


TRUMBULL POLICE DEPARTMENT POLICY

	POLICY TITLE Recruitment and Selection Process		POLICY NUMBER 2.6.2
	EFFECTIVE DATE May 19, 2016	REVISION DATE(S) March 15, 2019	
	APPROVAL AUTHORITY SIGNATURE:		

I. PURPOSE:

To establish procedures for the recruitment, and selection of police officers and to identify the Department's responsibilities in this process.

II. POLICY:

It is the policy of the Trumbull Police Department to assist the Town's Human Resources Department in the selection and orientation of new police officers. The department shall comply with Connecticut Public Act 15-4 and CGS 7-291b and promote achieving the goal of racial, gender and ethnic diversity within all ranks department ranks.

III. PROCEDURES:

A. Recruitment and Hiring Responsibilities:

1. It shall be the responsibility of the Town's Human Resource Department to post Job Announcements for positions within the Police Department. Announcements should contain a description of the duties, responsibilities, requisite skills, educational level and physical standards for the position(s) to be filled.
2. The Trumbull Police Department strives to meet and exceed state standards on officer qualifications for employment while maintaining an equal employment opportunity and discrimination-free environment. The department will implement, follow and enforce the town's [Affirmative Action Policy Statement](#) for employment, retention and for promotional opportunities arising during employment.

B. Equal Employment Opportunity:

1. This department is committed to making reasonable sustained, diligent efforts to identify, consider and respond to reasonable requests for job accommodations and take reasonable action to employ qualified individuals with disabilities.
2. It is the sworn duty of all law enforcement officers to uphold the constitutional rights of all individuals. The department strictly prohibits any retaliatory action against an employee for opposing a practice, which he or she believes to be discriminatory. This includes the filing of an internal complaint or the filing of a complaint with a state or federal civil rights enforcement agency.
3. Maintaining the ideals of equal opportunity employment, no individual inquiring about employment with this department, may be discriminated against based on:
 - Race, Color, Religion, Sex, Age, National origin, Disability, Honorable military service, Disability, Marital status, or Political affiliation.

4. All employees are expected to abide by the procedures as outlined within this policy. Violation of this policy subjects an employee to disciplinary action, up to and including dismissal.

C. Recruitment Program:

1. The purpose of the Trumbull Police Department recruitment program is to identify and employ the best qualified candidates available, and not merely eliminate the least qualified.
2. The Chief shall, when necessary, designate department members to coordinate with the Town of Trumbull Human Resources Department regarding recruiting qualified candidates and entry level testing.
3. Proactive and targeted community outreach efforts can help encourage people from diverse populations and walks of life to consider a career with our department.
4. When entry-level vacancies exist within the Department, (or it is anticipated by the Police Commission that vacancies will exist), subject to the availability of funds for such position(s), the Chief of Police will direct the assigned recruiter(s) to coordinate with the Human Resources Department to initiate recruitment efforts. Recruitment efforts may include but are not limited to :
 - a. Notifying all agency personnel of active recruitment;
 - b. Notifying local media of recruitment;
 - c. Participating in job fairs at local colleges, schools and institutions. The department shall maintain a “list” of contact information for interested persons who sign up at these fairs. Notifying those persons when a hiring process is announced.
 - d. Posting job announcements at various municipal and private service agencies announcing position openings;
 - e. Visiting educational institutions and community organizations to recruit on-site;
 - f. Notifying Armed Forces Veterans programs and services of recruitment;
 - g. Posting recruitment ads on Social Media sites.
3. Recruitment may include referrals and advice from various community, faith based and religious organizations and key leaders. When recruitment efforts begin, the recruiter shall partner with these community organizations and leaders asking for their assistance. Such assistance may include reaching out to minority business owners and groups, posting recruitment announcements, distributing recruitment literature and forwarding referrals.

