

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-028
	Subject Selection Process for Trooper, Capitol Police and Motor Carrier Inspector	
	Special Instructions Replaces HMR-028 dated December 7, 2010	Effective Date March 1, 2015

I. PURPOSE

Establish all policies, procedures and materials utilized in the selection process for applicants who desire to become Troopers, Capitol Police Section Officers or Motor Carrier Inspectors.

II. POLICY

All policies, procedures and materials utilized in the selection process for Troopers, Capitol Police Section Officers or Motor Carrier Inspectors shall be documented in the Selection Process Manual. The manual shall be the only official source of information for the interpretation or explanation of the selection process within the agency. Personnel who are assigned duties associated with the selection process shall refer to the Selection Process Manual for guidance.

III. PROCEDURE

The Selection Process Manual shall identify the legal requirements of the selection process and the position of authority responsible for the implementation of such policies, duties and responsibilities of that position.

A. The Assistant Chief of Staff (AC/S) Human Resources and Administration shall:

1. Be responsible for the administration of the selection process for applicants for these positions and shall ensure that all testing and evaluating components, within the selection process, conform to the legal requirements that govern hiring standards for these positions;
2. Direct the development of a comprehensive selection process for each position. Every effort shall be made to ensure that the selection process utilizes components that have been documented as having validity, utility and a minimum adverse impact for Equal Employment Opportunity (EEO) for protected classes who make application for employment;
3. Maintain all records, documents, files and manuals that describe the administration of the selection process, in part or whole. Such documentation shall be retained in accordance with the record retention policies of the Department and shall be made available, upon proper request, to any person or agency that desires to inspect the documentation for the purpose of determining compliance with the Affirmative Action Plan and requirements for Equal Opportunity Employers;
4. Ensure the selection process is administered in a fair and impartial manner, with every effort to minimize the occurrence of adverse impact to any person or group of people. This requires all elements of the selection process to be administered, scored, evaluated and interpreted in a uniform manner;

5. Ensure staff members and officers assigned to assist with the administration of any components of the selection process are knowledgeable of the Department's Affirmative Action Plan and requirements for Equal Opportunity Employers;

6. Submit the names of personnel to be used during the various stages of the selection process to the Chief of Staff, for approval. Personnel representative of different races, sex and ethnic groups within the Department shall be utilized;

7. Make an annual review of the selection process to ensure all aspects of testing and screening are valid and minimize adverse impact.

a. The report shall include recommendations to correct or minimize the occurrence of adverse impact and shall offer solutions that may be instituted to address deficiencies.

b. The report shall be directed to the Superintendent no later than 90 days upon completion of a selection process; and

8. Make available a copy of the Selection Process Manual when requested by Department personnel.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.