



Boulder Police Department Policy and Procedure

	Subject: Personnel Appointment, Transfer, Leave of Absence, and Termination		General Order: 114
	Effective: October 24, 2024 Reviewed: October 22, 2024	Replaces: GO 114 January 29, 2024	Approved by:  Chief Stephen Redfearn
General Order Topic(s): 114-1 Confidentiality 114-2 New Hires 114-3 Rehire Process 114-4 New Employee Orientation 114-5 Transfers and Promotions 114-6 Leave of Absence 114-7 Terminations		Accreditation Standard(s): L.E. 1.1.1, LE 31.5.1, LE 34.1.1 Statutory References: C.R.S B.R.C Related General Orders: G.O. 115 Police Officer Recruitment and Selection	

POLICY

The department establishes guidelines to ensure that all members abide by a systematic process by which employees are appointed, hired, transferred, and terminated and that adequate and timely documentation is prepared.

PROCEDURES

114-1 Confidentiality

Applicant's personal information learned during the hiring processes is confidential. Department employees and subcontractors will only share applicant personal information with others who are directly involved with the hiring process, and only the information relevant to the employees' or subcontractors' involvement in the process. Any questions should be directed to the Personnel Unit commander.

114-2 New Hires

A. Selection processes:

1. Police officer hiring processes are managed by the personnel commander in accordance with General Order 115, Police Officer Recruitment and Selection.
2. Non-commissioned and partially commissioned positions are accomplished in accordance with the following general guidelines.
 - a. Commanders/managers of the unit that is hiring are responsible for notifying the personnel commander or designee when they intend to fill a position, whether that position be standard, part-time, volunteer, work-study, temporary, or an internal transfer. The personnel commander or designee coordinates the hiring process with the City's Human Resources (HR) Department.
 - b. The Personnel Unit completes a City of Boulder personnel requisition form for all department vacancies.
 - (1) The manager of the Finance Unit is advised of the personnel requisition request for budget authorization.

- (2) The Personnel Unit obtains the signatures of the hiring supervisor and the Chief of Police.
 - (3) The personnel requisition form is forwarded to HR.
 - c. When a new or revised job description is required, it is the responsibility of the Personnel Unit to develop it in consultation with the appropriate commander/manager. The personnel unit submits the job description to HR.
 - d. Minimum eligibility for all department positions is established by the Personnel Unit commander. See Attachment A.
 - e. Job applications are received by HR and forwarded to the Personnel Unit.
 - f. The Personnel Unit completes the initial screening of applications, with additional screening conducted at the direction of the Chief of Police, and then forwards them to the appropriate commander/manager.
 - g. The appropriate commander/manager is responsible for the testing of applicants. The personnel commander is made aware of testing to ensure compliance with City policies and employment law and may assist in coordination and execution with regard to interview design, interviewing, clerical testing, or other appropriate testing.
 - h. All applicants submit to truth verification examinations and background investigations.
 - (1) Current department employees are not required to take a truth verification examination when applying for non-commissioned positions, except for positions in Property and Evidence, and the background investigation covers only their employment with the BPD.
 - (2) Certain positions may also require job suitability assessment testing, psychological evaluation, and drug testing.
 - i. The personnel commander ensures that the background investigation is conducted to the extent required by the position and reviews all truth verification examinations and background investigations before any job offers are made.
 - j. When a selection process has been completed and an applicant has been selected, the appropriate commander/manager ensures that all original applications, test results, interview summaries, and other documentation are forwarded to the Personnel Unit. The documentation is checked, and copies are forwarded to HR, who makes the formal offer of employment and arrangements with the applicant for the completion of forms and City orientation.
 - k. The Personnel Unit prepares and distributes a personnel order form for all new hires.
- B. Record-keeping.
- 1. The Personnel Unit maintains all hiring process materials consistent with the City's retention schedule.
 - 2. The following records are retained by the Personnel Unit in either the employee's sealed personnel file or sealed medical file and are not released:
 - a. Truth verification testing
 - b. Drug testing
 - c. Medical testing
 - d. Psychological testing; and
 - e. Personal history statement.
- C. Required forms and paperwork.
- 1. Prior to the new employee's first day of work, the new employee's commander/ manager ensures the new employee:
 - a. Attends HR's orientation to complete forms.

