


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 402	Section: PERSONNEL	Effective Date: SEPTEMBER 2022
Title: <b>SELECTION</b>		
Accreditation Standards: PER.01.01, PER.01.02, PER.01.03, PER.01.04, PER.01.05		
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**I. PROFESSIONAL AND LEGAL REQUIREMENTS**

- A. Eligibility for Selection.
 

Applicants for police officer must meet the minimum qualifications as set forth in the Code of Virginia §15.2-1705. Qualifications for the position of Chief of Police will be determined by the Town Manager with the advice and consent of the Town Council, in accordance with Section 3-6 of the Town Charter.
- B. Selection Process.
  - 1. The Chief of Police will make hiring recommendations during the selection process and the Town Manager will hire personnel based on these recommendations. The Department maintains the responsibility for background investigations, oral interviews, polygraph examinations, psychological examinations, medical examinations, and probationary period assessment. These processes will be administered by the Recruitment and Training Unit (RTU) supervisor.
  - 2. The Chief of Police will retain certain responsibilities in the selection of personnel. These include:
    - a. Identifying specific needs of the Department;
    - b. Determining required skills;
    - c. Determining personal attributes required for positions;
    - d. Determining disqualification guidelines.
  - 3. Oral Interviews.
    - a. An oral interview of each applicant will be conducted prior to appointment using valid, useful, and nondiscriminatory procedures.
    - b. Each entry level applicant will usually be interviewed by a board of officers selected by the RTU and approved by the Chief of Police. One member will be appointed as the chairperson.
    - c. All oral interview board members will be trained by the RTU prior to the interview process. This training will describe the dimensions and qualities about the applicant to be evaluated. The instruction will also describe errors made by those evaluating applicants.
    - d. The same list of questions will be asked of each applicant. From the responses to the list of questions, other questions may be asked by any board member to clarify or expand the response of the applicant. Attached to the list of questions will be the rating form.
    - e. Board members will take notes on applicant responses to questions asked. When the interview is completed, the notes will be referred to for rating the different dimensions and making an overall rating. After all interviews, the board will attempt to come to a consensus on which applicant(s) is (are) best suited for the position.
    - f. The Chief of Police will submit a recommendation to the Town Manager for hiring approval.
  - 4. The Leesburg Police Department General Orders Manual will contain this selection policy that describes all the events in the selection process to ensure proper administration.
  - 5. Lateral entry from other law enforcement agencies will be allowed at the police officer level provided the applicant has been certified as a law enforcement officer by the State of Virginia or Option 5 eligible and meets all requirements of the selection process with exemption from the

written police examination only.

6. Lateral entry for other positions may be considered in addition to qualified Departmental personnel.

C. Selection Process Validity/Adverse Impact.

1. The selection process used by the Leesburg Police uses only those components that have been documented as having validity, utility, and a minimum adverse impact. The utility of a test may be assessed during the test selection process.
2. The validity of the selection process is determined through psychological testing for criterion related validation, and through oral interviews, background investigations, and polygraph examinations for construct validation. Content validation will be utilized only for specific skill testing not normally associated with the position of police officer, such as a typing test for an office assistant.
3. Adverse impact refers to employment practices that appear neutral but have a discriminatory effect on a protected group. The Human Resources Director subscribes to the hiring guidelines established by the Equal Employment Opportunity Commission. By using an objective, repeatable selection process, including valid tests, no adverse impact should occur in the selection process. If adverse impact in the selection process is noted or alleged, it would be measured by comparing the selection rates for each race, sex and ethnic group with the group having the highest selection rate. The Human Resources Director will implement tests that will be equally valid to all groups. Human Resources will maintain records and data necessary to monitor adverse impact.
4. In cases where a private sector organization or vendor is utilized to accomplish elements of the selection process, such as for psychological testing, the Department will ensure that the organization or vendor meets the requirements of validity, utility and minimum adverse impact.

D. Uniformity.

The selection process is comprised of many elements. These include a written exercise, psychological examination, physical ability test, medical examination, background investigation, polygraph examination, and oral interviews. The RTU supervisor will ensure these elements are administered, scored, evaluated, and interpreted in a fair and uniform manner.

E. Selection Process Information/Reapplication.

1. At the time of formal application, applicants will receive literature detailing all elements of the selection process, including the expected duration of the selection process, and information of reapplication.
2. Applicants not yet appointed will normally be allowed to reapply at least once and be retested. The retesting process will include a written examination, physical ability test, medical examination, updated background investigation, polygraph examination, psychological examination, and oral interviews. Applicants that have been rejected for cause will not be allowed to reapply.

F. Ineligible Applicants.

The RTU will provide written notification to all applicants determined to be ineligible within 30 days.

G. Selection Material Security/Disposal.

Selection materials used by either the RTU or the Human Resources Department are confidential and will be stored in a secure area when not in use. Access to the materials will be permitted only to those employees who are involved in administering the selection process. As a general policy, selection materials will be disposed of in accordance with the Library of Virginia records retention schedule.

