

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



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| G.O. Number: 14.1 | Subject: Selection | |
| Chapter: Professional and Legal Requirements | Number of Pages: 06 | |
| CFA Standard(s): 9.01,9.04 | Effective: 01-13-2025 | |
| By Order of Chief of Police: Reo B. Hatfield III <i>Reo B. Hatfield</i> | Revised: 11-20-2024 Status: Amended | |

SECTIONS:

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RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the professional and legal requirements of the personnel selection process; to establish authority and responsibility for administration of the personnel selection process.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department, in conjunction with the Human Resources Manager, to utilize a fair selection process in identifying candidates who possess the abilities necessary to work within the South Miami Police Department. Professional and legal requirements are combined to ensure an efficient and effective personnel selection process.

PROCEDURE:

14.1.1 Selection Process Described

A. The selection process for full-time and civilian applicants consists of several phases of screening of applicants, review by a structured interview board, evaluation through investigation and examination, and may include an interview with the Chief of Police. (At will- executive level positions may be exempted from portions of this process at the discretion of the Chief of Police). The Chief will make the final decision on which candidate(s) will be recommended to the City Manager for hiring. These phases described in order and in more detail, are as follows:

1. Application Screening- Each applicant will be required to apply electronically through the City of South Miami website. Those applications will be screened by the Human Resource Manager and forwarded to Professional Compliance for further processing. All candidates for certain positions require specific educational and technical qualifications (i.e. high school diploma or equivalent, related work experience and/or law enforcement experience).
 - a. The minimum education requirement is a high school diploma or equivalent (i.e. GED). Preference may be given to those applicants who possess a college degree or Florida Basic Recruit Certificate issued by the CJSTC.
 - b. Out-of-state sworn candidates for police officer positions will request an evaluation of their training status by the Florida Department of Law Enforcement, (FDLE) CJSTC. Their training must comply with the State's Basic Recruit Certificate. If it does not comply, the out-of-state candidate(s) must complete the FDLE comparative compliance course. Civilian applicants will be required to possess those qualifications as required in the job description. Preference will also be given to those who possess a college degree or applicable experience.
 - c. Florida residents must possess a valid Florida driver's license. Out-of-state candidates must apply for a Florida driver's license. This applies to both sworn and civilian applicants.
 - d. Candidates must take the Basic Abilities Test (BAT). Under FSS 943.17(1)(g) any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14) FSS, or (ii) holds an associates degree or higher from an accredited college or university is not required to take the (BAT).

- e. Physical Abilities Test at an authorized Criminal Justice Institute prior to submitting the application and/or being accepted to attend the Police Academy. **(CFA 9.04)** Some exceptions may apply. This requirement of employment applies to sworn applicants.
 - f. Miscellaneous
 - i. It is the nature of this agency for both sworn and civilian employees to be required on occasion to use a city vehicle. The applicant must not possess a driving history that shows a driving pattern that may be a liability to the agency. (Some examples are receiving an excessive number of moving traffic citations within three years, DUI, reckless driving, etc.)
 - ii. The applicant must not have a criminal record of a felony conviction, a misdemeanor involving perjury or giving a false statement, or domestic abuse or battery as described in Florida Statutes. This applies to both sworn and civilian applicants unless otherwise directed by the Chief of Police. Sworn and civilian applicant's fingerprints will be obtained by LiveScan Electronic Fingerprinting, to run checks against criminal records.
 - iii. Both sworn and civilian applicants to be eligible for appointment, shall not have:
 - a) Used, tried, tasted, experimented with, or possessed any illegal controlled substance, excluding marijuana, within the past 24 months.
 - b) Sold, delivered, grown or manufactured any illegal controlled substance at any time except marijuana.
 - c) Positive drug screening at time of employment or any time after.
2. Preliminary Background Check- A preliminary background check will be conducted by Professional Compliance on the applicant's criminal history, including national, state, and local checks. These checks will also confirm that there are no outstanding warrants for the applicant.
3. Oral Board Interview- This phase involves an interview by a board generally consisting of three (3) preselected members from the department. Recommended and Highly Recommended candidates will advance to the next phase. The candidate(s) will be given a conditional Offer of Employment letter signed by the Human Resource Manager.

