



# ORONO POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

<b>Subject:</b>	<b>Recruitment, Selection, and Hiring of Personnel</b>	<b>Policy #</b>	<b>A-17</b>
<b>Effective Date:</b>	<b>June 3, 2025</b>	<b>Review Cycle:</b>	<b>2 Years</b>
<b>Distribution:</b>	<b>All Personnel</b>	<b># of pages:</b>	<b>4</b>
<b>MLEAP:</b>	<b>3.16, 4.01, 4.02, 4.03, 4.04, 4.11</b>		
	<b><i>Rescinds All Previous Policies Related To This Current Policy</i></b>		
<b>Issuing Authority:</b>	<b>Chief of Police Daniel Merrill</b>		

### I. POLICY:

The people of the town of Orono expect the best-qualified individuals to be employed as sworn law enforcement officers, or civilian employees, for the Orono Police Department. It is essential that applicants for employment with the agency be afforded all of the rights guaranteed by the U.S. Constitution. The town of Orono is an equal opportunity employer and the agency shall not engage in any form of unlawful employment discrimination at any time, including during the hiring process. It shall be the policy of the Orono Police Department to maintain a competitive process for the selection of law enforcement agency employees.

### II. PURPOSE:

It is the purpose of this policy to guide the law enforcement administration through a competitive and fair process to assess the suitability of applicants for law enforcement agency employment. It is also the purpose of this policy to establish some guidelines, which are not all-inclusive, for agency hiring of civilian personnel. The final purpose of the policy is to inform prospective candidates of the process outlined in this policy

### III. PROCEDURES FOR HIRING FOR SWORN OFFICERS:

#### A. Selection Process

**MLEAP 4.01**

At the discretion of the Chief of Police each candidate for a law enforcement position may be required to successfully complete or fulfill the following activities in compliance with applicable agency and certification requirements:

1. Submission of the Agency Application for Employment
2. Submission of a Current Resume
3. MCJA Physical Agility Test
4. Oral Interview
5. Background Investigation
6. Polygraph Examination
7. Psychological Examination
8. Medical Examination
9. Interview by the Chief of Police

#### B. Minimum Requirements:

Applicants for a law enforcement position must fulfill the following prerequisites for employment:

1. Per statute, applicants must be 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19 and currently enrolled at an accredited post-secondary education program, with at least 40 credit hours.
2. Be in good physical condition.
3. Have a valid driver's license or the ability to obtain one within 30 days after the projected employment start date.
4. Absence of a criminal record that would render the applicant ineligible for certification as a law enforcement officer by the MCJA Board of Trustees.
5. Absence of an extensive traffic record, including traffic violations or criminal violations punishable by time in jail, within the last three (3) years.
6. Successful completion of all phases of the MCJA Physical Agility Test (PAT).
7. The Chief of Police shall follow any local hiring ordinance.
8. Each candidate may also be required to pass other written examinations.

**C. Application Process:**

Each candidate for a law enforcement position shall be required to complete a town of Orono job application and provide a current resume.

**D. Physical Agility Test**

For full-time law enforcement positions, each candidate shall successfully complete all phases of the Physical Agility Test as approved by the Board of Trustees for the Maine Criminal Justice Academy.

**E. Oral Boards:**

1. Oral Board Evaluations shall be given to a selected number of top candidates, as determined by the Chief of Police or designee.
2. Each candidate shall be asked the same questions during this interview, although follow-up clarification questions are permitted.
3. Scoring shall be numerical in nature, although written comments by oral board members are optional but encouraged.

**F. Background Investigation:**

**MLEAP 4.03**

It shall be the policy of the Orono Police Department to conduct a pre-employment background investigation of each applicant for a law enforcement position prior to appointment to probationary status. A Detective or other qualified officer who has been trained in conducting Pre-Employment Background Investigations shall be responsible for arranging and coordinating background investigations, which must include: **MLEAP 3.16**

1. Verification of qualifying credentials.
2. Criminal history report.
3. Verification of personal and professional references.
4. Education verification.
5. Employment history verification.
6. A review of relevant national or state decertification records if available, and consistent with the First Amendment and all applicable laws, a check of publicly available Internet and information sharing sites to identify activity that promotes or supports unlawful violence or unlawful bias against persons based on race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability.

**G. Polygraph Examination:**

**MLEAP 4.02**

1. The polygraph is an investigative aid, and its results may not be used as the sole determinant of a candidate's fitness for employment as a law enforcement officer. However, admissions made by the applicant during pre-test or post-test interviews, together with other information, is sufficient to support decisions relevant to employment.

