

FALMOUTH POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Effective Date: December 12, 2003	Number: 58
Distribution: All Personnel	Rescinds: Recruitment and Selection of Personnel #31
Subject: Hiring Process	
Signature, Chief of Police:	
Reviewed/Revised: December 12, 2003; Oct. 15, 2005; Oct. 7, 2013; Feb. 10, 2020	
Refer to: Policy #41	

I. POLICY:

The people of the Town of Falmouth expect the best-qualified individuals to be employed as law enforcement officers or civilian employees for the police department. It is essential that individuals applying for employment be afforded the rights guaranteed by the U.S. Constitution. The Town of Falmouth is also an equal opportunity employer. It shall be the policy of this department to have a competitive process for selection of law enforcement agency employees.

II. PURPOSE:

It is the purpose of this policy to guide the law enforcement administration through a competitive, fair process for law enforcement agency employment. It is also the purpose of this policy to establish some guidelines, not all-inclusive, for hiring of civilian personnel. The last purpose is to inform prospective candidates of the process outlined in this policy.

III. PROCEDURE FOR HIRING LAW ENFORCEMENT OFFICERS:

Each candidate shall be required to fill out, take and successfully pass, to the satisfaction of this agency, the following: application, resume, MCJA physical agility test at the minimum standard, MCJA ALERT Test written exam, oral board questioning, Personal History Statement, extensive background check, medical physical, polygraph test, psychological test, and the Chief Law Enforcement Officer's interview.

- A. Advertising: The Town of Falmouth website, the Maine Criminal Justice Academy website, and any other websites or publications utilized by the Town of Falmouth to advertise vacant positions.

- B. Application Process: Each candidate shall be required to fill out a Town of Falmouth job application and provide a current resume. This information must be received by the closing date and time indicated in the advertisements.
- C. Physical Agility Test: Each candidate shall pass all phases of the physical agility test. The test will be the standard physical agility test approved by the Maine Criminal Justice Academy (MCJA) at their minimum allowable scores in each category. Each candidate shall be required to have a medical doctor sign the medical release form stating the candidate is physically capable to do the physical agility test. (See Appendix 1) The physical agility test shall be pass/fail for each part of the test. If the candidate passes each part of this test, then the candidate will be allowed to continue in the hiring process.
- D. Written Examination(s): Each candidate shall pass a written examination(s). This shall include the ALERT test, which is a requirement by the Maine Criminal Justice Academy. The ALERT test passing score shall be determined by the MCJA. If the candidate passes this test, then the candidate will be allowed to continue. The ALERT test score may be used if passed before the application opening. This documentation from the MCJA must be provided by the candidate at the time of application.
- E. Oral Boards: The process of oral board evaluations shall be given to a selected number of top candidates, as determined by the Chief Law Enforcement Officer. The oral board shall be made up of: chair- A department lieutenant; a patrol supervisor; a patrol officer and a civilian when available. Scoring shall be numerical in nature and written comments by oral board members are optional.
- F. Rating Candidates: Top candidates will be determined by the highest combined scoring metrics in the following areas: work history/experience, ALERT testing, physical fitness testing, education/military experience, and oral board results. The top candidates will be rated top to bottom.
- G. Offer of Conditional Employment: The top candidate(s) shall be given a written Offer of Conditional Employment (signed by the candidate and the agency), prior to the candidate being administered a polygraph, psychological or medical (physical) testing. The Chief Law Enforcement Officer shall determine how many conditional offers are made. Candidates will be numerically positioned on a list, if there is more than one candidate that passes all phases of this hiring process. This list may be valid for two (2) years from the application closing deadline.
- H. The Chief of Police or his/her designee will be the only members of the department to perform background investigations or request information on a prospective candidate. The focus of the background investigation will include, but not be limited to verification of the following:

- a. Education and training information submitted on attendant applications, questionnaires, and forms associated with the hiring process.
- b. Previous employment, work history, and military record.
- c. Driving history.
- d. Arrest and conviction record.
- e. Credit.
- f. Personal, neighbor, and business references.

