



<b>Hiring Practices</b>	Related Policies: Social Networking – Internet Use
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes §14-51-101 through §14-51-311	
CALEA Standard: <b>32.1.1;32.1.2; 32.1.3; 32.1.4; 32.2.1; 32.2.4; 32.2.5; 32.2.7; 32.2.8;</b>	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of this department.
- II. **Policy:** The policy of this department is to hire only those persons qualified for employment in law enforcement. This department seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this department consistent with the laws of the State of Arkansas.
- III. **Procedure**
  - A. The department should provide each applicant with a step-by-step checklist outlining the process by which this department selects individuals for employment as a sworn police officer.
  - B. The checklist should include all requirements that must be met prior to consideration for employment by the department (i.e. U.S. Citizenship, educational level attained, valid driver’s license).
  - C. The department shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
  - D. Each applicant must apply in writing using the department prescribed application form. All questions on the form must be answered completely and truthfully.
  - E. Any determination by the department that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
  - F. Any determination by the department that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the department.

- G.** Each applicant must provide documentation of the essential requirements (i.e. driver's license, social security card, high school and college diplomas, DD214, proof of citizenship etc.) upon submission of the application.
- H.** Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.
- I.** Each applicant must sign an affidavit indicating whether they have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- J.** Optional: Each applicant who successfully passes the written examination(s) at the level prescribed by this department will proceed to the fitness test. The fitness levels prescribed by this department are objective fitness standards that are set in conformity with the necessities of carrying out the law enforcement function of a patrol officer.
  - i.** The fitness standards of this department are set in conformity with standards prescribed by the department in accordance with the bona fide occupational qualifications
  - ii.** The fitness process shall be supervised by a certified fitness instructor
  - iii.** OPTIONAL: The department will conduct the fitness testing as the first phase of the testing process.
- K.** Each eligible applicant shall undergo an objective interview. Each applicant interviewed shall be asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's application prior to the interview so that questions relating to application may be incorporated into the interview process.
- L.** Once all applicants have been interviewed, the interviewer(s) will make recommendations to the hiring authority with respect to which applicants should be considered for employment.
- M.** Selected applicants will proceed to the background examination process. This process shall include:
  - i.** Verification of applicant's responses in the written application.
  - ii.** Applicant's driving history.
  - iii.** Criminal History check of applicant including checks in all former states of residency.
  - iv.** Survey law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
  - v.** Credit History report.
  - vi.** Check of National Database that registers officers who have been de-certified by a state POST or Training Board.



- b.** The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement officer. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with this department.
- ii.** Psychological Testing: Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing to determine his or her suitability for the law enforcement profession.