- b. Completes the steps in HR's onboarding checklist.
 - 2. Forms completed by the Finance Unit include payroll forms and a personnel action form (PAF).
 - 3. Volunteers, work-studies, and academic interns must meet with the Personnel Unit for completion of applicable paperwork.
- D. Issuance of property and equipment.
- All department property issued to new employees is appropriately documented. All new employees are issued the following items by the unit/section indicated.
- 1. The Personnel Unit informs the employee of where to locate the department's *Policy & Procedures* manual.
 - 2. The Personnel Unit issues a department electronic access card.
 - 3. The new employee's commander/manager ensures that the new employee is issued appropriate keys.
 - 4. Central Supply is responsible for issuing uniforms and accessories as appropriate.
 - 5. Communications is responsible for issuing radio and pager numbers as appropriate.

114-3 Rehire Process

Up to one year after separating from the department, and at the discretion of the Chief of Police, former members seeking to return to the department may be rehired without having to participate in the full selection process. Generally, members seeking re-employment after one year may be required to submit to a truth verification examination covering the time away from the department, a job suitability assessment test and interview, a medical examination, and a background investigation covering the period of time away from the department. Final hiring decisions are made by the Chief of Police.

114-4 New Employee Orientation

- A. The new employee's commander/manager is responsible for ensuring that each new employee is provided a thorough orientation of the department.
- B. The personnel commander is responsible for ensuring that new employees are introduced to the department by issuing a memorandum that relates information about the new employee, his/her position, and a photograph, within a reasonable amount of time following hire.
- C. The personnel commander will ensure that prior to assuming sworn status, all personnel to be commissioned take an oath of office to enforce the laws and constitution of the United States, the State of Colorado, and the charter and ordinances of the City of Boulder¹.

114-5 Transfers and Promotions²

- A. When a transfer, reclassification, or promotional opportunity becomes available for which personnel from other sections are eligible to apply or which is designated as a "specialized assignment" impacted by labor agreements, the initiating commander/ manager notifies the personnel commander. The respective commander/manager assists the personnel commander with creating or updating the job description, if necessary. The Personnel Unit then obtains the signature of the Chief of Police and distributes the job description for posting within the department, ensuring that the posting is consistent with any applicable general order, selection process, and labor agreement. The personnel commander is responsible for the

¹ CALEA 1.1.1

² CALEA 34.1.1

coordination of promotional processes for all commissioned positions.

1. Written notice of all promotions and transfers that involve a change in position title or responsibilities are provided to the Personnel Unit.
 2. All requests for the development or reclassification of a position are approved by the Chief of Police; subsequent documentation is provided to the Personnel Unit for preparation, processing, and relay to HR.
- B. Upon receipt of written notification of a personnel change indicating an intra-departmental or inter-divisional transfer, promotion, or any change in position, the Personnel Unit prepares and distributes a personnel order form.
- C. Upon receipt of written notice indicating a job status or pay change, the Finance Unit prepares the City's PAF03 for appropriate signatures.
- D. The respective commander/manager is responsible for ensuring the issuance and return of items as appropriate.
- E. The member's new supervisor notifies the Personnel Unit of the transferred or promoted employee's new phone extension, and radio and pager numbers, if any, and the Personnel Unit updates all applicable records and files affected by the transfer or promotion. Records may not be updated for temporary assignments depending on the specific circumstances.

114-6 Leaves of Absence

A member requesting an unpaid leave of absence directs his/her request, in writing, to his/her immediate supervisor, who provides a recommendation and forwards it to the Chief of Police. The Chief of Police evaluates leave requests on a case-by-case basis, considering such factors as staffing, length of leave, and member standing and in accordance with any applicable labor agreements and City policies.

