



Sheridan Police Department
Policies and Procedures
5.1 Replaces 201.1
Chapter 5 – Department Employment
Section 1 – Recruitment & Selection

Date: January 1, 2013
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Signature:

A handwritten signature in blue ink, appearing to read "M. K. H.", is written over a light blue horizontal line.

The Sheridan Police Department is committed to hiring only the best-qualified applicants through positive recruitment and selection efforts.

5.1.1 Recruitment

A. The recruiting process shall be a joint effort of the Sheridan Police Department and the City of Sheridan's Human Resources Department.

B. Personnel assigned to recruiting will be trained in personnel matters, especially in equal employment opportunity and other federal requirements as they affect the hiring process.

C. The effectiveness of the recruiting process is dependent on the personnel selected to represent the Sheridan Police Department in this role. Employees participating in recruitment:

1. Must have a working knowledge of the duties of all positions, the Sheridan Police Department and its programs, and the steps in the selection process including:
 - a. Career opportunities, salaries, benefits and training of the Sheridan Police Department;
 - b. Community information including demographics, housing, community organizations, and educational institutions;
 - c. Wyoming Peace Officers Standards and Training (POST) Commission requirements for employment of law enforcement officers;
 - d. Procedures involving background investigations, written examinations, interviews, and fitness standards; and
 - e. Rejection guidelines for those not meeting minimum requirements for employment.
2. Must have knowledge of record keeping systems for candidate tracking; and
3. Must represent the Sheridan Police Department in a positive manner.

D. The Sheridan Police Department recognizes one of the most effective recruiting techniques is word of mouth from current employees. Employees are encouraged to present the department in the best possible light and support recruitment efforts in their daily contacts by encouraging qualified applicants to apply.

E. The Sheridan Police Department will maintain contact with recruitment resources such as colleges and police academies in order to identify potential applicants.

5.1.2 Police Officer Hiring Process

A. The Sheridan Police Department shall conduct its hiring process in compliance with all applicable laws, city policies and Civil Service Rules. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.

B. The Sheridan Police Department continuously accepts applications for police officer and conducts testing as the need arises. When all vacant positions are filled, successful candidates will be placed on an eligibility list that will typically be valid for one year.

C. Applications are available from and accepted through the employment section of the department page on the City of Sheridan. Applications are also available on the City of Sheridan website. Applications are reviewed for minimum qualifications, automatic disqualifiers, completeness and accuracy by representatives from the Sheridan Police Department and the City of Sheridan Human Resource Department.

1. The following minimum qualifications are required to become a police officer (Wyoming Statute 9-1-704):

- a. Be at least 21 years of age. (Testing can take place before reaching the age of 21.);
- b. Be a United States citizen;
- c. Possess a valid driver's license; and
- d. Be a high school graduate or equivalent.

2. The following are grounds for the rejection of a candidate for employment:

- a. The applicant has pled guilty or nolo contendere to, or has been found guilty of any felony;
- b. The applicant has a pending felony charge;
- c. The applicant has a conviction within the past 5 years for driving under the influence of alcohol or drugs or other inappropriate driving record as determined by the Chief of Police.
- d. The applicant has a misdemeanor conviction of domestic assault;

- e. The applicant has established a pattern of conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the law which would jeopardize public trust in the law enforcement profession;
- f. The applicant has been untruthful during the application or hiring process;
- g. The applicant has sold, delivered, traded or dispensed drugs illegally;
- h. The applicant has used marijuana in the last 2 years, any other illegal drug in the last 5 years, or any pattern of habitual use.
- i. The applicant has failed any part of the testing or hiring process within the past year.
- j. Additional reasons for rejection will be decided on a case by case basis.

D. The best qualified candidates will be contacted to arrange for testing. Candidates will be provided information about the stages of the selection process and the expected duration of the process.

E. Fitness assessments are administered by the members of the police department staff. Applicants must obtain a minimum score equal to minimum entry requirements for the Wyoming Law Enforcement Academy. Successful candidates will be scheduled for a written test.

F. A commercially available written test will be selected and administered by the department. The minimum passing score is 75%. Those candidates successfully passing the written test will be scheduled for an interview.

G. An interview will be conducted on behalf of the Civil Service Commission and will include representatives from the Sheridan Police Department and human resources department.

1. Questions will explore the candidate's interest in and qualifications for a law enforcement position as well as assess the interpersonal skills of the candidate. Specific areas to be scored are:

- a. Service mindset
- b. Reliability
- c. Self-awareness
- d. Problem solving
- e. Courage
- f. Perceived effectiveness as an officer based professionalism shown, communication skills, and demeanor

2. Oral board members will have access to the candidate's application package, and will score the application and submitted essay

3. Candidates obtaining the minimum passing score of 75% may be invited to meet with department staff to prepare for the background investigation.

H. Department staff will obtain signatures authorizing release of information for the background investigation and obtain copies of the applicant's birth certificate, driver's license, and social security card. Department staff will issue a conditional offer of employment.

I. The candidate will be fingerprinted and photographed. Fingerprints will be submitted to the Federal Bureau of Investigation and Wyoming Division of Criminal Investigation for a criminal record check.

J. The candidate will meet with a department employee who will review the candidate's personal web sites and social media accounts with the candidate.

K. The candidate will be provided an opportunity to ride with an officer.

L. If a candidate is approved to continue in the hiring process, a background investigation as mandated by Wyoming Peace Officers Standards and Training Commission will be conducted. Background investigations will be conducted by an officer trained in conducting police employment background investigations. In order to be considered for employment, the candidate will comply with the investigators requests for documents and other information throughout the background investigation process. Minimum background standards require a check on:

1. Drug and alcohol abuse;
2. Personal references;
3. Employment history;
4. School records;
5. Military records;
6. Driving records;
7. Present employer reference;
8. DCI and FBI fingerprint files;
9. Interview of spouse;
10. Credit history; and
11. Wyoming POST records.

