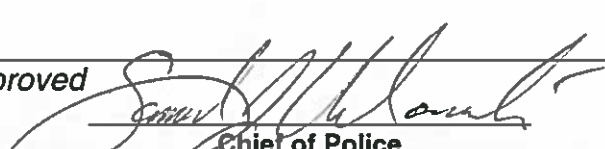


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 19, 2015		<b>Amended Date</b> December 12, 2017		<b>Directive</b> 4.01.1	
<b>Subject</b> Hiring					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Recognition</b> <b>Program Reference</b> 3.17; 4.01; 4.02; 4.03; 4.04		<b>Review Date</b> December 12, 2017	
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This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to provide employees with a basic understanding of the hiring process for sworn personnel and non-sworn personnel by the Lancaster Police Department.

**SECTION 2 POLICY**

It is the policy of the department to establish fair, impartial, and consistent hiring process and to insure that the best-qualified applicants are hired. It is also the policy of the department that all selection processes for police officer positions will adhere to the Texas Local Government Code, the City of Lancaster Local Civil Service Rules and Texas Commission on Law Enforcement Rules. (TPCA 4.01)

**SECTION 3 PROCEDURES**

**A. HIRING PROCESS (TPCA 4.01)**

The hiring process is one of the most important aspects in a professional law enforcement agency. The hiring process consists of multiple phases, each of which has its own standards. Therefore, each phase must be successfully completed before proceeding on to the next phase. The following phases pertain to sworn police officer positions. The hiring process for all non-sworn positions will include an online application, initial interview, skills testing (telecommunicator's position only) and Phases 2 through 7 of the hiring process.

**B. CIVIL SERVICE EXAMINATION NOTIFICATION**

The Chief of Police will send a request for a Civil Service examination to the City of Lancaster Civil Service Director when there are vacancies for a police officer position. The Civil Service examination will be scheduled, announced, advertised and administered by the City of Lancaster Civil Service Director in accordance with Sections 143.024 and 143.025, Texas Government Code.

**C. ELIGIBILITY REQUIREMENTS FOR SWORN POLICE OFFICER POSITION (TPCA 4.01)**

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1. Any person who wishes to take the Civil Service examination for a sworn police officer position must meet all of the below eligibility requirements.
  - i. Must possess a current valid driver license with acceptable driving record
  - ii. Must be at least twenty-one (21) years of age
  - iii. Must meet all eligibility requirements of Section 143.023, Texas Local Government Code, City of Lancaster Local Civil Service Rules and Rule 217.1, Texas Commission on Law Enforcement.
  - iv. Must possess a high school diploma or G.E.D Certificate with twelve (12) college credit hours (with a minimum 2.0 grade point average on a 4.0 scale) or twenty-four (24) months active duty in the United States military (with proof of honorable discharge – DD214 Member 4 copy)
  - v. Must meet all physical requirements
  - vi. Must be a United States Citizen
2. If a person meets all of the eligibility requirements they can obtain an application from the Office of Human Resources with the City of Lancaster or it can be downloaded from the City of Lancaster Civil Service website. All applications and required documents must be returned to Human Resources in person or by fax by the deadline on the Notice of Entrance Examination notification sheet. A study guide for the written exam can be obtained from the Office of Human Resources if the application is returned in person.
3. All applicants who have registered to take the examination must provide appropriate identification on the day of the test to be admitted to the testing area. The Civil Service Director shall conduct a roll call and all applicants shall be provided a copy of the test instruction sheet to read along. No applicants shall be admitted once test instructions begin.

**D. PHASE 1 - CIVIL SERVICE EXAMINATION FOR SWORN POLICE OFFICER POSITION**

1. The Civil Service examination will consist of two (2) parts, a written examination and a physical agility assessment. The Civil Service Director will first administer the written examination to all eligible applicants. Applicants who achieve a score of at least seventy percent (70%) will qualify to take the second part of the examination, a physical agility assessment, which will be administered immediately after the written exam. An additional five (5) points shall be added to the written examination grade of an applicant who served in the United States armed forces, received an honorable discharge and makes a passing grade on the examination.
2. The physical agility assessment is completed using the Concept 2 Rowers. The Concept 2 Rower Evaluation consists of a two thousand (2,000) meter row for time with the damper setting set to five (5). The fitness evaluation must be passed at twenty-five percent (25%) based on standardized age and gender norms. (12-12-17)
3. Once the physical agility assessment is completed the Civil Service Director shall rank the names of all applicants who passed both the written examination and physical agility assessment. The

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ranking order shall be listed from highest score to lowest score. Scores will be calculated by adding the applicant's points for service in the United States armed forces, if applicable, to the applicant's grade on the written examination for a total score.

4. In the event two (2) or more applicants attain the same score, the tie shall be broken using the following rank order of importance.
  - i. Prior law enforcement experience, plus certification in the State of Texas
  - ii. Certification in the State of Texas
  - iii. Certification in another state
  - iv. Experience gained through study in professional areas of expertise as demonstrated by completion of degree requirements. Bachelor's degree in Criminal Justice would rank over an Associate's degree
  - v. Current enrollment in a Texas certified Police Academy
  - vi. Experience as a Texas Police Reserve Officer
  - vii. Military Police experience
  - viii. Reserve Police experience
  - ix. For any tie of applicants that exists after using the previous factors, the last digit of the Social Security Number will be used, one (1) being the highest number.
5. Depending on the number of vacant positions and the number of names on the certified list, Background Investigation Packets will be distributed either to all applicants on the list or in groups in order of ranking on the list. When an applicant is issued a Background Investigation Packet the applicant will be given a return location, date and time the packet is required to be completed and returned. Any applicant who does not return the Background Investigation Packet at the return location by the required date and time will be removed from the eligibility list and not consider for employment.

