
ADMINISTRATIVE DIRECTIVE – 101.024
SWORN HIRING PROCESS

EFFECTIVE DATE: July 30, 1999
AFFECTS: All Personnel

REVISION DATE: May 31, 2025

**THIS DIRECTIVE WILL NOT SUPERSEDE ANY CITY OF PLANO POLICY AND PROCEDURE,
STATE GOVERNMENT CODE 143 OR LOCAL 143 RULES**

I. PURPOSE

The selection process for new employees is the key component in determining the operational effectiveness of any law enforcement agency. The Plano Police Department seeks to employ the most qualified candidates through a selection process that is fair and equitable for all participants.

II. POLICY

The Plano Police Department is dedicated to hiring the best-qualified applicants for its sworn and non-sworn positions. The department will not discriminate based on race, color, religion, sex, national origin, age, or disability.

III. PROCEDURE FOR SWORN PERSONNEL

A. Responsibilities

1. The sergeant of the Professional Standards Unit shall be vested with the duty, accountability, and authority for administering the recruitment and selection procedures. The sergeant will be knowledgeable in personnel matters, especially equal employment opportunities and affirmative action programs as they affect the management and operations of the department.
2. In accordance with state and local civil services regulations, the Chief of Police shall retain the responsibility to set minimum qualifications for police officers and to determine the methods and operations of the department.

B. Selection Process Review

1. The entire selection process shall be evaluated annually in terms of its effectiveness relevant to selecting the best qualified candidates in a fair and equitable manner.
2. All circumstances concerning the evaluation of validity, and utility shall be considered in determining when one or more components of the selection process may become outdated.
3. The evaluation will be conducted by the Professional Standards Sergeant. Findings of the evaluation will be summarized in a written report and forwarded to the Chief for review and comment.

C. Adverse Impact

1. Adverse impact in the selection process will be measured for each written examination based on the date given. Impact will be determined by comparing the pass/failure rate for each race, sex, and ethnic group from those tested.
2. Within the constraints of civil service law, adverse impact, if any, will be minimized in the selection process. Only bona fide occupational qualifications will be considered in making selection decisions.
3. Records and data used to monitor adverse impact will be maintained on file.

D. Administration of the Selection Process

1. All elements of the selection process, in accordance with civil service rules and regulations, shall be administered, scored, evaluated, and interpreted in a uniform manner.
2. Personnel representative of race, sex, and ethnic groups in the City of Plano shall be used in the recruitment and selection process when possible.

E. Testing Elements

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1. Applicants will be given a written examination.
2. All testing procedures shall be in accordance with Texas Local Government Code 143 and City of Plano Fire Fighters' and Police Officers' Civil Service Rules and Regulations guidelines.
3. Results of the written examination shall be retained in written form by the department as directed by the City of Plano Records Retention Schedule.
4. All selection materials will be stored in a secure area when they are in possession of the department.

F. Information Provided to Applicants

When taking the Civil Service Examination, all applicants shall have been informed in writing of all elements of the selection process, including the amount of time the selection process normally takes.

G. Reappointment

1. Former Plano Police Department sworn employees who leave the department in good standing may petition the Chief of Police for reappointment in accordance with Texas Local Government Code 143 and City of Plano Fire Fighters' and Police Officers' Civil Service Rules and Regulations guidelines.
2. Having a petition for reappointment denied by the Chief of Police shall not preclude a former employee from reapplying through the civil service testing process, so long as they meet the application requirements established by Texas Local Government Code 143 and City of Plano Fire Fighters' and Police Officers' Civil Service Rules and Regulations.

H. Disqualifications

1. Applicants determined to be ineligible for appointment will be notified in writing of the decision within thirty (30) calendar days of the decision not to appoint.
2. If ineligibility is based on a single test, examination, interview or investigation, the applicant will be informed of the specific reason in the written notice.
3. The use of results of polygraph examinations or other instruments for the detection of deception will not be used as the single determinant of employment status.
4. The records of applicants who were not selected will be retained in the Professional Standards Unit. A memorandum outlining the cause for ineligibility will be forwarded to the Director of Civil Service for safekeeping in accordance with civil service rules and regulations.
5. Applicants will not be disqualified solely because of omissions or deficiencies that can be corrected prior to the formal interview process.

I. Background Investigations

1. Prior to being hired, background investigators shall conduct a thorough background investigation on each applicant, including at a minimum, the information referenced in this directive before being appointed to probationary status.
2. The background investigation will include the verification of the applicant's qualifying credentials, a complete check of the applicant's criminal history, and other standard checks as determined by the Professional Standards Unit Sergeant.
3. Background investigations shall only be assigned to personnel who have received appropriate training in background investigation and information collection.

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4. The information obtained in the background investigation will be maintained in the applicant's confidential file for the tenure of their employment; or as directed by the state records retention schedule.
5. Before being appointed, each applicant must successfully complete a fingerprint search of local, state, and United States records and fingerprint files to disclose any criminal record. A copy of the fingerprint check return shall be maintained in the personnel file.
6. If the applicant is a current Texas Peace Officer, the applicant must submit an official record of annual firearms qualification within the past 12 months or complete a firearms qualification prior to employment.
7. Applicants for employment must submit a completed Personal History Statement (PHS). The department shall obtain written consent from each applicant before reviewing information required during the background investigation.
8. In addition to the personal history statement, the background investigator will review:
 - a. Personnel files, as described by Texas Occupations Code § 1701.4535, and other employee records from each previous law enforcement agency employer, including the employment application submitted to the previous employer.
 - b. Employment termination reports and misconduct investigation reports maintained by the Texas Commission on Law Enforcement (TCOLE).
 - c. Service records maintained by TCOLE.
 - d. Proof the applicant meets the minimum qualifications for enrollment in a training program under Texas Occupations Code § 1701.251(a).
 - e. A military veteran's United States Department of Defense Form DD-214 or other military discharge record.
 - f. Criminal history record information.
 - g. Information on pending warrants as available through the Texas Crime Information Center and National Crime Information Center.
 - h. Evidence of financial responsibility as required by Texas Transportation Code § 601.051.
 - i. A driving record from the Department of Public Safety.
 - j. Proof of United States citizenship or, if the applicant is an honorably discharged veteran of the armed forces of the United States with at least two years of service before discharge, proof of legal permanent residence and proof the applicant has applied for United States citizenship.
 - k. Information on the applicant's background from at least three personal references and at least two professional references.
 - l. Information on the applicant's law enforcement background as available through the National Decertification Index maintained by the International Association of Directors of Law Enforcement Standards and Training; and obtaining and reviewing records with entry agencies if a matching record exists.
 - m. If applicable, a file or record obtained by the commission under Texas Occupations Code § 1701.3035.

