entry selection process and is responsible for scheduling the required steps.

Background investigations for lateral recruit candidates are conducted by the Background Detail.

Upon hiring, the Police Department will be responsible for ensuring the probationary period is appropriately assessed and documented.

8.8.4 Responsibility of Selection Components; Lateral Entry

The lateral entry hiring process will generally consist of the following:

1. Initial application
2. CSC screening for minimum qualifications
3. Background Detail review for qualification verification and disqualifiers
4. Background investigation to include:
 - a. Personal History Statement (PHS)
 - b. Background investigation
 - c. Personal History Interview with a background investigator
 - d. Polygraph/Job Suitability Assessment (JSA) examination
 - e. Job Functions Test
5. Professional Accountability Division (PAD) Chief's panel interview
6. PSS Lieutenant presents a conditional offer of employment to the applicant with the PAD Chief's approval, upon which time the following additional steps are completed:
 - a. Post-psychological exam
 - b. Physical/Medical screening
7. Final offer of employment from Human Resources

8.8.5 Promotional Processes – Civil Service Ranks

The Aurora Civil Service Commission (CSC) is the administrator of the promotional process for all civil service ranks.

The Training Section Lieutenant or his/her designee will review documentation submitted for candidate record review books for authenticity, with the exception of material submitted for the Captain promotional process.

Material submitted for the Captain promotional process will be reviewed by the PAD Chief or his/her designee. The review status will be documented on the candidate profile verification form by the Training Section Lieutenant and does not constitute an evaluation of the candidate.

The Internal Affairs Section, upon a request from the Training Academy and approval of the Chief of Police, will provide a discipline overview of candidates to accompany the candidate profile book. The verification forms will then be submitted to the CSC.

The (PAD) Chief is responsible for the selection of two SME's for each promotional process. At least one of the selected SME's will be at least one rank higher than the position being tested for and the second SME can be the equivalent rank or higher. Ideally, one SME is carried over from the previous year's promotional process for consistency and historical knowledge. In all cases, SME's will not be participants in the promotional process.

During the development phase of Civil Service promotional process, the SME's will assist the CSC with the formulation of a reading list, review of written examination questions, and the development and review of assessment center exercises. The CSC and test consultant will make the final determination of questions / exercises to be used during the process.

The CSC may use SME's during the assessment center to discuss local terminology, practice and policies with assessors. SME's will not be present or participate in any of the tests or exercises and will not evaluate or grade candidates. SME's may be used to assist the CSC reach a decision should an appeal be submitted for questions related to the written examination.

8.8.6 Appointment Process – Executive Command Positions

The Chief of Police will be the sole determiner for the appointment process, if any, for Executive Command positions (Commander, Division Chief, Deputy Chief).