



# Herndon Police Department GENERAL ORDERS

**Personnel/Training Section**

**407**

Effective Date: February 18, 2021

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## **RECRUITMENT AND SELECTION**

### **I. POLICY**

The Herndon Police Department will endeavor to recruit and select the best qualified applicants for employment. This policy establishes a framework for the recruitment and selection processes for sworn and non-sworn positions. Selection standards will be job-related, uniformly applied, and promote equal opportunity.

### **II. OVERVIEW**

- A. The Personnel and Training Section is responsible for recruitment activities and facilitating the selection process, which may include:
  - 1. Administering recruitment activities for the police department,
  - 2. Implementing and consistently applying the recruitment plan objectives,
  - 3. Reviewing and recommending revisions to the recruitment plan,
  - 4. Reviewing the department's active and projected vacancies and coordinating applicant processing with Human Resources,
  - 5. Prioritizing the hiring process by position criticality, when applicable,
  - 6. Coordinating/conducting tests/exams, background investigations, review panels, etc.,
  - 7. Processing applicants through the final selection process.
- B. The department will manage the recruitment and selection processes in conjunction with the town's position classification plan and authorized positions adopted in the fiscal budget.
- C. The recruitment and selection processes will be subject to current local, state, and federal laws and employment regulations.
- D. The department will maintain and make available current job descriptions of all authorized positions in the department and will conduct a documented review of each position's description every four years. **<21.2.2>**

### **III. RECRUITMENT**

- A. The department will work with Human Resources in its recruitment efforts to advertise job announcements on internet and social media platforms for a broad outreach, as well as specific focused efforts through special or planned events and recruitment fairs.



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- B. The department will maintain an active recruitment plan for sworn personnel with stated objectives and a plan of action to attract qualified applicants for actual or forecasted vacancies. The recruitment plan will be reviewed and/or revised annually to update the department's recruitment objectives and action steps to accomplish recruitment goals. **<31.2.1a,b>**
- C. The Chief of Police and the Director of Human Resources are responsible for the administration of the recruitment plan. **<31.2.1c>**
- D. The department will systematically review its recruitment efforts and applicant and selection data to determine if objectives are being met.

### **IV. APPLICATION AND SELECTION PROCESS**

- A. Interested applicants must apply for posted positions as uniformly required by the Town of Herndon application process. The posted positions will include duties and other requirements, pay and grade classifications, and the hiring process.
- B. Tests are administered and scored by Human Resources from time-to-time for police officer and communications technicians' applicants. Applicants with passing scores will continue to move forward in the selection process.
- C. All elements of the selection process will utilize rating criteria or qualifications that are job related as it pertains to skills, knowledge, and ability. **<31.4.7>**
- D. Selections will be made according to merit and qualification, which may be ascertained by examinations. Examinations will relate to those matters that will test fairly the capacity and fitness of the candidates' capability to perform the duties of the position for which they have applied.
- E. The selection process for all full and part-time employees will include the following components, as applicable for the sworn or civilian position, unless waived: **<31.4.1>**
  - 1. Background Investigation **<31.5.1a-f>**  
Background investigations conducted prior to selection will include the verification of the applicant's qualifying credentials to include:



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- a. Review of criminal record and credit history,
  - b. Employment, education, and eligibility to work,
  - c. Verification of personal and professional references,
  - d. Minimum qualification requirements for police officers pursuant to Code of Virginia 15.2-1705,
  - e. Relevant decertification resources, if available.
2. Physical Agility  
Sworn applicants must perform a physical agility test based on physical and task requirements.
3. Medical Examination  
Medical examinations will be conducted, prior to selection to probationary status, to certify the health of each applicant for a sworn position.
4. Polygraph Examination  
Polygraph examinations will be administered and analyzed by a licensed examiner who shall agree to maintain the confidentiality of the results of the examination.
5. Psychological Evaluation  
Psychological evaluations will be conducted and assessed by a qualified professional. The psychological determination of the applicant will be considered final. Any applicant who is deemed psychologically unfit will be removed from the selection process. **<31.5.7>**
6. Interviews  
Applicants may go through one or more interview processes depending on the job classification (initial, panel, final selection).
- F. Applications will not be rejected for unintentional omissions or deficiencies that could be corrected during the initial phases of the process but must be completed before the polygraph examination.



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- G. If an applicant is rejected or disqualified at any phase of the process, the applicant will be notified in writing of their non-selection. Rejected or disqualified applicants may reapply in one year.
- H. All applicants, regardless of previous work experience and/or qualifications must successfully complete all the applicable requirements of the selection process. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner based on the position.
- I. Applicants determined not eligible for selection will be given written notification.
- J. Applicants selected for employment will be notified and a final interview and a start date will be scheduled. All new employees will be subject to a one-year probationary period. Sworn personnel are subject to a one-year probationary period based on the date of their oath of office.
- K. Selection material will be maintained confidentially in a secure area within the Personnel and Training Section in a manner that prevents disclosure and conforms to all retention requirements.
- L. Application and selection records will be maintained and stored securely by the Personnel and Training Section in accordance with the Virginia Records Retention Schedule.