
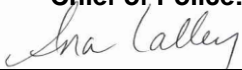
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 09/17/22
Chief of Police: 	Selection of Personnel, 32.1	
Cross Reference: SOP 26.1 Disciplinary Procedures SOP 42.2, Criminal Investigations: Operations 50 ILCS 205/1 50 ILCS 705/9.2 65 ILCS 5/ Board of Fire & Police Commissioners (Rules & Regulations)		Policy Sections: 32.1.1 Interviews 32.1.2 Background Investigations 32.1.3 Polygraph Testing 32.1.4 Medical Examinations 32.1.5 Psychological Examinations 32.1.6 Written Examinations 32.1.7 Application Disposition 32.1.8 Secured Storage of Material/Records Disposition Appendix A: Police & Fire Background Investigation Checklist

PURPOSE

The purpose of this policy is to establish guidelines for the selection of personnel for the Elgin Police Department to ensure the best candidates are hired in accordance to the standards of objectivity and merit.

POLICY STATEMENT

It is the policy of the Elgin Police Department to conduct the selection and hiring process for personnel in a fair, impartial and uniform manner. The department collaborates with the Human Resources Department throughout the hiring process for all personnel. The Elgin Police and Fire Commission regulates the hiring of sworn police officers and through state law and municipal ordinance, the commission is vested with the authority to conduct interviews and appoint probationary police officers. The department ensures the hiring of sworn police officers adheres to the rules established by the Elgin Police and Fire Commission and the relevant sections of the Illinois Municipal Code, 65 ILCS 5/.

PROCEDURES

32.1.1 COMPONENTS OF THE HIRING PROCESS

- A. The components of the hiring process for personnel are outlined in this policy and conducted by trained individuals. For purpose of this policy, qualified professional indicates that the individual has the education, training, licensure, certification or experience to perform their services.
- B. Prior to being hired, all personnel are required to submit an application, undergo a background investigation and successfully complete the interview process. Some positions require the completion of additional steps to complete the hiring process, which are described below.
- C. The specific steps in the hiring of the below positions transpire in the following order and must be successfully completed in order to transition to the next step.
 1. Animal Control Officer/Community Service Officer/Records Clerk
 - a. Application Submittal
 - b. Written Examination
 - c. Interview
 - d. Background Investigation, to include a review of the application
 - e. Medical Examination
 2. Probationary Police Officer
 - a. Application Submittal

- b. Written Examination
 - c. Physical Fitness Agility Test, a/k/a Power Test
 - d. Background Investigation, to include a review of the application
 - e. Police and Fire Commission Interview
 - f. Medical Examination
 - g. Psychological Examination
- 3. Emergency Telecommunications Operator
 - a. Application Submittal
 - b. Written Examination
 - c. Interview
 - d. Background Investigation, to include review of the application
 - e. Psychological Examination
 - f. Medical Examination

32.1.2 APPLICATION REVIEW

- A. The Human Resources Department coordinates the posting of all job openings and ensures submitted applications are accessible to those involved in the interview process.
- B. Applications are reviewed to identify candidates who possess the desired work experience, skill sets, and/or required education. Depending on the position, the review is conducted by the chief of police, deputy chief, commander, lieutenant, sergeant, civilian supervisor, and any employees having knowledge of the position.
- C. Applications are also reviewed by detectives for the purpose of conducting the background investigation.

32.1.3 INTERVIEWS

- A. Once candidates are selected for a position specific interview, the Human Resources Department coordinates the interview process with input from the department.
- B. Depending on the position, the interview panel may consist of the following: the Board of Police and Fire Commission, the Human Resources Department, command staff member(s), supervisory personnel and/or employees with knowledge of the job functions associated with the position.

32.1.4 BACKGROUND INVESTIGATIONS

- A. Background investigations shall be conducted on all personnel prior to appointment to probationary status.
 - 1. At a minimum, background investigations shall include the items included on the Police and Fire Background Investigation Checklist; refer to Appendix A to view the checklist.
 - 2. The checklist is utilized to ensure investigations are conducted in a uniform and thorough manner.
 - 3. The investigations commander, major investigations lieutenant and recruitment team leader are responsible for oversight of the background investigations.
- B. The major investigations division sergeant authorizes personnel to conduct background investigations. Authorized personnel are provided with an overview of the background investigation process to ensure they are conducted in a fair and equitable manner.

