

ADMINISTRATIVE PROCEDURE		259.00	
			
POLICE OFFICER TESTING PROCESS			
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CONTENTS: This procedure consists of the following numbered sections:

- I. NOTICE OF TESTING FOR OPEN POSITIONS
- II. TESTING PROCESS
- III. SELECTION PROCESS

PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the hiring process of entry-level police officers for the City of Punta Gorda.

SCOPE

This procedure shall apply to all entry level police officer applicants.

DISCUSSION

This procedure is meant to ensure a fair and equitable process for the entry-level police officer selection process. Each element of this process will be job-related and non-discriminatory. Semi-annually, or as needed as described in this policy, an announcement to conduct testing for entry level positions shall be posted. It shall be posted internally, on the job hot line, and with applicable outside entities. All elements of the selection process shall be administered, scored, and interpreted in a uniform manner. Records of candidates who do not pass the testing process will be maintained by Human Resources in accordance with Florida Department of State, Records Retention Schedule.

PROCEDURE

I. NOTICE OF TESTING FOR OPEN POSITIONS

A. Positions shall be posted with the following information:

1. The position that is to be filled along with the application deadline date;
2. Eligibility requirements;
3. Dates, times, and locations of each step of the testing process;

4. Starting salary for the position; and
 5. A contact number for Human Resources.
- B.** Candidates shall submit a completed application to the Human Resources Department prior to the posting deadline.

II. TESTING PROCESS

- A.** Written Examination - A standardized written examination will be administered to all candidates who have completed an application package and arrive at the examination location. The applicant must achieve a minimum score of 70% for Sections 2 and 3. There is no minimum score for Section 1. The applicant must achieve an overall minimum score of 60% cumulative in order to be eligible for the physical ability phase. Upon successful completion of the written examination, the candidate will be provided with the location and time of the Physical Abilities Test (PAT).
- B.** Physical Ability Test
1. A standardized Florida Department of Law Enforcement PAT (excluding the dummy drag) will be administered to each applicant. The applicant must pass the PAT to be eligible for the oral board portion of the hiring process. Upon successful completion of the physical ability test the candidate will be provided with the location and time of their oral board interview.
 2. Candidates must submit a Physician's Clearance to Test form prior to the PAT.
- C.** Oral Board Interview
1. A standardized oral board will be conducted. The board will be composed of at least three members selected by the Chief of Police, or his/her designee, who have experience in the relevant field. The oral board raters shall be required to complete Oral Board Rater Training.
 2. The oral interview shall consist of standardized valid job-related questions designed to test individual qualifications or knowledge. The examination shall be designed to ensure that the questions are equitable and non-discriminatory.
 3. The oral interview shall be scored.
 - a. The candidate will be rated in five areas based upon desired traits and will be assigned scores ranging from 1-89 (with one being the lowest) in each area. The candidate will also be rated on a scale of 1-6 (with 1 being lowest) in one additional area.

- b. The maximum possible raw score that can be obtained on the oral board is 4651. Scores will then be totaled and converted to a percentage, with a maximum possible score equating to 100%.
- c. An applicant receiving a score of three or less in any of the measured areas will automatically be considered as having failed the oral board regardless of the scores earned in the remaining measured areas.

III. SELECTION PROCESS

- A. The candidate must achieve an overall passing score (oral and written tests combined with equal weight). This overall passing score shall be set prior to the entire process. Candidates with the following qualifications shall receive additional points added to their overall score at the end of the process prior to being placed in an eligibility pool:
 - 1. Bachelor Degree - 4 points;
 - 2. Associate Degree - 2 points;
 - 3. Two or more years as a full-time certified law enforcement officer - 2 points;
 - 4. Prior military experience - 2 points; and
 - 5. Two or more years as a full-time certified corrections officer; 1 point.
- B. Upon successful completion of all phases of the testing process, the applicant will be placed in a candidacy pool with all other applicants who have successfully completed the testing process. At this time, the Chief of Police, after consultation with Human Resources Manager, may select any candidate from this eligibility pool and cause Section III(C) to apply.
- C. A candidate chosen pursuant to Section III(B) will be given a conditional offer of employment and must successfully complete the following to be eligible for appointment:
 - 1. Physical health examination;
 - 2. Drug screen;
 - 3. Psychological examination;
 - 4. Background investigation; and
 - 5. Polygraph /voice stress analysis (at the discretion of the Chief of Police)

D. Florida Administrative Code 11B-27 provides guidelines for the certification, employment, appointment, revocation and denial of certification for sworn law enforcement officers in the State of Florida. In addition those guidelines, candidates for employment will be removed from consideration under the following circumstances:

- 1. Any previous Professional Standards (internal affairs) investigations or the like involving excessive use of force with a sustained finding;
- 2. Any previous Professional Standards (internal affairs) investigations or the like involving untruthfulness with a sustained finding;
- 3. Any illegal misdemeanor narcotics possession or usage within the past 36 months; and
- 4. Any illegal felony narcotics possession or usage within the past 6036 months.

D.E. Upon successful completion of all of the above procedures and with final approval from the City Manager, the applicant will be offered a position as a police officer with the City of Punta Gorda and a start date will be discussed. A minimum twelve-month initial probationary period and completion of all entry-level training shall be required prior to appointment to permanent status.

E.F. Applicants will remain in the candidate pool for a period of no more than one year. If the applicant is not offered employment within one year from the initial test date, he/she will need to reapply for a position if still interested.

APPROVED



THOMAS P. LEWIS, CHIEF OF POLICE

STAFF REVIEW: ~~08-23-16; 08-26-16~~ ~~12-01-15~~

Comment [GS1]: Staff review conducted by Chief Lewis, Captain Nichols, Lt. Salsman, Lt. Heck, Lt. Lipker and Gloria Sapanik.

Comment [GS2]: Chief Lewis, Captain Ciaschini, Lt. Cochran, Lt. Lipker, Lt. Heck, Lt. Salsman reconvened for further discussion.