



# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

**NUMBER:** 3310  
**TOPIC:** PERSONNEL HIRING  
**EFFECTIVE DATE:** 11/30/2022  
**SUPERCEDES:** 01/08/2020

**SIGNATURE:** /s/ Frank Donchez  
Chief of Police

**SIGNATURE:** /s/ Eric Houston  
Bureau Commander

## I. PURPOSE

## II. PROCEDURE

- A. JOB DESCRIPTIONS AND BENEFIT PROGRAMS
- B. HIRING PROCESS
- C. NON-COMMISSIONED PERSONNEL
- D. COMMISSIONED PERSONNEL
- E. PROBATIONARY PERIOD
- F. NON- POLICE DEPARTMENT APPLICANTS

CALEA references: see below

## I. PURPOSE

This procedure establishes guidelines for the recruitment, hiring, and management of personnel-related functions within the Department to ensure compliance and coordination with all related federal, state, and local laws and policies. Where a specific City policy or manual covering the subject matter is already established, this policy will defer to the established document.

## II. PROCEDURE

- A. JOB DESCRIPTIONS AND BENEFITS PROGRAMS [21.2.2, 22.1.3](#)

The City Human Resources Department is responsible for the maintenance and posting of all positions within the City. A current job description for each position within the City can be found under the Careers section of the City's webpage.

Likewise, benefits afforded to employees of the City are detailed in the [Employee Handbook](#) which is also maintained and posted on the City's webpage by Human Resources.

The Division Commander over Personnel Unit or a designee will be responsible for the documented review of Police Department job descriptions every four years.

- B. HIRING PROCESS [31.4.1](#)

With the exception of volunteers who can make application directly to the Department they wish to serve in, all hiring for open positions within the City begins with an online

application for employment filed by the applicant with Human Resources. When a vacancy within the Department is approved to fill, the steps listed below will be followed. This applies to full-time and part-time positions.

#### C. NON-COMMISSIONED PERSONNEL

##### **Step 1-Application**

- Applications and available resumes will be pulled, tracked, and submitted to the Major and/or Captain of the Division where the vacancy exists.
- The Division Commander and/or his/her designee will review the applications and decide which candidates will be invited for an interview. Dispatcher applicants must pass the CritiCall test before being scheduled for an interview.

##### **Step 2-Interview**

- Applicants selected for interview will be scheduled through the Personnel Section and an interview panel assembled.
- Applicants who successfully pass their interview may continue in the hiring process.
- The applicant will be provided a Personal History Statement (PHS) and given 15 days from the date of interview to complete and return to the Police Department.

##### **Step 3-Polygraph**

- Returned applicant PHS's will be ranked by priority by Division staff where the vacancy exists, then scheduled for polygraph.
- Polygraph reports will be emailed to the Personnel Captain for review. He/she will email the report(s) to the review team which will consist of the hiring Division's Major and Captain, or their designee.
- The review team's decision must be unanimous before continuing or discontinuing the applicant in the hiring process.
- A tie breaker will be determined by the Deputy Chief over Personnel.

##### **Step 4-Background Investigation**

- Assigned investigators will conduct a thorough background investigation on assigned applicants.
- Civilian applicants' past employment and resident checks should go back at least 7 years.
- A search will be conducted for any public social media information or Web content that may reflect negatively on the individual, the Department if employed here, or the City as a whole.
- In addition to the references provided by the applicant, attempts will be made to develop undisclosed references where applicable.

- Background reports will be emailed to the Personnel Captain who will review the document. Once reviewed, the report will be emailed to the review team, which consists of the Division's Major and Captain, or their designee, of where the vacancy exists.
- Their decision must be unanimous before continuing or discontinuing.
- A tie breaker will be determined by the Deputy Chief over Personnel.