1. Polygraph examinations shall only be administered and interpreted by personnel who have been trained and certified in the state of Maine in these procedures.
2. All candidates who are scheduled for a polygraph examination will complete an integrity questionnaire just prior to the examination under the supervision and with the assistance of the polygraph examiner.
3. The polygraph shall be administered in compliance with Maine law. Unless preservation of polygraph examination records is required by law to be maintained for a longer period of time, polygraph records shall be destroyed 3 years after the applicant's examination.
4. As required by law, the agency shall maintain the confidentiality of polygraph examination records.

#### **H. Psychological Examination:**

The agency shall evaluate the psychological and emotional fitness of all candidates for law enforcement positions using reasonable and proper non-discriminatory procedures. The screening mechanisms used during the evaluation process may assist the evaluator with other judgments regarding the emotional and psychological suitability of the candidate. The agency shall utilize properly qualified professionals, either psychologists or psychiatrists, for this evaluation process. As required by law, the agency shall maintain the confidentiality of psychological examination records.

#### **I. Medical Examination**

Candidates for law enforcement positions shall undergo a complete medical examination. At the discretion of the Chief of Police, the agency may require a drug test for all applicants. The purpose of the physical examination is to ensure the candidate can perform the duties of a sworn law enforcement officer. As required by law, the agency shall maintain the confidentiality of medical examination records.

#### **J. Interview by the Chief of Police**

Prior to finalization of an appointment to a law enforcement position, the Chief of Police or designee shall meet with all applicants. In addition, assessing the applicant's suitability for a law enforcement position, the Chief of Police or designee shall explain the agency's expectations from all members of the agency.

#### **K. Probationary to Permanent Employment:**

All new law enforcement employees shall successfully complete a term of probation, as follows:

1. A period of one year beyond the graduation date of the Basic Law Enforcement Training Program (BLETP or equivalent), or one (1) year beyond the date that the Board of Trustees of the Maine Criminal Justice Academy grants a waiver of the BLETP requirement.
2. A period of 6 months one (1) year from the date of hiring if the new employee already held an MCJA Board certification as a law enforcement officer.

### **IV. PROCEDURES FOR HIRING CIVILIANS:**

**MLEAP 4.01**

**A. Selection Process for Civilians:** Each candidate shall be required to complete an application and provide a current resume. At the discretion of the Chief of Police, the applicant shall successfully complete the following steps in the hiring process:

1. Background Investigation, as described above for applicants for law enforcement positions.
2. Oral Board Interview, as described above for applicants for law enforcement positions.
3. For sensitive positions within the agency, applicants for civilian employment may be required to undergo a polygraph examination, as described above for applicants for law enforcement positions.

### **V. APPLICANT AND ALL EMPLOYEE PERSONNEL RECORDS:**

**MLEAP 4.04**

**A.** Applicant and employee information (current and prior) are confidential under Maine law and such records shall always remain secured with limited access by the Chief of Police and the Human Resource Manager.

- B. Materials submitted by applicants will be located at the Town Manager's Office.
- C. Personnel files of current and past employees will be located at the Town Manager's Office
- D. The disposition of documentation concerning unsuccessful applicants shall be consistent with the **State of Maine Local Government Record Retention Schedules In Accordance with Maine Title 5, Chapter 6, §95-B.**

<https://www.maine.gov/sos/arc/records/local/personnel.july2018.pdf>

## **VI. RECRUITMENT PLAN:**

## **MLEAP 4.11**

- A. The Orono Police Department is committed to recruiting highly qualified individuals to join its ranks. The recruitment plan aims to attract individuals who reflect the diverse demographics of the community. The agency strives to ensure that the department's racial and gender composition aligns with the demographics of the community we serve.
- B. In pursuit of these objectives, the agency will make diligent efforts to recruit individuals from various racial and gender backgrounds. Additionally, we prioritize recruiting individuals who reside within the community.
- C. To achieve these goals, the agency may use the following strategies:
  - 1. Agency recruiters will attend career day events at colleges/universities in the region between September and May.
  - 2. Consult with the minority faith-based community and other community leaders, groups, and/or organizations to explain recruitment priorities and solicit assistance.
  - 3. Develop advertisements to target minority applicants.
  - 4. Contact minority regional publications and radios station to run advertisements.
  - 5. Develop key speaking points for community speaking engagements.
- D. Each year, the Orono Police Department will create a comprehensive recruitment plan in January (or July for fiscal year) to guide the agency's efforts in achieving these goals and objectives.