114-7 Terminations

- A. When a member's employment with the department ends, the member's commander/manager ensures that written notice is provided to the Personnel Unit and the Chief of Police, and the employee is reminded of all check-out requirements.
- B. The Personnel Unit is responsible for the following.
1. Preparation of the personnel order form.
 2. Notification of all members of Management Staff.
 3. Issuance of a letter to the employee that serves as a reminder of check-out responsibilities and procedures.
 4. Maintenance of the check-out form and issue list. When the check-out clearance is completed and returned by Central Supply, the Personnel Unit ensures that it is retained in the employees' personnel file along with the department issue/return record.
 5. When the terminating employee is a commissioned officer, provision of written notice of termination to both FPPA, POST and the Boulder Fire & Police Money Purchase Pension Plan.
 6. An exit interview with the terminating employee.
- C. The Finance Unit is responsible for the following.
1. Preparation of the PAF.
 2. A final accounting of compensatory time so that all monies due for unused compensatory leave are included in the employee's final paycheck.
- D. The terminating employee is responsible for the following.
1. Review of termination procedures.

2. Cleaning and return of all issued equipment and return of the department identification card.
 3. Completion of all applicable paperwork with the Personnel Unit, Finance Unit, and HR.
- E. The supervisor of the terminating employee reviews procedures and requirements with the employee to ensure that all are met.
 - F. IT and RIS are notified to deactivate the terminating employee's access codes and passwords.
 - G. The armorer is responsible for receiving and checking department-issued firearms and related equipment.
 - H. Retired badges and identification cards are issued pursuant to General Order 117, Awards.
 - I. The Central Supply supervisor is responsible for receiving and checking uniforms and related equipment and for the documentation of the return of all department equipment. This documentation then becomes part of the employee's personnel file.
 - J. Retired badge and radio numbers are provided to the Personnel Unit, which is responsible for maintaining a master list of numbers that have been officially retired by the department.

All department applicants must meet the following minimum qualifications to be eligible to apply. There may be additional requirements established for each position such as education, prior experience, certifications, etc. See General Order 114-2.

Qualification	Minimum	Notes
Age	21 years	
Residency	Colorado Revised Statute §24-76.5-103(4)(b): (I) That he or she is a United States citizen or legal permanent resident: or (II) That he or she is otherwise lawfully present in the United States pursuant to federal law: or that he or she is an eligible immigrant as defined by Colorado Revised Statute 24-31-320	Colorado POST-certified officers must complete or will complete POST form 6, which covers this requirement.
Education	High School Diploma or GED	
Valid Driver License	Yes; SEE NOTES	Mandatory for police officer applicants
Felony Convictions	None, ever	
Commission of Any Felony	None in the prior 5 years, except as noted below	See prescription medication below
Misdemeanors Convictions	None in the prior 3 years	
Commission of Any Misdemeanor	None in prior 3 years; SEE NOTES	Note, interpretation by the applicant of what constitutes a misdemeanor needs to be verified.
Use, Sale, Transfer, or Possession of Any Illegal Controlled Substance	None in the prior 2 years; Prior to 2 years will be viewed on a case-by-case basis	Examples: Cocaine, Heroin, LSD, Methamphetamine, MDMA (Ecstasy), Synthetic Marijuana
Unlawful Sale or Fraudulently Obtaining Any Controlled Scheduled Substance	None in the prior 5 years	Examples include: Barbiturates (Seconal, Phenobarbital), Benzodiazepines (Ativan, Xanax), Sleep Medication (Ambien, Sonata, Lunesta), Codeine, Morphine, Methadone, Fentanyl, Opioids (Oxycodone, Oxycontin, Percocet, Vicodin, Lortab), Amphetamines (Adderall), Methylphenidate (Ritalin)
Marijuana Use	No use of marijuana concentrate, marijuana hash in prior 2 years	
Use of a Substance Prescribed to Another Person	Case-by-case basis	Based on frequency, substance, and length of time
Marijuana Use	No use, even by prescription, of any marijuana, marijuana edibles, or marijuana concentrate in the prior 2 years	
Marijuana Business Ownership or Interest	None in the prior 3 years	
Driving Convictions	Eight points or three moving violations convictions, or a suspended, restricted, or	

	revoked driver's license in the last two years	
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