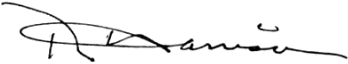


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Selection Process—Non-Sworn (Civilian) Employees		
NUMBER	1103.03	EFFECTIVE DATE	June 1, 2017
Scheduled Review Date	July 30, 2018	ISSUE DATE	June 1, 2017
Date Reviewed	June 1, 2017	REVISION DATE	June 1, 2017
APPROVED BY		ALEAP Standards	4.01; 4.03

I. Purpose and Scope

- A. In light of the complex mission of the police department—coupled with the need to bring continuity, consistency and sound principles to the Agency’s responsibility concerning the hiring of civilian (non-sworn) personnel—this policy establishes guidelines that define the Texarkana Police Department’s employment selection process.

II. Policy

- A. The Texarkana Police Department is committed to hiring the best qualified candidates by instituting sound selection methods based upon the concepts of validity, utility and minimum adverse impact. By relying on these concepts, the Texarkana Police Department has developed an efficient, effective, and fair process intended to result in the appointment of individuals who best possess the skills, knowledge and abilities necessary for the proper and effective pursuit of the goals, mission and objectives inherent of a professional law enforcement agency.

III. Selection Process for Non-Sworn (Civilian) Personnel

- A. Under the direction of the Services Division Commander, the Personnel and Training Officer will review the application and documents for basic qualifications. Following the basic qualifications review, and if an opening exists, the Services Division Commander or his designee will instruct the Personnel and Training Officer to conduct a preliminary review of the candidate.
- B. The Personnel and Training Officer’s preliminary review of the applicant shall include the following:
1. Obtain the applicant's driving record from driver control;
 2. Have the applicant sign information release form;
 3. Request records checks through agencies in the applicant's previous communities;
 4. Obtain an NCIC/ACIC criminal history check; and
 5. Conduct any job-specific testing required, such as a typing test or any other metric intended to satisfy any similar essential job function.

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- C. Upon approval of the Services Division Commander, the Personnel and Training Officer will schedule an official interview with the applicants who best demonstrate the ability to meet the police department's established standards while demonstrating the ability to perform the essential elements of the job.
1. A panel of interviewers comprised of Command Staff level personnel, supervisors and/or other department employees will collectively interview each candidate and evaluate the following characteristics displayed by the candidate:
 - a. The applicant's appearance with respect to his/her neatness, cleanliness and professionally minded presence;
 - b. The applicant's mannerisms and ability to remain focused upon the stated questions other offerings;
 - c. The applicant's judgement and overall maturity level; and
 - d. The applicant's level of resourcefulness and compatibility skills as they relate to the police department's goals, objectives and overall mission.
- D. Once the candidate successfully completes the interview, the candidate may receive a conditional offer of employment, a copy of which will be provided to the applicant. The offer of employment is contingent upon the candidate's successful completion of the following mandatory hiring processes:
1. A thorough background investigation pursuant to the guidelines located with *General Order 1103.02---Selection Process—Sworn Officer*;
 2. A physical examination conducted by a physician approved by the police department; and
 3. A drug screen conducted in accordance with *General Order 1104.11---Drug Free Workplace / Random Drug Testing*.
- E. After a conditional offer of employment is made, the Personnel and Training Officer (employee background investigator) may gain additional information from the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. He/she shall also schedule the applicant for the necessary medical testing.
- F. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual.
- G. Upon completion of all testing and the background investigation, the applicant's file will be returned to the Chief of Police for the final decision.
- H. Following a medical examination, the conditional offer of employment may be withdrawn if it is determined the applicant cannot perform the essential functions of the job or applicants who pose a "direct threat" in the workplace as defined within EEOC guidelines.
1. EEOC guidelines define a potential direct threat as *a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced by reasonable accommodation*.
 2. All decisions to classify the candidate as a potential threat must be based upon direct medical knowledge and not mere speculation.

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- I. If the individual is approved for hire, the Personnel and Training Officer will make the necessary arrangements for processing the new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her the Conditional Offer of Employment has been withdrawn and the reason stated plainly.

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