


GAINESVILLE POLICE DEPARTMENT
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GENERAL ORDER

	TITLE Selection of Personnel		ACCREDITATION CALEA 31.4.1; 31.4.2; 31.4.3; 31.4.4.a.b.c; 31.4.5; 31.4.6.a.b.c.d; 31.5.1.a.b.c.d.e.f; 31.5.2; 31.5.3; 31.5.4; 31.5.5; 31.5.6; 31.5.7;
	PROponent UNIT Personnel Unit		PRIOR REVISIONS 12/18/19, 09/26/23, 02/28/24 ATTACHMENT: 1
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- I. **PURPOSE:** This Order establishes a series of administrative practices and procedures for the selection of personnel for all full-time and part-time entry-level positions [CALEA31.4.1].
- II. **POLICY:** Because the selection process is vital in determining the operational effectiveness of a law enforcement agency, the Gainesville Police Department shall develop an efficient, effective, and fair process that results in the selection of individuals who, without regard to race, gender, color, age, national origin, religion, or disability, possess the necessary skills, knowledge, and abilities for the position sought.
- III. **PROCEDURE:**
- A. **Screening and Selection:** The Gainesville Police Department's selection process for new members shall be consistent with the policies of the City of Gainesville.
- B. **Minimum Qualifications for Police Officer:**
1. **Age:** Applicants must be at least nineteen (19) years of age by the date of application.
 2. **Citizenship:** Must be a United States citizen.
 3. **Military Service:** Must possess proof of honorable discharge if applicant served in the Armed Forces.
 4. **Education/Minimum Experience:** The applicant must have one of the following:
 - i. Applicants must have a High School Diploma or GED. Applicant must include but is not limited to:
 - ii. At least one year of work experience (cumulative), previous community service/volunteer service will be considered in lieu of work experience.
 5. **Driver's License/Driving History:** Possession of a valid Florida driver's license at the time of employment, and an acceptable driving history.

6. Drug Use History: Current lifestyle must be free of Cannabis (marijuana) use for 1 year before application. Current lifestyle must be free of illicit (other than cannabis) drug use for the past 3 years.

7. Examination Process: Successful completion of each phase of the examination process.

8. Background: The applicant must **NOT** have:

- i. Been convicted of
 - a. Any felony or
 - b. Of a misdemeanor involving moral character, perjury or a false statement.
- ii. Received a dishonorable, less than dishonorable, or uncharacterized discharge from any of the Armed Forces of the United States.
- iii. Pled guilty or nolo contendere after July 1, 1981 to any felony, or to any misdemeanor involving moral character, perjury or making a false statement.
- iv. Found guilty of any felony or a misdemeanor involving perjury or false statement, notwithstanding suspension of sentence or withholding of adjudication.
- v. Pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985 (*unless their record was sealed or expunged*).
- vi. Been convicted in any court of a crime of domestic violence (precluding the applicant, via Federal Statutes Omnibus Appropriations Act of 1996, from possessing firearms).

C. **Submission of Application for Police Officer:** The City of Gainesville Human Resources Department will accept applications for the position of police officer for the next available scheduled testing date.

D. **Minimum Documentation Required for Police Officer Applicants:** The following documents must be submitted during the initial screening phase:

- 1. Copy of high school diploma or GED certification.

2. Proof of college education (official transcript and copy of certificate, if applicable).
3. Copy of birth certificate.
4. Copy of military discharge papers (DD-214 form, if applicable).
5. Copy of proof of any name change, if applicable.
6. Naturalization papers, if applicable.
7. Copy of social security card.
8. Copy of Driver's License.

E. **Entry-Level Police Officer Examination and Screening Process:** The Department's Personnel Services Division is responsible for conducting the entry-level screening and selection process for the positions of non-certified and certified police officer.

