

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 12/13/17
Chief of Police: 	Selection of Personnel, 32.1	
Cross Reference: SOP 42.2, Criminal Investigations: Operations	Policy Sections: 32.1.1 Background Investigation 32.1.2 Polygraph Testing 32.1.3 Medical Examination 32.1.4 Psychological Examination 32.1.5 Secured Storage of Materials/Records Disposition 32.1.6 Probationary Period	

PURPOSE

The purpose of this policy is to establish guidelines for the selection of personnel for the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to collaborate with the Elgin Fire and Police Commission and the Human Resources Department during the selection and hiring process. Through state law and municipal ordinance, the Elgin Fire and Police Commission is vested with the authority to conduct interviews and appoint probationary police officers. This selection and hiring process will be administered, scored, evaluated, and interpreted in a uniform manner within the classification of the respective position.

PROCEDURES

32.1.1 BACKGROUND INVESTIGATION

- A. Background investigations shall be conducted on all personnel prior to appointment to probationary status. At minimum, background investigations shall include:
 1. Verification of qualifying credentials
 2. Review of criminal background
 3. Verification of at least three personal references and past employment
 4. Verification of education, college transcripts
 5. Appropriate investigative databases will be utilized in accordance with background investigations
- B. Background investigations are generally conducted by detectives and detective sergeants who have successfully attended training in regards to conducting fair, equitable background investigations in accordance with EEOC guidelines. The investigations commander has overall responsibility for the process.
- C. Completed background investigations shall be routed through the chain of command to the chief of police or designee. Refer to Standard Operating Procedure 42.2 Criminal Investigations Operations for more information on background checks.

32.1.2 POLYGRAPH TESTING

The Elgin Police Department does not utilize polygraph testing for the selection of personnel.

32.1.3 MEDICAL EXAMINATION

All sworn personnel are required to undergo a medical examination prior to being placed on probationary status. The medical exam shall certify the general health of each candidate and ensure a minimum level of medical fitness.

32.1.4 PSYCHOLOGICAL EXAMINATION

All sworn personnel and telecommunications operators are required to undergo a psychological examination prior to being placed on probationary status. The psychological examination shall be performed by a qualified professional in order to ensure the emotional stability and psychological fitness of the candidate.

32.1.5 SECURED STORAGE OF MATERIALS/RECORDS DISPOSITION

All applications, background investigations, and testing results (including medical and psychological examinations) shall be maintained in a secured storage area by the Human Resources Department for the greater period of 7 years or throughout the employment of the candidate.

32.1.6 PROBATIONARY PERIOD

The probationary periods for employees are listed below. Exceptions may be made on a case by case basis, with approval from the chief of police.

- A. Sworn officers: 18 months
- B. Full-time telecommunications: 12 months
- C. Civilian management and collective bargaining groups: 6 months
- D. There is no probationary period for part-time employees