#### **Step 5-Conditional offer and pre-hire screening**

- If the background check is approved, a *Hiring Justification Summary* will be submitted by the Division's Captain where the vacancy exists, and a conditional job offer requested.
- Non-commissioned job offers will be made by the City Human Resources Department.
- Once the offer is accepted, psychological testing for positions pre-determined by the Support Services Division Commander will be scheduled, applicable job skills testing will be scheduled and coordinated by Human Resources, and medical/drug screen appointments will be scheduled by Human Resources.
- If the pre-employment screenings are successfully completed, the offer will be confirmed and a start date established.

Due to the competitive nature of filling limited non-commissioned positions in the Police Department, the Support Services Division Commander may alter these steps in order to accommodate the needs of the Department, or situations related to the applicant such as but not limited to, availability because of school, or being from out of town. Regardless, all steps 1-4 must be successfully completed before step 5 is initiated.

#### **D. COMMISSIONED PERSONNEL (POLICE OFFICER)**

Applications and available resumes will be pulled, tracked, and the applicant contacted to schedule testing for steps 1 through 3.

#### **Step 1 – Physical Agility Test (PAT)**

Applicants will complete a physical agility test which is currently in use at the Johnson County Regional Police Academy. This course was designed and validated by *Stanard and Associates*, and must be completed in 93 seconds or less

#### **Step 2– Written Skills Test**

The purpose of the written skills test is to ensure the candidate is capable of communicating at a level necessary to pass on a clear and understandable message.

- The written skills test uses pre-established, scene-based videos which will be viewed by the candidate.
- Each video has pre-determined points the candidate should refer to when they prepare their narrative. After viewing the selected incident, the

candidate will be required to write a short, timed, one-page narrative describing what they viewed.

The narrative(s) will be reviewed and scored by the Oral Interview Panel (Step 7) if the candidate progresses to that step.

### **Step 3 – Law Enforcement Aptitude Battery Test (LEAB)**

The written test is designed and developed by *EB Jacobs (now known as) TALOGY*. This test requires a minimum passing score to proceed in the hiring process. Applicants who fail the LEAB cannot re-apply for a minimum of six months.

### **Step 4 – Personal History Statement**

Candidates who successfully complete Steps 1-3 will be given a comprehensive *Personal History Statement* document to complete. They will be instructed to return the fully completed document to the Department as soon as possible, with a deadline of 15 days.

### **Step 5 – Polygraph Examination**

The polygraph examination will be conducted following the guidelines established in [SOP 1210, Polygraph Examination](#). Polygraph reports will be emailed to the Personnel Captain for review. He/she will email the report(s) to the review panel, which will consist of the following:

- Two (2) Deputy Chiefs or their designee
- One (1) Public Safety Legal Advisor (or designee from outside the Department)

The panel will decide by majority vote whether or not the applicant is eligible to continue in the hiring process based upon any automatic disqualifiers and the serious nature of any negative information which has been developed. This information will be reviewed in a blind fashion, without knowledge by the panel of the candidate's identity, race, gender, or other factors. Should the candidate successfully complete Step 5, he/she will move onto the next step.

### **Step 6 – Background Investigation 31.5.1 (A)(B)(C)(D)(E)(F)**

A background investigation will be conducted, using the same standards and guidelines for the purpose of determining a candidate's overall fitness for duty and contain:

- Verification of qualifying credentials
- Criminal history report
- Verification of personal and professional references
- Education Verification
- Employment History
- A review of relevant national or state decertification resources if available

A search will be conducted for any public social media information or Web content that may reflect negatively on the individual, the Department if employed here, or the City as a whole.

In addition to the references provided by the applicant, attempts will be made to develop undisclosed references where applicable.

Upon completion of the background investigation, the report will be sent to the review panel (see Step 5 above). They will look for any automatic disqualifiers or significant negative information which could prohibit further processing. This review, like the polygraph, will be conducted in a blind fashion, without panel member knowledge of identity, race, gender, etc., and decided by majority vote. Should the candidate successfully complete Step 6, he/she will move onto next step.