1. General Caveats:

- i. **Job-Relatedness:** Elements of the selection process are based on only those criteria or minimum qualifications related to the job, and will measure the knowledge, skills, abilities, and traits necessary for success in the position. [CALEA 31.4.2]
- ii. **Uniform Testing:** Elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner within the job classification. [CALEA 31.4.3]
- iii. At the time applicants are invited to participate in the selection process, they will be provided, in writing, a complete listing of the elements of the selection process, to include the duration of the selection process and the agency's policy on reapplication. [CALEA 31.4.4.a.b.c]
- iv. **Records Security and Retention:** To prevent disclosure of the contents, selection materials are to be stored in a secure area within locked files when not being used. [CALEA 31.4.6.b]
 - a. Records may include written examinations and other materials which, if obtained by an applicant, would allow an unfair advantage during the selection process.
 - b. Selection process materials shall be forwarded to the City's Human Resource Department at the conclusion of a process for storage and/or destruction in accordance with Florida Public Records Law and City of Gainesville policy.
- v. **Notification of Unsuccessful Candidates:** Candidates who are unsuccessful in a single phase of the selection process (examination, physical abilities, interview, background investigation, etc.) and are ineligible for employment shall be informed in writing (normally within 30 days). [CALEA 31.4.5]

2. Pre-Offer Screening Phases: The process is designed to measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specific to an entry level police officer. Each phase of the examination process must be successfully completed in order to proceed to the next phase. At the conclusion of the selection process the candidate's performance on all portions will be considered. The following phases of the selection process are conducted before a conditional offer of employment is given. [CALEA 31.4.2]

i. Written Examination: The examination measures skills such as reading, comprehension, and report writing, as well as observation and reasoning abilities expected of an entry level officer.

a. Florida Basic Abilities Test (FBAT)

If an applicant is Florida Certified or currently enrolled in a Florida Police Academy, the applicant will be excused from re-taking the Florida Basic Abilities Test (FBAT).

b. Writing Sample: The writing sample is administered by the staff of the Personnel Services Division. A FDLE certified Florida General Instructor reviews and grades the candidates writing sample. [CALEA 31.4.3]

If an applicant has successfully taken either portion of the written test in the 24 months prior to the date of testing, the applicant will be excused from re-taking that portion of the examination.

ii. Physical Ability Assessment: Applicants must successfully complete a physical assessment that demonstrates their ability to perform a series of day to day activities that could be encountered by a police officer:

The assessment is administered and timed by staff of the Personnel Services Division. [CALEA 31.4.3] The physical ability assessment includes the following:

- a. Manipulate a seat belt and exit a vehicle.
- b. Negotiate fences (4 feet and 6 feet high).
- c. Negotiate various terrains.
- d. Climb through a window.
- e. Drag a sled or a simulated person that weighs approximately 160 lbs.
- f. Negotiate staggered obstacles.
- g. Properly dry fire a firearm.
- h. Run approximately 440 yards.
- i. Negotiate a low crawl.

- j. Bend and stand while negotiating obstacles.

iii. Interview:

- a. The interview evaluates interpersonal, communication, problem-solving, and decision-making skills.
- b. The interview board is comprised of two sworn department members and one civilian selected by the Personnel Services Division. [CALEA 31.4.3]

iv. Background Investigation: The Department will conduct a thorough investigation into the life and work histories of eligible applicants in accordance with State Statutes and Guidelines, and the Florida Department of Law Enforcement's Background Investigation Procedures Manual prior to appointment to probationary status. [CALEA 31.5.1]

- a. The investigation will thoroughly review and verify all information provided in the application packet submitted by the applicant. The background investigation shall include:
 - 1) Verification of qualifying credentials; [CALEA 31.5.1.a]
 - 2) A review of any criminal record including fingerprints; and [CALEA 31.5.1.b]
 - 3) A review of federal, state and local public sex offender and child abuse websites/registries (eg. Dru Sjodin National Sex Offender Public Website), and conducting a criminal history check using FCIC and NCIC in order to make a determination of suitability; and
 - 4) Verification of at least three personal references. [CALEA 31.5.1.c]
 - 5) Education verification; [CALEA 31.5.1.d]
 - 6) Employment history, and [CALEA 31.5.1.e]
 - 7) A review of the State of Florida Automated Training Management System (ATMS) for relevant state decertification, [CALEA 31.5.1.f]
- b. Department personnel specifically trained in the area of background investigation will conduct the investigations, and [CALEA 31.5.2]
 - 1) At least once every five (5) years the determination of suitability will be reviewed and updated for all current employees by conducting FCIC and NCIC background checks, and checking federal, state and local public sex offender and child abuse websites/registries.

v. Web-based Interview:

- a. The interview is conducted and recorded via web-based system. The applicants are provided the questions and must answer them in front of a digital recording system.
- b. The interview evaluates communication and interpersonal skills, knowledge and training.

