PERSONNEL RECRUITMENT AND SELECTION

A. Policy

The department seeks to obtain qualified recruit police agents and civilian employees. To obtain candidates of the highest caliber, it is essential that the department participate in the recruitment process.

B. Procedure

1. Recruitment and selection of personnel shall be a joint responsibility of the commander of the Professional Standards Section and of the Department of Employee Relations.

2. A Selection Manual specifying details of each element in the recruitment and selection process for Agents shall be maintained by the Commander of the Professional Standards Section.

3. The Professional Standards Commander shall oversee a department Recruitment Team, which is reflective of the diversity in the department. Personnel assigned to assist with recruitment shall receive all necessary instruction and training from the Department of Employee Relations and outside sources, when available, to ensure a working knowledge of EEO/AA plans, hiring policies, and the City pay plan.

4. Recruitment and selection of civilian positions shall be coordinated by the Division Chief, or his/her designee with the Department of Employee Relations.

5. The police department strongly supports the City’s goals of seeking diversity in its workforce. Whenever possible, minority members of the department shall be used in the recruitment efforts.

C. Rule

1. All elements of the selection process shall be administered, scored, evaluated, and interpreted uniformly.

EMPLOYMENT RECORDS REQUESTS

A. Policy

The Police Department frequently receives requests for the employment records of former employees. The department recognizes the need to protect the confidentiality of these records, and also the responsibility for properly furnishing relevant information to other agencies and employers.

It is also recognized that many informal requests for information about former employees are received. It shall be the policy of the department to respond to these requests in a professional and appropriate manner.
B. Procedure

1. All employment records requests received by personnel of the Police Department shall be forwarded to the Professional Standards Section.

2. The commander of the Professional Standards Section, or his designee, shall forward the request to a department supervisor who is familiar with the former employee's performance.

3. Employment information requests from other employers shall be answered only upon receipt of a notarized waiver of liability signed by the former employee.

4. In some cases, forms requesting specific information about former employees are provided with the request. Upon completion of this form, the assigned employee shall sign and forward it to the Professional Standards Section commander. If a form is not provided, the assigned employee shall complete a letter to the requesting agency on department stationery.

5. The commander of the Professional Standards Section, or his designee, shall review all completed employment records requests to ensure that only proper information is being released. The amount of information to be released shall be governed by the waiver signed by the former employee. If the waiver is limited, only that information authorized by the waiver shall be released. If the waiver is a general waiver, all requested information may be released.

6. Employees receiving requests as personal references may answer those requests, but not on department stationery. Personal references shall contain a statement that the views contained therein may not necessarily reflect those of the department or City administration.

C. Rule

1. Without a notarized waiver of liability signed by the former employee, only the date of hire, date of termination, and position held shall be released.

2. When the request for information is initiated by the Colorado Department of Employment and Training, employment records shall be released upon demand without need for a waiver.

6032 REHIRING OF FORMER POLICE AGENTS

A. Policy
The department recognizes the value of the training and experience residing in its former sworn personnel who are still commissioned as Colorado peace officers. Procedures shall be established to ensure that these individuals are considered for rehiring in a consistent manner to assure that their interests as well as those of the department are well served.

B. Procedure

1. The rehire of former, sworn employees shall only be considered when one or more vacancies exist in the sworn ranks of the department.

2. Former, sworn members of the department who express an interest in being rehired, as sworn employees shall be referred to the Department of Employee Relations.

3. When contacted by former, still-commissioned sworn personnel seeking reinstatement, the Department of Employee Relations shall advise the Professional Standards Section Commander. The commander or his/her designee shall, with the assistance of the Department of Employee Relations, conduct a review of the sworn employee’s previous work performance, to include performance review and development reports and personnel investigations records. Former supervisors and peers of the applicant also may be interviewed.

4. Following their review of the ex-employee’s past performance, the applicant may be disqualified for consideration for rehiring as set forth in Section 4.03.050 of the City's Personnel Policies, if the Department of Employee Relations and Administrative Services representatives determine that the rehiring of the individual would not be in the best interests of the City and the police department, the applicant will be so advised by the police department representative.

If it is determined that the applicant may continue in the process, the following procedure shall apply:

a. The former employee shall complete the same application material, including personal history forms, required of recruit applicants.

b. Applicants who have been out of the department for over six months shall submit to a polygraph examination and psychological screening.

c. Applicants may be interviewed for their suitability for re-employment by a panel consisting of one member of the Department of Employee Relations and one supervisory level member each from the Professional Standards Section and Patrol Division.

d. Applicants who pass the interview may be subjected to a background investigation coordinated by the Professional Standards Section.
e. Results of the interview and background investigation shall be presented to Command Staff by the Professional Standards Section commander or his designee. The decision of the Chief of Police on whether or not to make a contingent job offer to the applicant shall be final. The Professional Standards Section Commander or his designee shall communicate that decision to the applicant.

f. A job offer shall be contingent upon the applicant’s passing the department’s medical and physical ability exams, and psychological screening. These exams may be waived for ex-employees who have been out of the department less than six months.

C. Rule

1. Unless the former sworn employee has been out of the department less than 30 days, he/she shall start over in accruing seniority.

2. The beginning pay rate for a rehired, former sworn employee shall be determined by agreement of the Department of Employee Relations and the Chief of Police or his designee.

3. Any returning sworn employee shall be rehired at the position of police agent.

6033 LATERAL ENTRY PROGRAM

A. Policy

The department recognizes the value of hiring experienced and trained police personnel through a lateral entry program. Procedures shall be established which set forth the requirements for lateral entry with the department.

B. Procedure

1. When the hiring of lateral entry agents is deemed appropriate, the department shall contact the Department of Employee Relations for assistance in establishing a timeline for a hiring process.

2. Lateral entry applicants must possess a 4-year degree in any discipline from an accredited institution of higher learning.

3. The applicant must be POST certified in the State of Colorado with an active POST certification. The POST certificate cannot be expired.

4. The applicant must meet the hiring requirements for the City of Lakewood to include medical, psychological and physical abilities test.
5. The applicant must be an active police officer, or been employed in that capacity within the past three years, in the State of Colorado and have been engaged in municipal, county or state law enforcement.

6. The applicant must have at least one-year experience as a patrol officer, beyond an academy setting.

7. The hiring process shall consist of the completion of an application/personnel history statement, oral board, polygraph exam, background investigation, psychological evaluation, medical examination, and essential functions test.

8. After the testing process is completed, a list of qualified lateral entry agents shall be established. The list will be good for one year from the date it was established.

9. The salary for lateral entry agents will be established with the assistance of DER. Salaries shall be set based upon the total years of experience.

10. The Professional Standards Section will establish a training curriculum for lateral entry agents. This curriculum may vary depending upon the needs of the lateral agent and specific training areas identified by the department.