


Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	1000
	TITLE	Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The City of Fort Collins and the Agency are dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 or over, race, sex, color, religion, national origin, disability, military status, sexual orientation, genetic information, or any other status protected by applicable state or local law. As used in this policy, the term “sexual orientation” means a person’s actual or perceived orientation toward heterosexuality, homosexuality, bisexuality, or transgender status. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose of effect or substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, and co-workers. The rules governing employment practices for this Agency are addressed in this policy manual and in the City of Fort Collins Personnel Policies and Procedures Manual.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence, and experience. Candidates must successfully complete a hiring and selection process and must meet the standards of the position they have applied for.

1000.3 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, the special training, abilities, knowledge, and skills required to perform the duties of the job in a satisfactory manner. The Fort Collins Police Services (FCPS) Personnel and Training Unit maintains standards for all positions.

The challenge facing the Agency is one of developing a job-valid and non-discriminatory set of policies that will allow it to lawfully exclude persons who do not meet Fort Collins or State of Colorado hiring standards. The Colorado Peace Officer Standards and Training (POST) Board statutorily prescribes minimum standards for employment for certified employees and a pre-employment investigation of a candidate’s background (CRS § 24-31-303(1)(f) and CRS § 24-31-304 (3)).

1000.4 OFFICER SELECTION PROCESS

- (a) Applicants for entry-level officer positions will apply to the FCPS Personnel and Training Unit and are required to (CRS § 24-31-303):
1. Meet qualifications of POST and the Agency, as required by this policy or law
 2. Pass an entrance examination
 3. Pass a physical agility test

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4. Obtain an acceptable passing score from a structured oral interview board
 5. Pass a structured integrity interview
 6. Pass a Computerized Voice Stress Analysis Interview
- (b) The highest-ranking candidates will be required to successfully complete the following:
1. A background investigation
 2. A final interview with Professional Standards Unit personnel
- (c) The top candidates meeting Agency hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:
1. Physical examination
 2. Drug test
 3. Psychological examination
 4. Vision examination
- (d) An officer will be considered a Level 4 Police Officer (as described in Policy 201 – Police Officer Classification System) upon:
1. Successful completion of a law enforcement academy (if required) and licensing.
 2. Successful completion of mini academy
 3. Successful completion of field training
 4. Successful completion of introductory period

1000.4.1 LATERAL TRANSFER OFFICER SELECTION PROCESS

Basic certified officer applicants (laterals) currently employed full-time with other agencies or certifiable candidates that have successfully completed a state recognized POST police academy may be deemed to have met various entry requirements and would be eligible to start the in-house mini academy as a Level 2 police officer (as described in Policy 201 – Police Officer Classification System). All police officer applicants must still successfully complete the entire officer selection process.

1000.4.2 LATERAL TRANSFER DISPATCHER SELECTION PROCESS

Civilian dispatchers who have previous emergency services dispatch experience (years of service, similar experience, comparable size department, and specific certifications) may be deemed to have met entry level requirements and would be eligible to start at a higher skill level. All dispatch applicants must still successfully complete the entire emergency services dispatcher selection process.

1000.5 CIVILIAN SELECTION PROCESS

- (a) Applicants for all civilian positions will apply to the City of Fort Collins Human Resources Department and are required to:
1. Meet Agency qualifications
 2. Successfully complete job specific employment examinations
 3. Obtain an acceptable passing score on other job-specific tests applicable to the position
 4. Obtain an acceptable passing score from a structured oral interview board
 5. Pass a structured integrity interview
 6. Pass a Computerized Voice Stress Analysis interview
 7. Successfully complete a background investigation

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8. Successfully pass a final interview conducted by an Agency supervisor
- (b) Candidates meeting Agency hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:
 1. Psychological examination, at the discretion of the assistant chief of the division filling the position.
 2. Physical examination, if required for the position
 3. Drug test
 4. Hearing and vision test, if required
- (c) Regular employee status may be granted upon:
 1. Successful completion of training
 2. Successful completion of introductory period

1000.6 STAFF AND SPECIALIST POSITIONS

- (a) Experienced applicants for management, supervisory positions, contractual, or hourly positions will be considered from within the Agency and from individuals outside the Agency for positions that require specialized skills. These individuals must meet, or previously have met, the Agency employment criteria for certified or civilian employment, as appropriate to the position. If applicable, the selection process for the position may also include:
 1. Successful completion of a specialized employment examination
 2. Successful completion of an assessment center process
 3. An acceptable score from a staff interview and/or board
 4. If the applicant is from outside the Agency, they must successfully complete a structured integrity interview, Computerized Voice Stress Analysis interview, and a background investigation.
- (b) Candidates meeting Agency hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:
 1. Psychological examination, at the discretion of the assistant chief of the division filling the position
 2. Physical examination, if required for the position
 3. Drug test
 4. Hearing and vision test if required for the position
- (c) Regular employee status may be granted upon:
 1. Successful completion of training
 2. Successful completion of introductory period

1000.7 TECHNIQUES, TOOLS, AND RECORDS

1000.7.1 DECEPTION DETECTION DEVICE

If a deception detection device is used in the selection process, the operator will be licensed and/or certified in the use of the device.

