

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 133-A

REFERENCE STANDARDS: 31.4.1 31.4.2 31.4.3 31.4.4 31.4.5 31.4.6

SUBJECT: Selection Process For Police Employees

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 processing, and denial, where appropriate. Re-application for employment and maintenance of records are also outlined.

I. DEFINITIONS:

Job Related: A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Selection Criteria: Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

Selection Materials: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

Selection Procedure: Any established method or combination of methods used in any way as the basis for an employment decision.

Selection Process: The combined effect of components and procedures leading to the final employment decision may include, at a minimum, qualifications, e.g., education, experience, physical attributes, residency, written tests, performance tests, oral exam, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, cut-off scores, and ranking procedures.

Utility/Usefulness: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

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VILLAGE OF HANOVER PARK

Rescinds:
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Validity: Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

II. ELEMENTS OF THE SELECTION PROCESS (31.4.1)

- A. The Village of Hanover Park Human Resource Department maintains a file that describes all components of the full-time and part-time police employee selection process.
- B. Lateral entry is not allowed at any level except for the position of:
 - 1. Chief of Police at the discretion of the Village Manager and Village Council.
 - 2. Police Officer following the guidelines of Directive D120a, Section II.
- C. The Human Resource Department of the Village of Hanover Park has the responsibility of administering and coordinating the employee application process. It is responsible for the following activities:
 - 1. The announcement of job vacancies.
 - 2. Coordinating the acceptance and review of all applicants.
 - 3. Administering physical fitness examinations.
 - 4. Administering written examinations.
 - 5. Administering the oral interview.
 - 6. Administering other relative tests.
 - 7. Establishing eligibility lists for positions in the Police Department.
- D. In addition to administering the selection process, the Human Resource Department ensures that the selection process complies with the Village's equal employment opportunity policies.

III. SELECTION PROCESS - JOB RELATEDNESS (31.4.2)

- A. To document that the elements of the selection process use only those rating criteria or minimum qualifications that are job related, the Human Resource Department ensures that:
 - 1. The selection process incorporates only those components that have been documented as having validity, utility, and a minimum adverse impact.

2. The selection process has a criteria-related validity.
3. Adverse impact, if any, in the selection process is measured by comparing the selection rates for each race, gender, and ethnic group with the group having the highest selection rate.
4. Adverse impact is minimized in the selection process.
5. Records and data used to measure adverse impact are maintained on file.
6. Any written selection tests are documented as having validity, utility, and a minimum adverse impact.
7. Materials obtained from or administered by a private sector organization or vendor meet the requirements of validity, utility and minimum adverse impact, or they will not be utilized.

IV. EVALUATION OF SELECTION PROCESS (31.4.3)

- A. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner by the Human Resource Department or its agent.

V. APPLICANTS INFORMED OF SELECTION PROCESS (31.4.4)

- A. The Human Resource Department notifies applicants, in writing, of:
 1. All elements of the selection process. (31.4.4a)
 2. The scope and expected duration of the selection process. (31.4.4b)
 3. Unsuccessful applicants' eligibility for retesting at the beginning of the next testing period. Applicants for retesting must follow the complete application process. (31.4.4c)

VI. APPLICANTS NOT ELIGIBLE FOR APPOINTMENT (31.4.5)

- A. Candidates determined to be ineligible for appointment are informed by the Human Resource Department, in writing, within 30-calendar days of such decision.

VII. DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS (31.4.6a)

- A. The Human Resource Department ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state and local requirements for privacy, security, and freedom of information. Background investigation records are maintained on file as outlined under the Records Retention Act.

VIII. SELECTION MATERIAL - SECURITY AND DISPOSITION (31.4.6b)

- A. Selection and testing materials are stored in a secure area when not being used. Only those persons authorized by the Human Resource Department have access to the materials.
- B. Whenever selection material is to be disposed of, this destruction is performed in a manner that prevents disclosure of the information therein and occurs under the direction of a delegated representative from the Human Resource Department.