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**ADMINISTRATIVE DIRECTIVE – 101.024**  
**SWORN HIRING PROCESS**

**EFFECTIVE DATE:** July 30, 1999  
**AFFECTS:** All Personnel

**REVISION DATE:** March 9, 2022

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**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 on the basis of 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and utility shall be considered in determining when one or more components of the selection process may become outdated.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.

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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**

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. Applicants will have a thorough background investigation conducted before being appointed to probationary status.

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2. The background investigation will include the verification of the applicant's qualifying credentials, a complete check of the applicant's criminal history, verification of at least six (6) personal references, 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.
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.

**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. 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. The physician performing the assessment shall provide the Professional Standards Unit with a signed Licensee Medical Condition Declaration (L-2) form in accordance with Texas Commission on Law Enforcement Rules.
  - 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. If the applicant fails any part of the fitness test, they are temporarily disqualified.
3. A mental 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 mental 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
4. 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 scheduled to interview with the Chief of Police.
5. Applicants will meet with the Chief of Police prior to the presentation of a Conditional Offer of Employment.

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6. 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.