M. The candidate will participate in a polygraph examination by a trained examiner in compliance with ADA guidelines. Prior to the examination, during the pre-test interview, the candidate will be apprised of the areas from which questions will be drawn.

N. Upon completion of the background investigation the results of the testing and background process will be reviewed with the chief of police who will determine whether or not the applicant has met the standards for an interview with the chief.

O. Successful applicants will meet with the Chief of Police for a final interview.

P. With the approval of the Chief of Police, candidates will be scheduled for a medical examination by a licensed physician to determine if the candidate is in good health and is physically capable of performing the essential job functions of a police officer. Human Resources will schedule a drug test.

Q. Candidates will be scheduled for a psychological examination by a licensed psychologist or psychiatrist to establish the candidate's psychological fitness for duty. Candidates will be scheduled for a polygraph examination.

R. Department staff will ensure all applicants who fail to successfully complete any phase of the selection process are notified of the results and their eligibility status for re-testing.

S. Background investigations and selection materials of those individuals not hired shall be retained in a secure manner for a period of at least two years per Wyoming's records retention schedule (Wyoming Statutes 9-2-405 through 9-2-413) and then destroyed.

5.1.3 Lateral Hiring of Police Officers

A. Candidates with police officer experience and current certification may be eligible for hire above the standard starting wage. Experience will be evaluated as part of the candidate's background check to determine it is equivalent to experience with the Sheridan Police Department. Final approval shall be by the chief of police.

B. Applicants eligible for lateral hiring must complete all testing steps.

C. Applicants eligible for lateral hiring whose experience and training was outside Wyoming must:

1. Show proof of having completed a Wyoming POST approved basic training program;
2. Satisfactorily complete a written exam by POST;
3. Attend these Wyoming Law Enforcement Academy courses:
 - a. Wyoming Criminal Law and Procedures;
 - b. Peace Officer Use of Force;

c. Peace Officer Domestic Violence.

D. All newly hired sworn employees, regardless of experience, shall serve a one-year trial service period.

E. At the discretion of the Chief of Police, the annual leave accrual rate for lateral entry new hires may begin at the accrual rate of 120 hours/year, the current rate for officers with 4+ years of service.

F. At the discretion of the Chief of Police, the annual rate of pay for lateral entry new hires may begin two (2) steps above entry level officer pay.

5.1.4 Non-Sworn Hiring Process

A. The Sheridan Police Department shall conduct its hiring process in compliance with all applicable laws and city policies. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.

B. Applications are available on the City of Sheridan website. Applications are accepted for advertised openings only.

C. Applications are reviewed for minimum qualifications, automatic disqualifiers, completeness and accuracy by the personnel services coordinator. Qualifications vary by position and are available in the posted job announcement.

D. The best qualified candidates will be contacted to arrange for testing. Candidates will be provided information about the stages of the selection process which will include an interview, background check and pre-employment drug screen. Additional testing may include typing tests, medical or psychological tests, and other job specific tests dependent on the position:

1. The department supervisor and other staff as deemed appropriate will conduct an interview with the applicant to explore the applicant's interest and qualifications for the position.

2. A background investigation will be conducted by an assigned background investigator or other staff trained in conducting employment background investigations. The check will include a criminal records check based on the applicant's fingerprints.

5.1.5 Employment and Orientation

A. The appropriate administrator will coordinate with the city human resources department and assigned supervisors to arrange a starting date, initial orientations and onboarding.

B. In addition to providing an orientation to the candidate, the human resources department will schedule additional meetings as necessary.

C. The supervisor or designee will arrange the new hires police department orientation and training schedule. (See section 6.2) The orientation shall include:

- 1.Introduction to the department's role, purpose, goals, policies, and procedures;
- 2.Working conditions and regulations;
- 3.Responsibilities and rights of employees;
- 4.Assignment of uniforms and equipment; and
- 5.An introduction around the building.

D. The appropriate administrator shall provide the administrative assistant the candidate's completed file. The background investigation along with the results of all testing and selection data shall become part of the employee's file. Medical reports, psychological reports, polygraph reports and screening instrument results shall be removed from the file and secured separately.

E. The City of Sheridan Human Resources shall prepare a City of Sheridan change of status form indicating:

- 1.Starting date
- 2.Starting salary

F. For sworn officers and dispatchers the administrative assistant shall prepare and submit Wyoming Peace Officers Standards and Training (POST) forms for the newly hired employee.

G. A personnel order will be issued advising department members of the hire.

5.1.6 Certified Status for Newly Hired Employees

A. All newly hired employees will serve a trial service period. The normal trial service period is 12 months for police officers. The trial service period may be extended with good cause for police officers. Non-sworn employees are considered at will. (See Employee Handbook, reference At-will Employment)

B. For non-sworn employees they will receive a 6-month evaluation. For sworn officers, the 12-month evaluation will constitute the final evaluation and the completion of the probationary period. The evaluator will make relevant comments that support the performance rating given to the employee which will be the basis for moving the employee to certified status, continuing the employee's trial service period, or in the case of "unsatisfactory" ratings, used as a basis to discharge the employee.

1. In the final evaluation report for trial service employees a performance rating of "satisfactory" or above will mean that the employee is capable of completing tasks in a satisfactory manner consistent with that employee's level of experience and training for the position that he or she occupies.

2. If the employee receives a performance rating below “satisfactory” that rating will mean that the employee is not capable of satisfactorily completing duties and tasks in a manner consistent with experience and training. Certified status will not be granted and the employee’s status will be reviewed to determine if discharge is appropriate or if trial service will be continued.