

# **MERIDIAN TOWNSHIP POLICE DEPARTMENT**

## **GENERAL ORDER**

Subject: <b>EMPLOYMENT PROCESS</b>	General Order: 241
Effective Date: November 15, 1999 Revision Date: January 16, 2024	Distribution: All Sworn Personnel

### **I. PURPOSE**

This directive establishes procedures for the examination, investigation and evaluation of police applicants in order to ensure fair and equal treatment to those who seek employment.

### **II. POLICY**

It is our policy to conduct a fair, comprehensive and efficient process for the recruitment, selection and appointment of those candidates who best demonstrate the knowledge, skills, abilities and integrity necessary to perform the duties of a law enforcement officer in Meridian Township.

We recognize that the public holds law enforcement officers to a higher standard of performance and conduct and that officers must often perform their duties under adverse conditions. Proper recruiting and selection activities will produce dividends through improved employee performance and long-term retention.

The Meridian Township Police Department is an equal opportunity employer. It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status.

### **III. PROCEDURES**

#### **A. Recruitment**

Recruitment sources will be identified that represent the community's available labor pool. Depending upon the geographic and demographic exposure of the recruitment source, the Department, in conjunction with the Human Resources Director, will choose from the following list of potential advertisers:

Newspapers (local and regional)  
Online Resources  
Colleges with Law Enforcement programs (primarily those with preservice academies)  
Regional Police Academies  
Public posting in Township offices

## Employee or Professional referrals

1. The Department will participate in job fairs at area colleges and organizations.
2. All employees of the Department are responsible to act as recruiters in their community contacts and through the image they present in the community.
3. The Services Division Commander shall oversee the recruiting efforts for the police department.
  - a. A written recruitment plan shall be maintained and contain the following:
    - A statement that the agency is committed to Equal Employment Opportunity
    - Defined goals and objectives
    - A list of activities to achieve the stated goals and objectives
    - A process to revise the plan when necessary
  - b. The recruitment plan shall be reviewed on an annual basis to determine the progress made towards defined goals and objectives.

New

## B. Application Process

1. The Meridian Township Employment Application must be completed online by every candidate for employment with this Department. The application will gather information pertaining to job related skills and qualifications. The following documents may be provided to the applicant upon request:
  - a. A Meridian Police Department Recruiting Information brochure.
  - b. Meridian Police Mission and Values Statement.
  - c. A job description for the posted position.
2. The application form must be completed in its entirety and submitted prior to any published deadline.

Revised

3. Application forms submitted past a published deadline would not be considered during the current process. The application will be held until the next advertised hiring period, up to one year from date of submission. The applicant will be notified in writing or via email of the status of their application.
4. Applications improperly completed or unsigned will be returned to the applicant, who may correct the matter and resubmit the application by the published deadline.
5. Falsification of information contained on the application will result in exclusion from further consideration or dismissal from employment if found after employment.
6. Entry level qualifications for the position of police officer are established in the Meridian Township Police Officer Job Description.

C. Selection Process

Examinations, investigations and inquiries will be made of qualified candidates, and administered in a uniform manner, as they pass from one step to another. Failure to meet minimum criteria at any level of the process will render a candidate ineligible for further consideration during the current hiring process. The Services Division Commander shall oversee the hiring process.

1. Written performance test: A basic skills test may be administered to candidates who meet the qualifications established for the position advertised. To successfully pass the test, minimum established scores must be reached. The written performance test may be waived for currently employed Meridian Police Cadets who are performing satisfactorily in their current position.
  - a. In the event that a limited number of candidates are available, the written test may be waived and candidates will proceed to the Oral Interview stage of the process.

Revised

2. Empco, Inc. Pre-Employment Test: The Chief of Police may require Police Officer applicants to complete the Empco Pre-Employment test prior to being considered for employment. If the Chief of Police requires the test, a passing grade must be obtained and the results must be made available to MTPD before an interview will be granted.

3. Oral Interview: An oral interview will be required of all candidates who have met the established criteria on the administered test. The oral interview is designed to evaluate the knowledge, skills and abilities of the candidate as compared to the essential job functions of the position being filled. Interviews may be offered on the basis of scoring bands resulting from the written test element. Once any candidate in a band is offered an interview, then all candidates within that same band will also be offered an interview.
4. Background Investigation: Candidates who have met the minimum criteria in the testing and interview stages, as determined by the Chief of Police, will be required to submit to a background investigation that is suitable for the position.

D. Background Investigations

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|---------|----|---|
|         | 1. | A suitable number of background investigations will be implemented when an opening exists or is anticipated within the Department.  |
| Revised | 2. | An investigation of a police officer candidate will not be conducted unless the candidate completes the following: <ul style="list-style-type: none"><li>• Waivers of confidentiality and release of information forms</li><li>• A confidential Personal form</li><li>• A writing sample</li><li>• Johnson and Roberts Personal History Questionnaire</li><li>• A disclosure of domestic violence convictions waiver</li><li>• An MCOLES Authorization for Release of Information waiver</li><li>• Other selection instruments as determined by the Chief of Police or his/her designee</li></ul> |
| New     | 3. | Background investigations for non-sworn positions will require the following: <ul style="list-style-type: none"><li>• Waivers of confidentiality and release of information forms</li><li>• A confidential Personal Information Questionnaire</li><li>• A writing sample (dependent on the position applied for)</li><li>• A disclosure of domestic violence convictions waiver</li><li>• Other selection instruments as determined by the Chief of Police or his/her designee</li></ul>  |