I. Minimum Requirements: Candidates must:

- a. Be 21 years of age or 20 years of age with 60 college credits at the time of application closing.
- b. Be in good physical condition.
- c. Have a valid driver's license with a good driving history.
- d. Not have any criminal record that would make them ineligible to obtain a certificate from the MCJA.
- e. Not have an extensive traffic record. This includes traffic violations or criminal violations punishable by time in jail within the last three (3) years.
- f. Pass all phases of the MCJA physical agility test.
- g. Pass the MCJA ALERT test.
- h. (Optional) Have the MCJA Pre-service Law Enforcement Training Program.

J. Offer of Probationary Employment: Once the Chief Law Enforcement Officer makes a final selection based on a candidate's successful passing of all phases outlined in the Offer of Conditional Employment, then the candidate will be given a written Offer of Probationary Employment (See Appendix 3). This written Offer of Probationary Employment (signed by the candidate and the agency) will include: a period to be one (1) year from date of hire if the candidate has previously completed the MCJA Basic Law Enforcement Training Program or equivalent; a period to be one (1) year beyond the graduation date of the Basic Law Enforcement Training Program (BLETP or Equivalent) or one (1) year beyond the date the Board of Trustees of the Maine Criminal Justice Academy grants a waiver. The Offer of Probationary Employment will also include successful completion of an agency Field Training Program and the successful passing of all performance appraisals by an FTO and/or Supervisory Officer.

K. Final Offer of Employment: Once a Probationary Employee successfully passes all phases of the conditions outlined in the written Offer of Probationary Employment, the candidate will be given notification of a Final Offer of Employment (See appendix 4).

IV. PROCEDURE FOR HIRING CIVILIANS & POLICE RESERVES:

Each candidate shall be required to complete an application and provide a

resume. Optional testing may include: physical agility test at the MCJA minimum standards, written exam(s), oral board questioning, background check, medical physical, completion of a Personal History Statement, polygraph test, psychological test, and Chief's interview. If any of the above tests are used, the procedures are outlined in Section III of this policy order.

V. RECORD KEEPING:

All applications and test scoring shall be kept by the Chief Law Enforcement Officer for a period not less than two years. If a candidate is hired, then all hiring records will be kept in the employee's personnel file. Once a law enforcement employee is hired or terminated by this agency, the Chief Law Enforcement Officer will send the MCJA "Notice of Employment/Termination" to the Maine Criminal Justice Academy.

Appendix 1

Physical Agility Medical Release

Date

John F. Kilbride, Chief of Police
Falmouth Police Department
2 Marshall Drive
Falmouth, ME 04105

Re: Physical Agility Medical Release

Dear Chief:

The Falmouth Police Department requires that each candidate for the position of law enforcement officer pass an entrance physical agility test. This is not a medical physical. The agility test is what the Maine Criminal Justice Academy requires upon entrance. Enclosed is an explanation of the three areas, which will be tested at the initial stages of the selection process. The agility test is age and gender adjusted based on national standards from the Cooper Institute.

I have reviewed the applicant named on this release form and the physical fitness entrance requirements. It is in my medical opinion that the applicant is physically eligible to take the required test.

(Printed name of applicant)

(Signature of applicant)

(Printed name of Doctor/PA)

(Signature of Doctor/PA)

(Date signed by Doctor/PA)

Appendix 2

Offer of Conditional Employment

I. PURPOSE: The purpose of this agreement is to extend to the applicant an **OFFER OF CONDITIONAL EMPLOYMENT**. The applicant must meet the below listed terms and conditions before being hired by the Falmouth Police Department. The applicant will only receive an Offer of Probationary Employment if a position cannot satisfactorily be filled by a candidate ahead of the applicant. A final offer of employment will be extended to you only after you have satisfied all the requirements established by this agency. All applicants for the listed position of LAW ENFORCEMENT OFFICER are required to successfully comply with these same conditions.

