

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: TESTING AND SELECTION**

**GENERAL ORDER NUMBER: 87-3-38**

**FILE: PERS 3-1-2**

**PERSONNEL PROCESS**

**I POLICY/PURPOSE**

The selection process is acknowledged as a key activity in determining the operational effectiveness of the New Canaan Police Department. The purpose of this general order is to provide a set of basic principles and guidelines for use in an efficient, effective and fair selection process which results in the appointment of individuals who best possess the skills, knowledge and abilities necessary to perform as a police officer for the New Canaan Police Department.

**II RESPONSIBILITY**

It is the responsibility of all departmental personnel to adhere to this general order.

**III PROCEDURES: (PROFESSIONAL REQUIREMENTS)**

- A** The Chief of Police is responsible for the recruitment, administration of tests and notification to applicants. These responsibilities may be delegated to the Commander of the Staff Services Division. The department, through the Chief of Police, will maintain responsibility for all components of the background investigation, including polygraph, psychological screening, physical fitness examinations, and oral board interviews and the probationary period. The department assumes a major role and responsibility in the development of the measurements that are used in determining the skills and attributes of applicants.
- B** The Chief of Police will consider the needs of the department, skills necessary and personnel attributes required for the position before making his selection and recommendation to the Police Commission. The Police Commission is the final hiring authority.
- C** The department's Staff Services Division will maintain on file a current manual or set of manuals that describe all components of the testing and selection process.
- D** The selection process will make every effort to ensure that testing components have been documented as having validity, utility and a minimum adverse impact.
- E** The validity of components of the selection process will be determined by at least one of the following ways:
  - 1.** Criterion-related validation;
  - 2.** Construct validation; and
  - 3.** Content validation.
- F** If adverse impact is charged in the selection process, a study will be conducted which measures by comparing the selection rates by race and sex with the group having the highest selection rate.

- G** Every effort will be made to reduce adverse impact, if any in the selection process. This should include an annual review of the selection process including any legal issues and opinions as published.
- H** Any records and collected data used to monitor adverse impact, if any, will be maintained by the department's staff services division. Retention of said records and data will be in conformance with any applicable town ordinances and or state statutes regarding.
- I** Written tests, if any which are used as a part of the testing process should be documented as having validity, utility and adverse minimum impact. This criteria will be applicable for both commercially developed and state administered tests.
- J** Any test or examination (all elements) conducted by or for the department by an outside or private organization should meet the professional and legal requirements of validity, utility and minimum adverse impact.
- K** Operational elements of the testing/selection process-time limits, oral instructions, practice problems (if any), answer sheets and scoring formulas-should be clearly set forth and carried out identically for all candidates.
- L** All personnel, representative of race, sex and ethnic groups in the community are encouraged to participate in the administering, scoring, evaluating and interpreting all elements in the selection process.
- M** Testing and selection materials will not be left unsecured. If the town or state contract agency or organization has the responsibility for administering tests, said materials shall be secured in locked files with very limited access. If an outside consultant administers the test, they shall, as a result of a signed agreement provide 24 hour security for the testing material.
- N** If testing and selection materials are disposed of, this action will be performed in a manner that will prevent the disclosure of their contents. The destruction of these documents, either by burning or shredding, shall be closely monitored by the agency responsible for the documents.
- O** The department's testing and selection process will be reviewed at least annually or when a new selection process has begun, and if necessary, updated to ensure its effectiveness and legality.

**IV PROCEDURES: (ADMINISTRATIVE PRACTICES)**

- A** Lateral entry is permitted for the following positions:
  - 1. Chief of Police;
  - 2. Commissioned officers-entry level; and
  - 3. Civilian positions.

- B. Lateral entry candidates will take all the necessary tests provided for recruit entry candidates. Exceptions may be granted upon the recommendation of the Chief of Police and approval of the Police Commission for the deletion of certain tests for lateral entry candidates. Lateral entry candidates may be paid at a rate above that of the recruit entry person. This is applicable to both commissioned and civilian personnel.
- C. A candidate who is not eligible for appointment as a probationary officer will not necessarily be excluded from further consideration. However, a candidate will be excluded from re-evaluation if the conditions which had previously eliminated them from appointment are serious enough that another rejection is assured (ie: extensive criminal history).
  - 1. Due to the infrequency of the recruiting process, unless the above exception applies, there is no limitation on the number of times an applicant may apply for a position.
- D. Upon submitting a formal application, a candidate shall receive the following:
  - 1. A general listing of written and psychological examinations, polygraph examinations, oral interviews, background investigations and the approximate duration of the selection process.
- E. All candidates who are not eligible for appointment as a probationary officer shall be notified in writing within thirty (30) calendar days of such a decision.
- F. All candidates who are not eligible for appointment as a probationary officer, on the basis of a single test, examination, interview, or investigation, shall be informed in writing, of the specific reason within thirty (30) calendar days of such a decision.
- G. The Department shall retain applications and records of candidates not appointed for the period of time pursuant to the relevant Connecticut Law(s). Relevant time frames are published in the State of Connecticut Municipal Records Retention Schedule.