1000.7.2 BACKGROUND INVESTIGATIONS

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Background investigations are conducted on all Agency employees prior to the final hiring decision and coordinated through the Personnel and Training Unit Sergeant. Relevant information regarding the candidate's qualifications, integrity, lawful and unlawful past behavior, previous work performance, and driving record, if applicable to the position, is included, along with interviews of individuals who are familiar with the candidate. This information is used to make an informed decision on the candidate's suitability for employment.

Background investigations shall be conducted by employees who have been trained in conducting background investigations or in accordance with the background investigation protocol adopted by the Agency.

1000.7.3 RECORDS RETENTION

All selection materials for those individuals hired, including the background investigation, will be placed in a folder and filed with the employee's background file. Employee selection materials will be maintained for the length of time required for personnel files under the organization's records retention schedule. All selection materials for those individuals not hired will be maintained for a minimum period of three years from the date the selection is made.

Medial records shall be maintained in a separate, secure file.

1000.8 RECRUITMENT PLAN

Fort Collins Police Services will follow a comprehensive recruitment plan to attract exceptional police officer candidates from all demographic groups and will strive to meet the objective outlined below. The Personnel and Training Unit Sergeant, assisted by members of the Personnel and Training Unit, are responsible for the administration of the recruitment plan.

1000.8.1 RECRUITING OBJECTIVE

Recruit a pool of highly qualified applicants in adequate numbers to achieve the goal of a workforce composition in the sworn law enforcement ranks that is reflective of the Fort Collins community's demographics.

1000.8.2 RECRUITMENT STRATEGIES

- (a) On no less than an annual basis, when there are position openings or it seems likely that positions will be open, news and announcements of the openings will be communicated to communities that may not be well-represented in the Agency.
- (b) On no less than an annual basis, efforts will be made to determine which communities may not be well-represented in the Agency. The Personnel and Training Unit will coordinate efforts to develop advertising and recruiting strategies for these communities.
- (c) Training officers, recruiting officers, and those involved in hiring boards will create a welcoming environment in order to attract a diverse pool of applicants. This will be accomplished by being professional, encouraging, and having honest discussions with those we come into contact with.
- (d) The Personnel and Training Unit will work with the Public Relations Manager to continue the use of technology and maintain a strong social media presence. Additionally, a variety of recruitment materials will be used which will depict a diverse group of officers which have been employed by Fort Collins Police Services. On a yearly basis, the Personnel and

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Training Sergeant will review and update these materials as needed so that they assist in reaching our objective.

- (e) The Personnel and Training Sergeant will identify recruiters with varied and diverse backgrounds to assist in recruiting and hiring efforts. The Personnel and Training Sergeant should evaluate the recruiting and hiring team on a yearly basis to ensure a diverse group of officers are involved.
- (f) On a yearly basis, the Personnel and Training Sergeant will evaluate whether updated recruiting training should be provided to Agency employees. The Personnel and Training Unit will then provide training which would include updated information on recruitment efforts, hiring processes, salary and benefit package, recruitment documentation, and any other pertinent information which would assist the officer in recruiting a diverse group of police candidates.
- (g) All Agency employees will be encouraged to participate with recruitment efforts through their partnership with media, community groups, citizen academies, local colleges, universities, private organizations, and the military. This will involve active recruiting when giving presentations or interacting with these various groups and directing potential candidates to Agency resources. This will be an ongoing effort supported by Executive Staff.
- (h) The Personnel and Training Unit will engage in strategies to recruit experienced officers from other agencies and states. This will include conducting recruitment outside of our jurisdictional boundaries. One way to accomplish this is while attending training courses in other areas with these officers. Officers are encouraged to identify excellent candidates that will fit with our Agency and direct them to additional resources which may include the use of recruiting cards, online resources, social media, etc.

1000.9 MEASUREMENT AND EDUCATION

On an annual basis, the Personnel and Training Sergeant will create a report which will outline the efforts made as it relates to the Agency's recruitment plan. At minimum, the report shall include the following:

- (a) The most recent data from the FBI Union Crime report outlining the number of women in law enforcement
- (b) A breakdown of male and female officers and their ranks within the Agency
- (c) Current demographic information from the most recent US Census Bureau as it relates to demographics in the City of Fort Collins
- (d) Demographic information of Fort Collins sworn officers
- (e) Recruiting efforts for the year being reported
- (f) Hiring data for the year being reported

A review of the plan will be included in this report (see section 1000.10, Analysis Report, below). The report will be submitted to the Chief of Police through the chain of command.

1000.10 ANALYSIS REPORT

On an annual basis, the Personnel and Training Sergeant will evaluate the recruiting plan and adjustments will be made to ensure the objectives of the recruiting plan are being met. Appropriate changes will be made and strategies adjusted based on the data collected and the ultimate outcome of the efforts.