II. ADMINISTRATIVE PRACTICES AND PROCEDURES

A. Background Investigation Required.

1. A background investigation of each applicant will be conducted prior to appointment. Normally, the Background Investigator will conduct the investigation after the polygraph examination because the polygraph results may uncover areas that will need special attention. When practical, the investigation will be done in person. The investigation should routinely involve a home visit with the applicant, family, and neighbors.
  2. The background investigation will include the verification of the applicant's qualifying credentials, including but not limited to:
    - a. Review of criminal and driving records;
    - b. Contact with at least three personal references;
    - c. Educational achievement;
    - d. Employment history;
    - e. Age (eligibility purposes only);
    - f. Residence;
    - g. Citizenship;
    - h. Credit history;
    - i. Review of activity on social networking Internet platforms.
- B. Background Investigator Training.  
The Background Investigator is a specialized position with the Department and completion of specialized training will be mandatory. The Administration and Support Services Division Commander or designee shall ensure all necessary training is accomplished. The Background Investigator will conduct applicant background investigations.
- C. Background Record Retention.  
The Chief of Police will ensure that the record of each applicant's background investigation is maintained securely and separately from the applicant's departmental personnel file. A copy of the Background Checklist will be placed in the employee's official personnel file and maintained in the employee's departmental personnel file. The unsuccessful applicant's background investigation will be maintained in a secure manner according to the Library of Virginia's records retention schedule.
- D. Polygraph Questions.  
Only relevant questions that will have a bearing on the selection process will be asked of the applicants. Applicants for Police Officer and Communications Technician will be administered a polygraph examination.
- E. Polygraph Operator Credentials.  
The polygraph operators administering the examinations and evaluating the results in the selection process will be State certified, licensed examiners, as mandated by the Code of Virginia, § 54.1-1801.
- F. Polygraph Results.  
Polygraph examination results will not be the single determinant of employment status. The polygraph is only an investigative aid. Together with other information, the polygraph may be sufficient to support decisions relevant to employment status.
- G. Physical Qualifications.  
Physical requirements for entry level police officer positions are established by the Chief of Police. These qualifications will meet professional and legal standards for job relevancy, usefulness, and fairness. The Leesburg Police Department has a minimum age of 21 upon completion of the Northern Virginia Criminal Justice Training Academy (NVCJTA) Basic Law Enforcement School, but no maximum age. Applicants receive a pre-employment physical and medical examination which includes hearing and eye examinations. Applicants must attain a satisfactory rating to be considered for employment. The rating will include a statement from a licensed physician interpreting the results.

H. Psychological Examination.

For those applicants who have received a conditional offer of employment, a psychological examination designed to assess the emotional stability and psychological fitness of each applicant will be conducted prior to appointment using valid, useful, and nondiscriminatory procedures. Only qualified licensed professionals will be used to assess the emotional stability and psychological fitness of applicants. These assessments will assist in eliminating applicants who may not be able to carry out their responsibilities or endure the stress of the working conditions.

I. Medical Examination.

The record of the results of the medical examination is provided directly to and maintained by the Human Resources Department.

J. Length and Terms of Probation.

1. All new employees must complete a one-year probationary period beginning on their date of hire, excluding new hires that must attend the NVCJTA Basic Law Enforcement School.
2. The probationary period for new hires attending the Basic Law Enforcement School shall be eighteen months, in consideration of the six-month course.
3. During the probationary period, personnel may not avail themselves of the grievance procedure. Further, during the probationary period personnel may be terminated at will without cause. The probationary period provides an opportunity to evaluate an employee's qualifications for becoming a regular employee of the Town. Upon satisfactory completion of the probationary period, regular status will be granted to those probationers deemed satisfactory for service with the Town.
4. All officers will complete the Field Training Officer Program, which has valid, useful, and nondiscriminatory procedures outlined in General Order 501 Training. All employees will be evaluated by valid, useful, and nondiscriminatory procedures as outlined in the Town of Leesburg's performance evaluations.
5. All probationary personnel have the right to appeal any performance evaluation with which they do not agree, in accordance with the procedure set forth in the Town Personnel Procedures Manual, Section 11.14.
6. All newly hired police officers who must attend the Basic Law Enforcement School are required to sign a contractual agreement to remain with the Leesburg Police Department for three years following initial certification. If an officer voluntarily separates from employment during the three-year period, the agreement will require that the officer reimburse the Town for a pro-rated portion of the training and background costs associated with the hiring process.
7. Probationary police officers who are released from the Basic Law Enforcement School due to academic failure will not be eligible for future consideration as a police officer with this department. Future consideration for probationary police officers who are released from the Basic Law Enforcement School for reasons other than academic failure, i.e. injury, will be evaluated on a case by case basis.

III. SPECIALTY AND LATERAL ASSIGNMENTS

The Chief of Police or designee will distribute announcements for specialty and lateral positions. These announcements may include but are not limited to:

- a. Minimum Requirements
- b. Preferred Requirements
- c. Probationary Periods
- d. Eligibility Lists
- e. Selection Criteria