**E. PHASE 2 - BACKGROUND INVESTIGATION (TPCA 4.03)**

1. A comprehensive background investigation will be assigned to a Background Investigator by the Office of Professional Responsibility. The Background Investigator shall attend a Texas Commission on Law Enforcement approved background investigation training course prior to conducting any background investigations on applicants for either sworn or non-sworn positions. (TPCA 3.17)
2. The background investigation will include at least the following information;
  - i. Biographical data which should indicate the applicant's race, sex, age, date of birth, current residence and marital status.

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- ii. Previous residences as indicated by the applicant on their application including notations if there are periods of time not accounted for.
  - iii. Work history regarding a thorough review of the applicant's employment history, including interviews with previous employers, verbal or written communications from the applicant regarding employment, dates of employment, eligibility for rehire, any abuse of sick leave, their reason for leaving, the name of the person spoken to and documentation of what the reference said.
  - iv. Military record including whether the applicant has ever served in the military, which branch, what rank, dates of service, occupation, type of discharge, any disciplinary actions and any commendations.
  - v. Educational history including any information regarding the applicant's educational history (i.e. high school, college, vocational and other), the name of the college and high school attended, whether or not they graduated, the number of college hours completed, any degrees earned and their major area of study.
  - vi. Special qualifications and skills to be considered.
  - vii. Arrest, detentions and litigations including the applicant's criminal history, a National and Texas Crime Information Check (NCIC/TCIC), a local Records Management System (RMS) check and any involvement in civil suits. If there is any evidence of a criminal history, the investigator must obtain offense, arrest and supplemental reports on the incident.
  - viii. Traffic record including the applicant's driving record, a current driver license check, any violations, the dates of the violations, the agency who issued the citation/charge and the disposition of the case.
  - ix. Marital and family history, including information on all ex-spouses and in-laws.
  - x. Financial history including the applicant's credit history and a current credit report.
  - xi. Associates or friends including any information obtained from the applicant's personal references.
3. After the completion of the comprehensive background investigation, the Background Investigator will submit a report to the Office of Professional Responsibility with either a recommendation for approval of the applicant to continue to the next phase of the hiring process or for rejection of the applicant. The report shall include justification for either recommendation.

**F. PHASE 3 – ORAL INTERVIEW BOARD**

1. Following the background investigation, applicants will be called in order of the certified list of names provided by the Civil Service Director.
2. The Oral Board will consist of three (3) to six (6) officers and/or supervisors selected by the Office of Professional Responsibility. (12-12-17)

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3. Each member of the oral board will rate the applicant on a scale of one (1) to five (5), a minimum score of three (3) is required by at least fifty percent (50%) of the members in order for the applicant to proceed to the next phase. The oral board will notify the Office of Professional Responsibility on the results directly after the interview.
4. If the applicant does not achieve the minimum score of three (3) by fifty percent (50%) of the board, the applicant will be notified in writing.
5. If the applicant does achieve at least the minimum score by the oral board, the applicant will be presented a conditional job offer. An offer of employment will be extended on the condition that the applicant is successful with completing the remaining phases of the hiring process.

**G. PHASE 4 – POLYGRAPH EXAMINATION (TPCA: 4.02)**

1. Applicants will be scheduled to complete a polygraph examination with a certified polygraph examiner. To successfully complete this phase, applicants must be found to be honest and forthcoming with the examiner and no disqualifying information must be revealed that has not already been disclosed and determined to not affect the applicant's eligibility. In the event additional facts are revealed during this phase regarding a previously disclosed possibly disqualifying event, the applicant will be removed from consideration. Applicants that do not successfully complete this phase will be notified in writing.

**H. PHASE 5 – PSYCHOLOGICAL EXAMINATION**

1. Applicants successfully completing a polygraph examination will be scheduled for a Psychological Examination with a licensed Police Psychologist.
  - i. Successful completion of the examination is mandatory to obtain a Texas Commission on Law Enforcement Peace Officer License.
  - ii. The testing psychologist must authorize licensing by signing a Texas Commission on Law Enforcement L-3 form.

**I. PHASE 6 – CHIEF INTERVIEW**

1. Applicants successfully completing the Psychological Examination will be scheduled for an interview with the Chief of Police and/or the Assistant Chief of Police.
2. After the interview with the applicant, the Chief of Police or Assistant Chief of Police will notify the Office of Professional Responsibility if the applicant is either approved to continue to the next phase or not approved to continue to the next phase, if not approved the applicant will be notified in writing.

**J. PHASE 7 – PHYSICAL EXAMINATION AND DRUG SCREEN**

1. A Physical Examination and Drug Screen will be conducted by a City contracted licensed physician. The physical examination will consist of measurement instruments as prescribed by current City of Lancaster policy.

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**K. NOTIFICATIONS**

1. If an applicant is unsuccessful on any portion of the hiring process, they will be notified in writing. Unsuccessful applicants will be advised in the notification when they will be eligible to re-apply. The department reserves the right to make the determination on a case-by-case basis when and/or if an applicant may re-apply. This determination will depend on the reason(s) why the applicant was disqualified.

**L. DISPOSITION OF SELECTION RECORDS OF APPLICANTS (TPCA:4.04)**

1. After the hiring process is completed the records of sworn and non-sworn applicants are filed regardless if they were selected for hire or not selected. Those that are selected will be filed in the "Current Employee" in the Office of Professional Responsibility and remain until employment has ended. Those files will then be moved to the Human Resources office and maintained for an additional five (5) years. Those that were not selected for employment will be filed with the Human Resources office and maintained for two (2) years.

**M. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.