- Revised
3. Background investigations will be conducted by either in-house personnel trained in that process or by a licensed outside agency.
  4. A meeting shall be arranged between the candidate for hire and a background investigator. The background investigator shall complete the following:
    - a. Each applicant shall be fingerprinted and a criminal history check shall be conducted through LEIN and NCIC to determine if any prior criminal convictions exist. Particular attention shall be paid for any acts of domestic abuse, sexual abuse, stalking, and elder or child abuse.
    - b. A check of the applicant's driving history and verification of their operator's status shall be conducted.
    - c. A review of the Johnson and Roberts Personal History Questionnaire.
    - d. A review of the applicants Personal History Statement, application, resume, MTPD police officer job description, and disclosure of domestic violence convictions waiver to verify the applicant meets eligibility requirements.
  5. Background investigators shall contact a minimum of three personal references for each candidate and verify the applicant's eligibility for employment. They shall also contact family members, roommates and former roommates, employers and former employers, academy directors, and anyone else who may have knowledge of an applicant's suitability for employment and document their findings.
  6. Background investigators shall collect additional data including school transcripts, certifications, proof of citizenship, and other documents to determine the applicant's suitability for employment.
- New
7. Police Officer candidates with prior law enforcement experience will not be considered for hire unless MTPD receives the record regarding the reason or reasons for and circumstances surrounding a separation of service from each prior law enforcement agency in accordance with PA 128 of 2017.

8. Each investigation shall be presented to the Services Division Commander for review at completion. The Services Division Commander will inform the Chief of Police of the findings and make a recommendation.
9. In progress background investigations should be terminated
  - Upon the request of the applicant.
  - Upon notification that the applicant has accepted other employment and is no longer seeking MTPD employment.
  - At the discretion of the Chief of Police or his/her designee
- a. Maintenance of Background Investigation Reports:
  - Hired: documents will be maintained in the employee's personnel file
  - Not Hired: documents will be stored by Human Resources and destroyed in accordance with the State of Michigan Retention and Disposal Schedule.
- b. Upon completion of the Background Investigation, eligible candidates will be maintained in a pool for up to one year. After one year, the applicant is no longer eligible for consideration until they reapply and retest.
  - 1). Persons failing to maintain basic qualifications prior to receiving a final offer of employment will be eliminated from consideration.

E. Examinations and Conditional Offers of Employment

1. The Chief of Police will meet in person with the applicant. The Chief will determine if the candidate is suitable for employment and make a recommendation to the Township Manager. Upon approval from the Township Manager, the Chief will make a conditional offer of employment to the applicant.
2. The most qualified candidate(s) will be extended a conditional offer of employment (in a number corresponding to the available vacant positions) contingent upon the successful completion of the following:

- a. Physical examination conducted by the Township medical provider which complies with the standards established by MCOLES to include:
  - Eye and hearing test
  - Drug screen
- b. Psychological evaluation conducted by a license psychologist
- c. Successful completion of an MCOLES approved police academy and certification as a police officer
- d. Final hiring approval by the Township Board of Trustees

F. Notification of ineligible candidates

Candidates who are found to be ineligible at any stage of the selection process will be notified of the reason by letter or email, at the address provided on the application form, within 30 days of the determination of **ineligibility**.

G. No suitable candidates

If at any stage of the hiring process all candidates are determined to be ineligible, the process will stop. A review of the process will be completed to determine the reason it did not produce sufficient candidates. Once a determination is made, modifications may be made if necessary and the position again advertised as appropriate.

H. Employment

The successful candidate(s) will be notified of their completion of all requirements, at which time the following will occur:

1. The candidate will be assigned a start date and time to report for employment.
2. The candidate will be provided an orientation schedule that will include:
  - an initial meeting with the Chief
  - a meeting with the Township Personnel Department staff to complete:
    - a) US Immigration Form I-9
    - b) Tax forms

- c) Health and insurance forms
- d) Receipt of Township Personnel manual and other documents as necessary.

- 3. Prior to appointment to a sworn position, personnel take an Oath of Office to enforce the law and uphold the United States and State of Michigan Constitutions. The Oath of Office will be administered by the Township's Clerk or Deputy Clerk.

- I. Probationary Service Period

All police officers must serve a one-year probationary service period.

- J. Retention of Records

- 1. The applications and candidate information will be retained by the Human Resources Director. Records for unsuccessful candidates will be retained in accordance with the State of Michigan Records and Retention Schedule and then destroyed.
- 2. The hiring process scoring and selection criteria documentation for unsuccessful candidates will be held by the Human Resources Director in accordance with the State of Michigan Records and Retention Schedule.
- 3. Records of the medical and psychological examinations for those candidates hired by the Township will be maintained in their appropriate personnel files in the Township's Personnel Office.

- K. Reapplication Process

Applicants who are not successful during the Written Testing or Oral Interview stages of the process may reapply to participate in future selection processes after 60 days from the date of their last testing activity.

- 1. Candidates failing the drug screen shall be eliminated from further consideration and barred from future application for a minimum of five (5) years.
- 2. Candidates failing the psychological examination shall be eliminated from further consideration.



#### IV. CANCELLATIONS

This directive rescinds Operating Procedure # P-5, "Personnel Hiring," dated 9/24/94.

Authorized by:



Rick Grillo, Chief of Police

Index as:

Standard 2.4.1  
Standard 2.5.1  
Standard 2.5.2  
Standard 2.5.3  
Standard 2.5.4  
Standard 2.5.5

Application, Police Officer  
Employment Process

*Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.*