

<i>Subject: Selection Process - Civilian</i>	<i>Page No. 1</i>
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# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued: January 18, 2018</i>	<i>Effective Date: January 18, 2018</i>	<i>Order No: Chapter 25.1</i>
<i>Authority: Chief of Police Gregory L. Eyer</i>		<i>Manual Page No:</i>	
<i>Subject: Selection Process - Civilian</i>		<i>Replaces Page No:</i>	
<i>Accreditation Standard: Chapter 32</i>	<i>Distribution: ALL</i>	<i>Amends: Order dated 7/13/2007</i>	<i>Number of Pages: 4</i>
<i>Related Documents:</i>		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

**I. PURPOSE:**

To establish guidelines for the selection and hiring of civilian personnel.

**II. POLICY:**

It is essential that police departments recruit and select the most qualified individuals who possess the skills, abilities, characteristics, and attitudes that can lead law enforcement agencies into the future. This holds true for support staff, as well as sworn personnel. The Department is committed to meeting the goal of attracting, selecting, and hiring the most qualified candidates without discriminating against an individual for reasons of race, sex, color, religion, sexual orientation, national or ethnic origin, are or conditions of handicap. The Department is an "Equal Opportunity employer" and is committed to affirmative action.

**III. DEFINITIONS:**

NONE.

**IV. PROCEDURES:**

A. The civilian selection and hiring process used by the Thurmont Police Department is a

two (2) stage, multi-step process. Stage 1, the “pre-offer” stage, consists of the following steps:

1. Filing of an application
  2. Screening to review for minimum qualifications
  3. Practical exercise or test; if applicable, to the position
  4. Interview by Chief of Police, or his designee
  5. Completion and review of a Personal History Questionnaire
- B. Stage II of the process is where applicants continuing in the selection process are given a “conditional” offer of employment. The “Conditional Offer” stage consists of:
1. Background investigation
  2. Medical examination
  3. Drug use urinalysis

**V. APPLICATION:**

- A. An applicant seeking employment with the Department must complete an Application for Employment and submit them to the Chief of Police.
- B. Upon receipt of the application, the Administrative Assistant, or designee, will generate a letter to the applicant acknowledging receipt of the application.

**VI. PERSONAL HISTORY QUESTIONNAIRE**

- A. Each candidate will be required to complete a Personal History Questionnaire. The background investigator will review the questionnaire for information that may disqualify the candidate from further consideration. Automatic disqualifications are outlined in Chapter 25, “Selection Process for Police Officers.”
- B. Any individual who has been automatically disqualified from continuing in the selection process will be notified in writing of that fact.

**VII. BACKGROUND INFORMATION**

- A. A detailed background investigation will be conducted by Department investigators, trained in the collection of required information, prior to appointment. The investigator will process the candidate in accordance with Chapter 25, "Selection Process for Police Officers."

**VIII. MEDICAL EXAMINATION AND URINALYSIS**

- A. Medical examinations and Drug screening urinalysis will be conducted in accordance with Chapter 25, "Selection Process for Police Officers."

**IX. CONDITIONAL OFFER OF EMPLOYMENT**

- A. Each candidate who has successfully completed the prior elements of the selection process, will be given a "conditional offer" of employment. This offer will stress that all candidates must successfully complete the remaining components of the selection process, and that a "final offer" of employment will be made to the most qualified candidate(s), based on the number of vacancies that the Department is authorized to fill.

**X. APPOINTMENT**

- A. As required by the Town of Thurmont's Charter, the Chief of Police will submit the names of recommended candidates to the Mayor and Board of Commissioners for their approval and appointment.

**XI. RECORD KEEPING**

- A. An applicant will be notified in writing of his/her status in the selection process.
- B. Copies of all correspondence sent to a candidate will become part of the candidate's file.
- C. All records of candidates will be maintained as dictated by the Records Retention schedule securely, locked in storage cabinets in the Office of the Administrative Assistant to the Chief.
- D. Release of information will require a signed release by the employee or Court Order with review and approval by the Department Legal representatives.

**ATTACHMENTS :**

**DOCUMENT DATES :**

*Amended Date: January 18, 2018*

*Amended by: Lt. P.A. Droneburg*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written By: Chief Gregory L. Eyler*

*Order Edited and Approved By: Chief Gregory L. Eyler*

*Accreditation Standards Included in this Order*

*CHAPTER 32 Selection*