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J. Other Selection Procedures

1. Applicants will be administered a polygraph examination by a trained polygraph examiner selected by the department.
 - a. Admissions made during the polygraph examination will be used to assist in determining the applicant's acceptability.
 - b. The polygraph examination will not be the single determinant of employment status.
 - c. The examiner will review the questions to be asked on the polygraph examination with the applicant at the time of the examination.
2. Applicants will meet with the Oral Review Board who will determine if the applicant has the ability to perform as a Plano Police Officer. If the Oral Review Board approves the applicant by a majority vote the applicant will be given a Conditional Offer of Employment.
3. Files and records of applicants who are current Texas Peace Officers must be reviewed electronically through the TCOLE Secure Share and in person (if the previous law enforcement agency agrees). File reviews may not be done by phone.
4. Background investigators will provide the other law enforcement agency with a copy of the applicant's signed Release of Information before obtaining and reviewing all files and records.
5. Agencies in other states and federal agencies do not have access to the TCOLE file sharing system. If files from those agencies cannot be reviewed in person, other reasonable efforts should be made to review the files electronically. If the files cannot be reviewed, the investigator should document the reason why and the efforts that were made in the background investigation report.
6. If a Release of Information was provided, and an agency does not respond to a file sharing request for records within ten business days, and the investigator has made direct contact with the person from whom they are requesting files (such as phone or email), the investigator should contact their TCOLE Field Service Agent for assistance.
7. Background investigators must contact each agency to determine if records still exist regardless of records retention schedules. Some agencies retain records long past those schedules and all available records must be reviewed.
8. If an agency no longer has records, most will upload a form letter to the file sharing system documenting the lack of records and the reason why. That letter should be added to the background investigation report.
9. If a previous agency no longer exists or is currently unmanned, background investigators should confirm and document the same in the background investigation report. The assigned investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed.
10. The background investigator shall document all findings pertinent to the background investigation in a background investigation report. A copy of the background investigation report shall be maintained in the employee's personnel file.
11. A medical examination and drug screening shall be administered by a physician in accordance with Texas Local Government Code 143, City of Plano Fire Fighters' and Police Officers' Civil Service Rules and Regulations, and Texas Commission on Law Enforcement guidelines.

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- a. The medical examination will be administered to all applicants following a conditional job offer and prior to appointment to probationary status.
 - b. A physical fitness examination will be given to all applicants following the written examination and prior to appointment to probationary status.
 - c. If the applicant successfully passes the medical examination and drug screening, the provider administering the exam shall sign the L-2. The L-2 shall be included in the employee's personnel file.
 - d. If the applicant fails the medical examination or drug screening, this agency will report the failure to TCOLE on a form prescribed by TCOLE. Applicants who fail any part of the medical examination will be temporarily disqualified.
12. A psychological examination shall be administered by a psychiatrist or psychologist in accordance with Texas Local Government Code 143, City of Plano Fire Fighters' and Police Officers' Civil Service Rules and Regulations, and Texas Commission on Law Enforcement guidelines. The psychiatrist or psychologist performing the assessment shall provide the Professional Standards Unit with a signed Licensee Psychological and Emotional Health Declaration (L-3) form in accordance with Texas Commission on Law Enforcement Rules.
- a. The psychological examination will be administered to all applicants following a conditional job offer and prior to appointment to probationary status.
 - b. A summary of emotional stability and psychological fitness of those applicants appointed to probationary status will be maintained in the confidential file.
 - c. The psychologist or psychiatrist must be given a copy of the applicant's PHS and background investigation report to review before the examination.
 - d. The psychological examination must be conducted according to professional standards and include: use of at least two instruments, one measuring personality traits, and one measuring psychopathology; and conducting an interview after the two instruments above are scored and a review of the PHS.
 - e. If the applicant successfully passes the psychological examination, the psychologist or psychiatrist shall sign the L-3. The L-3 shall be included in the employee's personnel file.
 - f. If the applicant fails the psychological examination, the department will report the failure to TCOLE on a form prescribed by TCOLE.
13. Upon completion of the background investigation, applicants will meet with the Chief of Police prior to the presentation of a Final Offer of Employment.
14. Information obtained during examinations listed in 101.024.III.J will be maintained in the applicant's confidential file for the tenure of their employment; or as directed by the state records retention schedule.
- K. Appointment of Licensee
- 1. Upon hiring, a complete and accurate L-1 or L1-T will be submitted to TCOLE.
 - 2. A copy of the L-1 or L1-T will be notarized and maintained in the employee's personnel file.
- L. Provisional Hiring Period
- 1. Applicants hired while the subject of a misconduct investigation with a previous employing

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- agency may initially be hired on a provisional basis of 90 days.
2. During that provisional period, the department will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings.
 3. This provisional period is unrelated to any other probationary hiring periods used by the department.