D. Training for Recruiting Personnel:

The Training Division shall ensure that the personnel assigned to recruiting efforts receive training or are provided information in the following areas:

1. Knowledge of Equal Employment Opportunity;
2. Town of Trumbull Affirmative Action plan;
3. Agency career opportunities, salary, benefits, etc.;
4. Federal and state compliance guidelines including the Americans with Disabilities Act;

5. The community and its needs (including demographic data, community organizations, educational institutions, etc.);
6. Cultural awareness and understanding of different groups;
7. Techniques of informal record keeping systems for candidate tracking; and
8. Characteristics that may disqualify candidates.

E. Notification of Employment Decision / Re-Application Process:

1. Candidates who have completed all phases of entry level testing, including an interview by the Police Commission, shall be informed in writing of the decision to reject the applicant or to appoint the applicant to probationary status. Such notification shall normally be made within 20 days of the interview.
2. Candidates who have completed all phases of the testing process, but have not been appointed to probationary status, shall be eligible to re-apply for employment. Upon re-application, the candidate may be required to submit to re-testing, but in any event, shall be required to be re-interviewed by the Police Commission. If the time span between the original application and re-application is greater than 6 months, a follow up background investigation shall be conducted to gather any new information since the original background investigations.

F. Selection:

1. Selection Process:

- a. The selection process shall be established by the Trumbull Board of Police Commissioners with the assistance of the Civil Service Department, which may opt to use a private testing service to provide certain components for the candidate selection process. Upon application, candidates will be provided an informational packet that includes:
 1. A description of the selection process;
 2. A description of the types of tests administered;
 3. Expected duration of selection process;
 4. The conditions and procedures for re-application, re-testing and re-evaluation and
 5. Selection criteria as established by the Police Commission.
- b. The selection process shall use only those tests and/or components that have been documented as having validity, utility and minimum adverse impact. The validity of the components of the selection process shall be determined by one or more of the following ways:
 1. Criterion-related validation;
 2. Construct validation; and
 3. Content validation.

G. Administration of Selection Process:

- a. Pursuant to the Charter of the Town of Trumbull, the Board of Police Commissioners shall have the authority to select and appoint all officers and members of the Trumbull Police Department. The Board of Police Commissioners shall determine the manner and type of selection process to be utilized consistent with applicable collective bargaining agreements and law.

- b. The Chief of Police shall designate personnel responsible for coordinating and assisting the Trumbull Human Resources Department with the selection process to include:
 1. Preparing and updating a selection manual
 2. Testing applicants

H. Psychological, Medical and Polygraph Testing:

Psychological evaluation, physical fitness and polygraph testing shall be included as part of the selection process. Such tests shall be administered by persons or agencies using valid, useful and nondiscriminatory procedures. Qualified professionals shall administer such tests. All such tests shall be administered pursuant to applicable laws and P.O.S.T. standards.

I. Background Investigations:

- a. A thorough background investigation shall be conducted on a potential candidate by members of the Trumbull Police Department. Background investigations shall be completed prior to the selection interview with the Trumbull Board of Police Commissioners.
- b. Only sworn officers of the Trumbull Police Department shall conduct candidate background investigations. Such personnel shall be trained in collecting personal data and interviewing persons in matters of a confidential nature.
- c. Background investigations shall be conducted by various means, including but not limited to:
 - 1) Compilation of various records and data, which may include school transcripts, employment history, motor vehicle history, criminal records check, citizenship status, etc.;
 - 2) Interviews with at least three (3) persons who have knowledge of the candidate such as: former employees, teachers, neighbors, co-workers, landlords, etc.; and
 - 3) Investigation of other aspects of the candidate as appropriate.
- d. Information obtained from background investigations will be maintained for as required by law. If a candidate is appointed to probationary status, the background information shall become part of the individual's personnel file.

J. Storage and Disposal of Selection Material:

- d. All selection material shall be stored in locked files in a secure area. Access shall be limited to those persons needing access for selection-related purposes such as background investigations.
- e. Records shall be maintained and released pursuant to law.
- f. Any private testing agency maintaining selection materials must agree to store such material in a secure manner, and limit access only to persons having a legitimate purpose according to law.

K. Chiefs and Deputy Chiefs Selection Process:

The Trumbull Board of Police Commissioners shall coordinate with the Trumbull Human Resources Department to establish selection criteria for the hiring of the Chief of Police and Deputy Chief of Police.