- vi. **Post-Offer Screening Phases:** The following phases of the selection process are conducted subsequent to the applicant accepting a conditional offer of employment and prior to the applicant being placed on probationary status. Applicants must successfully complete each element of the post offer screening phase.
- a. **Polygraph Examination:**
 - 1) The questions to be used will be reviewed with the applicant prior to the exam. [CALEA 31.5.3]
 - 2) A certified polygraphist will administer and review the exam and will report on the results. [CALEA 31.5.4]
 - 3) The results of the polygraph examination are never to be used as a single determinant of employment status. [CALEA 31.5.5]
 - b. **Medical Evaluation:** The medical examination includes, but is not limited to, an EKG, vision screening, drug test, and health assessment is conducted and assessed by a qualified professional prior to appointment to probationary status. [CALEA 31.5.6]
 - c. Employee Health Services will retain the results of the examination. [CALEA 31.4.6.d]
 - d. **Psychological Screening/Assessment:** An emotional stability and psychological fitness examination of each candidate is conducted and assessed by a qualified professional prior to appointment to probationary status. [CALEA 31.4.6.d and 31.5.7].
 - e. Letters summarizing the results of the examinations shall be kept in a secure file in the Personnel Services Division. [CALEA 31.4.6.b]
- vii. **Retest for Police Officer Applicants:** Applicants, who are unsuccessful in any component of the testing may re-apply for the next available testing process. Applicants that fail two testing processes (at any stage) within the same calendar year will have to wait 1 year before being reconsidered for testing. [CALEA 31.4.4]
- viii. **Police Officers' Probationary Status:** Full-time police officers will be granted permanent status upon successful completion of a one-year probationary period which begins on the date the employee receives the oath of office. [CALEA 31.5.8]
- ix. **Temporary Part-Time Non-Sworn:**
- a. If and when the Department needs the assistance of a part- time non-sworn employee, the Personnel Services Division Commander, with approval from the Chief of Police, will coordinate the status of this person/position through the Human Resources Department.
 - b. The selection criteria will be the same as that required for full-time non-sworn positions, and the screening will be more in-depth when the related assignment is of a more sensitive or secure nature.
- x. **Reserve-Officers:** Reserve officers shall be subject to the same hiring/appointment criteria as full or part-time police officers. [See G.O. 16.3, titled Police Reserve Unit]

xi. Police Cadets:

- a. **Hiring Status:** Police cadets are hired as temporary part-time employees.
- b. **Length of Employment:** Police cadets may be employed (as Cadets) for periods not to exceed sixty (60) months; however, they must complete their degree within thirty-six (36) months.
- c. **Employment Progression:** Police cadets may apply to become permanent full-time non-certified police officers upon successful completion of all Cadet Program requirements.

xii. Non-Sworn Entry-Level Screening/Selection:

- a. The City Human Resources Department conducts the preliminary screening for basic job qualifications (education, typing, etc.) for applicants seeking non-sworn positions.
- b. Depending on the job classification of the position being filled, further technical or more job specific screening, interviewing and/or testing may be required of applicants. Specialized testing:
 - 1) May be conducted by the component of the Police Department under which supervision for the position is placed.
 - 2) Will be conducted in coordination with the City's Human Resources Department.
- c. **School Crossing Guard Selection:** The entry-level selection of school crossing guards shall be consistent with the standards set forth by Department's Personnel Services Division as provided for in the job description.
 - 1) School Crossing Guards must understand children and possess the following minimum qualifications:
 - i) Average intelligence,
 - ii) Good physical condition including sight and hearing,
 - iii) Mental alertness,
 - iv) Neat appearance,
 - v) Good character,
 - vi) Dependability, and
 - vii) A sense of responsibility for the safety of children.

xiii. **Backgrounds on Applicants for Non-Sworn Positions:** Applicants for non-sworn positions will be screened via a thorough background investigative process. Applicable positions at the Department include paid non-sworn employees, paid and unpaid interns, and civilian volunteers.

a. **Candidate Referral:** Only applicants successful in the City's screening and testing processes for the positions sought will move into the background phase.

b. **Background Investigations:** The Department will conduct a thorough investigation into the life and work histories of eligible applicants prior to appointment to probationary status. [CALEA 31.5.1]