- C. Completed background investigations shall be routed through the chain of command to the chief of police or designee. Refer to Standard Operating Procedure 42.2 Criminal Investigations Operations for more information on background checks.
- D. Before a governmental agency may appoint a law enforcement officer or a person seeking a certification as a law enforcement officer in this State, the chief administrative officer or designee must check the Officer Professional Conduct Database which is maintained by the Illinois Law Enforcement Training Standards Board (ILETSB), contact each person's previous law enforcement employers, and document the contact. This documentation must be available for review by ILETSB for a minimum of five years after the law enforcement officer's termination, retirement, resignation or separation with that agency, 50 ILCS 705/9.2. Cross reference Standard Operating Procedure 26.1 Disciplinary Procedures.
- E. A background investigation and medical screening shall be completed for personnel who are reclassified or promoted to the position of property evidence custodian. Additionally, the employee shall be subject a medical screening to ensure he/she possess the required level of medical fitness to perform their functions, to include a drug screening.

32.1.5 TESTING/EXAMINATIONS

- A. Polygraph Testing

The Elgin Police Department does not utilize polygraph testing for the selection of personnel.

- B. Medical Examination

Candidates for the position of police officer, community service officer and animal control officer are required to undergo a medical examination prior to being hired. The medical exam shall certify the general health of each candidate and ensure the required level of medical fitness to perform their functions.

- C. Physical Fitness Agility Test

Candidates for the position of police officer are required to pass the Physical Fitness Agility Test, which is coordinated by the Human Resources Department, Training Division, and the Recruitment Team. This test is administered by a qualified professional, as determined by the Human Resources Department and the police department.

- D. Psychological Examination

Candidates for the position of police officer and telecommunicator are required to undergo a psychological examination prior to being hired. The psychological examination shall be performed by a qualified professional, as determined by the Human Resources Department, in order to ensure the emotional stability and psychological fitness of the candidate.

- E. Written Examination

Candidates for the position of police officer, community service officer, records clerk, animal control officer and telecommunicator are required to take a written examination prior to being hired. The examination is conducted by a qualified professional and coordinated through the Human Resources Department.

32.1.6 APPLICATION DISPOSITION

The Human Resources Department is responsible for notifying applicants on the disposition of their employment application. Applicants who are not being considered are notified through the electronic application system and those who are being considered receive updates from the Human Resources Department.

32.1.7 SECURED STORAGE OF MATERIALS/RECORDS DISPOSITION

In accordance with the Illinois Compiled Statutes, 50 ILCS 205/1, all applications and testing results (including medical and psychological examinations) shall be maintained in a secured storage area by the Human Resources Department for the timeframe specified in the Application for Authority to Dispose of Local Records schedule. All background investigations are electronically maintained in a secure location at the police department.

APPENDIX A: POLICE & FIRE BACKGROUND INVESTIGATION CHECKLIST



ELGIN POLICE & FIRE BACKGROUND INVESTIGATION CHECKLIST



- ☐ Booking Photo
- ☐ Criminal History Check (CQH/NCIC)
(Completed for police candidates and for fire, upon job offer.)
- ☐ Driver's License SOS Image
- ☐ Driver's License Status
- ☐ Education/Transcripts
- ☐ Employment References
- ☐ Fingerprints/Verification
- ☐ Internal Employee File
(Only authorized to be viewed by supervisors conducting the investigation.)
- ☐ Integrity Interview
- ☐ Investigative Databases
- ☐ Last Two Performance Evaluations, provided by the applicant
- ☐ Military History/DD214, if applicable
- ☐ Personal References
- ☐ Records Check of Prior Residences
- ☐ Social Media
- ☐ TLO/Accurint Printout
- ☐ Upon completion of the above, create a general police report