4. Polygraph Examination- The candidate will be given a polygraph examination by a certified polygraph examiner. Passing candidates will advance to the next phase.
5. Screening Measures- The following measures for screening applicants are used, although not necessarily in the order listed (may be concurrent)
 - a. Medical/Physical examination, drug screening, and psychological examination; and
 - b. A complete background investigation, including employment history and neighborhood check.
6. Final approval of the Chief of Police.

14.1.2 Job Relatedness

- A. The selection process shared by the police department, Human Resources Manager and all Criminal Justice Institutes in the State of Florida uses only those components that have been documented as having validity (job-relatedness), utility (usefulness), and minimum adverse impact (non-discriminatory). **(CFA 9.01)** This applies to both sworn and civilian applicants.
- B. The validity of the types of tests and how they are administered is determined by the Criminal Justice Standards and Training Commission (CJSTC). It is based on an updated job task analysis. This job task analysis is based on statewide job task analysis revalidation, prepared for and distributed by the Florida Department of Law Enforcement (FDLE), CJSTC, Bureau of Training.

14.1.3 Uniform Administration

- A. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner. This applies to both sworn and civilian applicants **(CFA 9.01)**

14.1.4 Candidate Information

- A. At the time of their formal application, candidates will be informed in writing of all elements of the selection process.
- B. Candidates' applications will remain active for 365 days from the date it is filed. At the end of the 365 days, the application is void. Except for disqualified candidates, qualified candidates not chosen after the selection process are eligible to reapply for another vacancy. An updated application will be necessary to reapply. This applies

to both sworn and civilian applicants. Some reasons for disqualification are:

1. The applicant lacks the required qualifications outlined in the job description/examination announcement.
2. The applicant is not physically able to perform the essential functions of the position or poses a direct threat to the health or safety of the applicant or others, and no reasonable accommodation is available which would reduce to an acceptable level any health or safety risk incurred by the performance of such functions.
3. The applicant is currently engaged in the illegal use of drugs as evidenced by testing positive in a pre-employment drug test, or other objective evidence of the applicant's unlawful use of drugs.
4. The applicant is addicted to the habitual use of drugs or alcoholic beverages and if hired, such addiction would impose a direct threat to the health or safety of the applicant or others, which could not be eliminated by a reasonable accommodation.
5. The applicant is not in compliance with any section of FSS 943.13 outlining "Minimum Qualifications" for law enforcement officer.
6. The applicant has knowingly made a false statement of a material fact or practiced or attempted to practice fraud or deception in his/her application or test in attempting to secure employment.
7. An applicant may be rejected for failure to pass the polygraph or psychological examinations administered during the selection process.

14.1.5 Notification of Ineligibility

- A. Candidates determined to be ineligible for appointment to any position in the police department are notified in writing within thirty (30) calendar days of such a decision. This applies to both sworn and civilian applicants.

14.1.6 Disposition of Records

The records of candidates not hired will be held for a period of four (4) years after the initial submission year. Following the four (4) – year period, the records may then be destroyed (according to rules set forth in State of Florida Public Records Law, as well as state and local government records). This applies to both sworn and civilian applicants.

14.1.7 Selection Material Security

Selection materials will not be left unattended; they will be secured in a locked area when not in use. Completed and disqualified applicant files will be digitally purged according to Professional Compliance and acknowledged by the Human Resource Manager and City Clerk. Access to the materials will be permitted only to those City and departmental employees who are involved in administering the selection process, or in the destruction of records.

As a general policy, selection materials will be disposed of by shredding and/or burning to prevent disclosure of the information they contain. Materials to be destroyed will be monitored by the Services Supervisor.