**V PROCEDURES: (BACKGROUND INVESTIGATIONS)**

- A. A background investigation will be conducted of each candidate prior to appointment and basic training at the recruit academy (POSTC).
- B. The background investigation shall include the verification of a candidate's qualifying credentials as well as:
  - 1. A review of a candidate's criminal record, if any.
  - 2. Verification of at least three (3) personal references of the candidate.
- C. Only an investigator or properly trained and experienced police officer will conduct background investigations.
- D. Background investigations of appointed applicants will be maintained in their personnel file (pre-employment section) throughout their career.
  - 1. All other background investigations of candidates shall be maintained on file by the police department pursuant to Connecticut law. (Municipal Records Retention Schedule)

**VI PROCEDURES: (POLYGRAPH EXAMINATIONS)**

- A** A copy of "relevant" topical areas that would be used as a basis for selecting questions in a subsequent polygraph examination will be provided to applicant candidates after they have passed the physical fitness portion of the testing process. A copy of the "relevant" questions should be provided to the candidate just prior to and at the location of the test.
- B** All polygraph examinations will only be conducted by and evaluated by personnel who have received professional training and who have been certified by a recognized training institute as being competent in the use of this investigative instrument.
- C** The results of a polygraph examinations or other instrument used for the detection of deception, shall not be the sole determinant in the elimination of a candidate from the selection process.

**VII PROCEDURES: (PSYCHOLOGICAL EVALUATIONS)**

- A.** Psychological Evaluations are used by the Police Department to evaluate the candidates according to acceptable behavior and attributes of Police Officers. Such evaluations shall be administered in accordance with the guidelines established in the New Canaan Police Department Recruitment Manual.

**VIII PROCEDURES: (ORAL INTERVIEWS)**

- A** All police candidates, prior to appointment as a probationary employee, will be required to appear before an oral interview board.
- B** A valid, useful and uniform set of questions will be asked of all candidates within a defined set of personal attributes and uniformly rated. All results will be recorded on a standardized form.
- C** Persons "sitting" on the oral interview board may be law enforcement personnel, selection professionals and/or community representatives and the New Canaan Police Commission.  
  
If necessary, final candidates will also appear in a second interview, before the New Canaan Police Commission.

**IX PROCEDURES: (OCCUPATIONAL QUALIFICATIONS)**

- A** All physical and age qualifications for police candidates shall meet the professional requirements of validity, utility and minimum adverse impact.
  - 1.** Police candidates must be at least twenty one years of age.
  - 2.** There is no maximum age limit.
- B** All police candidates will take a medical examination prior to appointment as a probationary police officer. The medical examination will be conducted by a licensed physician utilizing valid, useful and standard procedures for the certification of the health of candidates.

- C Physical fitness and agility examinations are required of all police candidates, prior to appointment. Such tests shall be based on a recognized program which meets professional and legal standards and has a minimum adverse impact on the sex and age of candidates.
- D All candidates will take a stability and psychological fitness examination prior to appointment as a probationary police officer. Said examinations will utilize valid, useful and non-discriminatory procedures.
- E The examinations will only be conducted by licensed and certified professionals, such as psychologists or psychiatrists.
- F Stability and psychological fitness examinations will be maintained in the pre-employment section of the officer's personal file.

**X PROCEDURES: (PROBATIONARY PERIODS)**

- A Probationary officers will serve a satisfactory probationary period of one year prior to appointment as a permanent police officer.
- B The appointment rate of police candidates from probationary to permanent status shall meet the requirements of minimum adverse impact.
  - 1. If adverse impact is suggested, the procedures, techniques and training used during the probationary process shall be re-evaluated.
- C An exception to the probationary period (length of time can be increased or decreased) may be granted upon the recommendation of the Chief of Police and approval of the Police Commission. An example would be an officer assigned to an undercover assignment prior to completion of the probationary period.
- D All probationary employees will be evaluated once a week during the field training period and as directed thereafter until the probationary period is completed. The standard New Canaan Police Department officer evaluation form will be used. These evaluations shall use valid, useful and non-discriminatory procedures.
- E The contesting of the performance evaluations shall be in accordance with General Order #88-5-49, Performance Evaluations.

**XI DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

**XII EFFECTIVE DATE**

This general order approved by the Police Commission on September 16, 1987 and is effective on September 16, 1987.  
Revised July 2000

Per Order

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Edward J. Nadriczny  
Chief of Police