II. PARTIES: This is an agreement between Falmouth Police Department and

(Printed name of applicant)

(Social Security #)

III. TERMS AND CONDITIONS: An applicant must meet the following terms and condition:

- A. Minimum employment standards for a Maine Law Enforcement Officer.
- B. Minimum required training entrance standards to the MCJA, as mandated by the State.
- C. Sufficient physical condition, as determined by a Medical History and Examination, necessary to perform the essential functions of the above position.
- D. Any additional requirements specified by this department, which may include:
 _____ Background Investigation _____ Medical Physical
 _____ Polygraph Examination _____ Psychological Test(s)

IV. LENGTH OF AGREEMENT: This **OFFER OF CONDITIONAL EMPLOYMENT** shall remain valid and in effect for one (1) year from the effective date of this agreement, provided however, this offer shall be immediately withdrawn upon the applicants failure to meet satisfactorily any one of the above terms and conditions. The applicant will receive an Offer of Probationary Employment subject to a probationary period and other conditions, after all the conditions have been satisfied in this agreement. The effective date of this agreement is

_____.

V. ACKNOWLEDGEMENT: Successful compliance with these job related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and understand the terms of this **OFFER OF CONDITIONAL EMPLOYMENT** and agree by these terms.

(Agency Representative) (Date)

(Applicant signature) (Date)

Appendix 3

Offer of Probationary Employment

I. PURPOSE: The purpose of this agreement is to extend to the applicant an **OFFER OF PROBATIONARY EMPLOYMENT** as a full-time LAW ENFORCEMENT OFFICER. The applicant must meet the below listed terms and conditions before being confirmed by the Falmouth Police Department, as a full-time employee. A final offer of employment for the position of full-time LAW ENFORCEMENT OFFICER will be extended to you only, after you have satisfied all the requirements established by this agency.

II. PARTIES: This is an agreement between Falmouth Police Department and

(Printed name of applicant)

(Social Security #)

III. TERMS AND CONDITIONS: An applicant must meet the following terms and conditions:

- A. Successful completion of this agency's Field Training Officer Program.
- B. Successful completion of a probationary period that ends one year after the successful completion of the Basic Law Enforcement Training Program or a waiver from the Maine Criminal Justice Academy Board of Trustees.
- C. Successful Performance Appraisals by an FTO and/or Supervisory Officer.

IV. LENGTH OF AGREEMENT: This Probationary Offer of Employment shall remain valid and in effect for one (1) year from the effective date of this agreement, to the successful completion of a probationary period that ends one year after the successful completion of the Basic Law Enforcement Training Program or a waiver from the Maine Criminal Justice Academy Board of Trustees, provided however, this offer shall be immediately withdrawn upon the applicants failure to meet satisfactorily any one of the above terms and conditions. The applicant will receive a Final Offer of Employment subject to a probationary period after all the conditions have been satisfied. The effective date of this agreement is

_____.

V. ACKNOWLEDGEMENT: Successful compliance with these job related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and understand the terms of this **OFFER OF PROBATIONARY EMPLOYMENT** and agree by these terms.

(Agency representative)

(Date)

(Applicant)

(Date)

Appendix 4

Final Offer of Employment

Date

Officer

Falmouth Police Department
2 Marshall Drive
Falmouth, ME 04105

Re: Final Offer of Employment – Law Enforcement Officer

Dear Officer:

It is with great pleasure that I confirm your full-time employment from a full-time probationary employee to a full-time regular employee, effective 00/00/0000, as a Law Enforcement Officer. You have dedicated many months of full-time employment and have successfully met the terms of your Offer of Probationary Employment. You can consider this letter a FINAL OFFER of EMPLOYMENT for the position of full-time Law Enforcement Officer.

Your pay will be \$00,000 annually (Step #) and you are entitled to all other benefits for full-time law enforcement officer, as outlined in the police union contract. You are now eligible to join the union, if you choose. The local Shop Steward can assist you. Once again, congratulations.

Sincerely,

Chief of Police

cc: Town Manager
Shop Steward
Personnel file