1) The investigation will thoroughly review and verify all information provided in the application packet submitted by the applicant. The background investigation shall include:

i) Verification of qualifying credentials; [CALEA 31.5.1.a]

ii) A review of any criminal record; and [CALEA 31.5.1.b]

iii) Verification of at least three personal references. [CALEA 31.5.1.c]

iv) Education verification; [CALEA 31.5.1.e]

v) Employment history, and [CALEA 31.5.1.e]

vi) A review of relevant national or state decertification resources if available. [CALEA 31.5.1.f]

vii) Checking federal, state and local public sex offender and child abuse websites/registries (eg. Dru Sjodin National Sex Offender Public Website), and conducting a criminal history check using FCIC and NCIC in order to make a determination of suitability

2) Department personnel specifically trained in the area of background investigation will conduct the investigations; and

3) At least once every five (5) years the determination of suitability will be reviewed and updated for all current employees by conducting FCIC and NCIC background checks, and checking federal, state and local public sex offender and child abuse websites/registries.

c. **Minimum Screening:**

1) Although all background investigations will be comprehensive, the depth and extent of the investigation will be determined by the nature of the position being filled, and additionally, in some cases, by the length of the individual applicant's history. For example, an elderly person applies for a volunteer position; it would be too time consuming to check all records for the person's entire life.

- 2) Every applicant for any position who is eligible for inclusion in the background investigative phase will be screened, to include, at a minimum:
 - i) Wants and warrants check,
 - ii) Fingerprint check,
 1. All applicant fingerprints will be retained at the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI) for the purpose of providing notice of any subsequent modification to their criminal history.
 2. A copy of any national criminal history records that may pertain to the applicant can be obtained directly from the FBI.
 3. Applicants are entitled to challenge the accuracy and completeness of any information contained in any such criminal history record pursuant to F.S. 943.056 and Title 28, CFR, Section 16.30-34.
 4. Applicants are entitled, within a reasonable amount of time, to a determination as to the validity of the challenge before a final decision is made regarding the status as an employee, volunteer, contractor, or subcontractor if it is the sole factor precluding the employment or unescorted access to the secure facility.
 5. All applicants are required to sign the Fingerprint Submission Notification and Acknowledgment form (GPD-399).
 - iii) Civil and law enforcement records checks, both locally and from areas in which applicants were past residents,
 - iv) Federal, state and local public sex offender and child abuse website/registry checks,
 - v) Employment history checks,
 - vi) Reference and residential checks, and
 - vii) Credit history checks.
- 3) **Additional Screening:** For job classifications that are more sensitive, technical, and/or confidential, additional screening may be required and conducted [*after* the candidate accepts a conditional job offer].
 - i) GPD's Personnel Services Division, in conjunction with the City's Human Resources Department, will identify applicable non-sworn positions.
 - ii) Additional screening may include:
 - a] Polygraph examinations;

- b] Psychological examinations;
- c] Comprehensive medical screening.

xiv. Non-Sworn Members' Probationary Status: Most full-time non-sworn employees will be granted permanent status upon successful completion of a six (6) month probationary period which begins on the employees' date of hire.

xv. Records Retention: Each applicant's complete background investigation file, whether or not he/she is hired, will be maintained by the Personnel Services Division for a period of time prescribed by the Florida Department of Archives or three (3) years, whichever is longer. [CALEA 31.4.6.a] and [CALEA 31.4.6.c]

By Order of

*Signed Original on File in the
Accreditation Unit*

Nelson Moya

Acting Chief of Police

Gainesville Police Department

Fingerprint Submission Notification & Acknowledgment

I hereby authorize the Gainesville Police Department to process a set of my fingerprints for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me to determine eligibility for employment or licensure.

I understand the following:

- My fingerprints will be retained at the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for the purpose of providing notice of any subsequent modifications to my criminal history record.
- A copy of any national criminal history records that may pertain to me can be obtained directly from the FBI.
- I am entitled to challenge the accuracy and completeness of any information contained in any such criminal history record pursuant to F.S. 943.056 and Title 28, CFR, Section 16.30-34.
- I am entitled, within a reasonable amount of time, to a determination as to the validity of my challenge before final decision is made regarding my status as an employee, volunteer, contractor, or subcontractor if it is the sole factor precluding my employment or unescorted access to the secure facility.

Signature

Date

Printed Name

Date of Birth