

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 134-A

REFERENCE STANDARDS: 32.2.1 32.2.2 32.2.3 32.2.4  
32.2.5 32.2.6 32.2.7 32.2.8  
32.2.9 32.2.10

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SUBJECT: Police Employee Selection – Administrative Practices

PURPOSE: The purpose of this order is to establish responsibility for the administration of the police employee selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. These directives list the procedures for applicant selection, denial, processing, and identify the responsibilities of those involved in the employment process.

## I. DEFINITIONS

**Candidate:** A person seeking employment who has completed a formal application.

**Emotional Stability/Psychological Fitness Examination:** Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

**Polygraph Examination:** An examination using an apparatus designed for the detection of deception by measuring and recording changes in a person's respiration, heart rate and blood pressure.

**Probationary Period/Status:** A phase of the selection or promotional process represented by some form of conditional employment.

## II. BACKGROUND INVESTIGATION (32.2.1)

- A. A background investigation of each candidate is conducted prior to a conditional offer of employment, and includes the following:
  - 1. Verification of qualifying credentials. (32.2.1a)
    - a. Background investigators utilizing the personal history statement portion of the application will verify a candidate's qualifying credentials in the following areas:
      - 1) Residence checks.
      - 2) Employment references/history.
      - 3) Educational achievement.

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2. Review of criminal record. (32.2.1b)
  - a. The name and fingerprint classification of all candidates progressing to the background investigation is searched through the records of the Hanover Park Police Department, the Illinois State Police, the Federal Bureau of Investigation, and in other cities, including appropriate state agencies in which the candidate may have resided or worked.
3. Verification of at least three professional references. (32.2.1c)
  - a. The Village's application form requires that the candidates list professional references.

### III. PERSONNEL CONDUCTING BACKGROUND (32.2.2)

- A. The background investigation will be conducted by trained personnel under the direction of the Chief of Police or his/her designee.

### IV. BACKGROUND INVESTIGATION RECORDS (32.2.3)

- A. A record of each candidate's background investigation is maintained on file as outlined under the Records Retention Act by the Human Resource Department.

### V. POLYGRAPH QUESTIONS (32.2.4)

- A. As a part of the testing process, applicants for the position of police officer undergo a polygraph examination.
- B. Prior to the examination, a list of areas from which polygraph questions will be drawn is provided to the applicant.

### VI. POLYGRAPH EXAMINERS (32.2.5)

- A. The polygraph examination is administered to police officer candidates by a person who has been trained in all aspects of the operation of the polygraph and the evaluation of the polygraph examination.
- B. The polygraph examination is administered by a person who has been licensed by the State of Illinois.

### VII. POLYGRAPH SIGNIFICANCE (32.2.6)

- A. The results of the polygraph are not sufficient by themselves to disqualify an applicant.

### VIII. MEDICAL EXAMINATIONS (32.2.7)

- A. Appointment to probationary status is made contingent upon a police officer candidate successfully completing a comprehensive medical examination that employs testing procedures that are valid, useful and nondiscriminatory.
- B. The examination to certify the general health of police officer candidates is conducted by a licensed physician designated by the Village of Hanover Park.

IX. EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION (32.2.8)

- A. Appointment to probationary status is made contingent upon a police officer candidate successfully passing an emotional stability and psychological fitness examination. The evaluation is conducted by a licensed psychological testing service. The testing service uses procedures that are valid, useful and nondiscriminatory.
- B. The psychological fitness examination for police officer candidates is administered by qualified professionals from a psychological testing service.
- C. Additional selection criteria are contained within the Village of Hanover Park Personnel Rules and Regulations.

X. SELECTION FILE (32.2.9)

- A. The Human Resource Department maintains a report of each medical examination and emotional stability and psychological fitness examination to ensure proper procedures are followed and to provide data for research and legal defense. All such records are secured and maintained in accordance with federal, state and local requirements for privacy, security and Freedom of Information Act access.

XI. PROBATIONARY PERIOD (32.2.10)

- A. Regular status as a police officer requires completion of a probationary period of 12 months, during which time performance will be evaluated. Regular status is granted only if work performance has been judged to be satisfactory. Regular status for other police employees requires completion of a probationary period of 6 months, during which time performance will be evaluated. Regular status is granted only if work performance has been judged to be satisfactory.
  - 1. The term of probation shall commence on the date of the appointee's original appointment to the Department and shall continue for the period specified above.
  - 2. Exceptions to the required probationary period are rare, but in special situations the Director of Human Resources, with the recommendation of the Chief of Police, may extend the established probationary period. Exceptions may be due to special assignments, injury or illness during entry-level training.

3. During the probationary period, all evaluations of probationary employees will be accomplished using valid, useful and nondiscriminatory procedures.
4. Procedures for contesting performance reports during the probationary period are contained in the Field Training Program Instructional Manual, Police Officer Collective Bargaining Agreement, and Village of Hanover Park Personnel Rules and Regulations.