Any automatic disqualifiers identified during the Polygraph or Background Investigation may be sent (in summary) to the Personnel Captain for confirmation to discontinue in the process. Once any automatic disqualifiers are confirmed, such candidates will be removed from the process and their results will not be forwarded to the review panel.

### **Step 7 – Oral Interview Panel**

The interview panel will consist of:

- One (1) Deputy Chief or designee
- Two (2) Majors or designee
- One (1) Civil Service Member
- One (1) Public Safety Legal Advisor (or designee from outside the Department)

Due to the competitive nature of finding and hiring commissioned police officers, the Support Services Division Commander may alter the order of steps 1, 2, and 3. This will afford the Department the opportunity to offer the written skills test and the law enforcement aptitude battery test at off site locations.

Step 4 must be complete before moving further in the process. Step 6 may be started before step 5 is complete, but will not be submitted for approval unless the applicant successfully completes step 5.

The Oral Interview Panel will interview the candidate. During the interview, the panel will determine if the candidate was able to clearly describe, orally and in writing, what they saw in the written skills test. The panel will determine the candidate's ability to communicate based upon their response to the interview questions and their written skills test.

The oral interview panel will consider all written and oral communication in their final assessment of the candidate to determine if the candidate should be considered for employment as a police officer. The Oral Interview Panel will rank the candidate as follows:

- Recommended
- Not Recommended
- Unknown

## **Step 8 – Chiefs’ Review Panel**

This panel will consist of the Chief of Police (or a designee) and a Deputy Chief (or a designee). The purpose of this review panel is to allow the Chief to meet potential new hires, discuss the applicant’s qualifications with a Deputy Chief, make final decisions on hiring, and ensure the hiring process is working as intended. The questions posed to the candidates by the Chiefs' Review Panel will differ from those asked by the Oral Review Panel.

The Chiefs' Review Panel will be charged with conducting a final interview of the candidate and, utilizing information from each of the other steps, and from the Oral Interview Panel, make a final determination of a conditional job offer. This panel can consider all positive and negative factors from each of the preceding steps and determine whether those factors together are significantly negative on balance to disqualify the candidate. In other words, to reach this point the candidate must have successfully completed the minimum in each prior step; however, the weight of all the negatives for each step when taken together could be cause for disqualification. This Panel will determine whether to extend a conditional offer or end consideration of the candidate.

If the candidate is approved by the Chiefs' Review Panel to proceed, they may receive a conditional offer of employment based on the number of openings available. If a position is not immediately available, they will be placed on an eligibility list.

## **Step 9 – Conditional Offer & Post Offer Testing [31.5.7](#)**

Those individuals given a conditional offer will proceed to post-offer status. The candidate will be given a psychological pre-employment exam. If successfully completed, he/she will receive a medical exam and a drug screen. Assuming the candidate successfully completes all three of these examinations, he/she will be given a confirmed final offer and a start date.

## **Step 10 – Eligibility List**

Candidates approved by the Chief, but not given a conditional offer, will be placed on the eligibility list. When a position opens, candidates will be selected from the eligibility list to continue in the process. Candidates will remain on the eligibility list for one year from the date of their Chiefs’ Review Panel. At the end of one year, they will be removed from the list. Should they desire to continue, they will need to begin the process again.

### **E. PROBATIONARY PERIOD**

All newly-hired employees will serve a probationary period. The terms of this period are established in the [Employee Handbook, section 3.02](#).

F. NON-POLICE DEPARTMENT APPLICANTS

City Human Resources will manage the process of hiring non-Police Department Employees. If requested, the OPPD Personnel Unit will be tasked with running criminal history checks for those applicants who will need CJIS clearance in accordance with [SOP 3060, Computer, REJIS, KCJIS & NCIC USE, SOP 1050, Building Access](#). The PD Personnel Captain will communicate the results of the criminal history check to the City Human Resources point of contact.

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CALEA references:

21.2.2

22.1.3

31.4.1

31.5.1 (A)(B)(C)(D)(E)(F)

31.5.7