

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: RELEASE OF PRE-EMPLOYMENT TESTING RECORDS**

**GENERAL ORDER NUMBER: 90-4-80**

**FILE: 3**

**PERSONNEL PROCESS**

**I PURPOSE/POLICY**

The purpose of this General Order is to provide the guidelines for the release of pre-employment testing records to applicants.

**II RESPONSIBILITY**

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the Commander of the Staff Services Division and the Recruitment, Testing, and Selection Officer to ensure its compliance.

**III PROCEDURES (ORGANIZATION)**

**A** The Recruitment, Testing, and Selection Officer, a component of the Training Office of the Staff Services Division, shall be responsible for the administration of the department's hiring process.

- 1.** The Recruitment, Testing, and Selection Officer shall be under the direct supervision of the Commander of Staff Services. Said Commander shall be responsible for planning, coordinating, and analyzing the hiring process.

**IV PROCEDURES (TESTING AND SELECTION PROCESS)**

**A.** The individual testing and selection steps in the hiring process shall include, but not be limited to;

- 1.** Employment Pre-Application
- 2.** Written Examination
- 3.** Physical Agility Examination
- 4.** Employment Application
- 5.** Oral Interview
- 6.** Conditional Job Offer
- 7.** Polygraph Examination
- 8.** Minnesota Multi-Phasic Personality Interview

9. Background Investigation
10. Psychological Examination
11. Physical Examination

V. **PROCEDURES (RELEASE OF RECRUITMENT, TESTING, AND SELECTION RECORDS)**

- A** All requests for release of pre-employment testing records must be forwarded to the Recruitment, Testing, and Selection Officer in writing. Upon receipt of the written request an agreeable appointment time will be made to allow the applicant and the Recruitment, Testing, and Selection Officer to review the applicant's employment file. There shall be a fee of .50 per page for the photostatic copying of pre-employment testing records. This fee will be paid by the applicant prior to the release of any copied records.
- B** The following procedures and guidelines shall apply to the release of the following pre-employment tests or examinations:
1. Employment Application - The applicant may review his/her application for employment and can obtain photostatic copies of any page(s).
  2. Written Examination - The applicant can view his/her test score at the New Canaan Police Department. The applicant can also review his/her test answer scoresheet. The applicant will be allowed to review his/her test answer sheet only and not the test question booklet itself as per Connecticut State Personnel Department regulations.
  3. Physical Agility Examination - The applicant may review his/her physical agility scoresheet(s). Copies of these scoresheets can be obtained.
  4. Polygraph Examination - The results of the polygraph examination administered by the Connecticut State Police can be reviewed. A copy of the polygraph examination administered by the Connecticut State Police can be reviewed. A copy of the polygraph examination results can be obtained.
  5. Minnesota Multi Phasic Personality Interview (MMPI) - The applicant can obtain the results of the MMPI via the following procedure:
    - a. The applicant must consult with psychologist/psychiatrist of their own choosing licensed to practice by the State of Connecticut. The attached release form must then be completed by the applicant and his/her physician. Once the release form is received by the New Canaan Police Department, the testing agency will be contacted and a copy of the applicants MMPI results will be sent to the requesting physician. The psychologist/psychiatrist can then review the results of the MMPI examination with the applicant. The applicant will be required to pay any and all fees incurred by this procedure.
  6. Oral Interview - Due to the fact that the review of oral interview questions would potentially give the applicant an unfair future advantage over other applicants, the list of interview questions will not be released.

7. Background Investigation - The results of neighborhood, personal, and employer reference questionnaires will be released to the applicant upon written request. The applicant can receive photostatic copies of these questionnaires. Portions of these copies may be "blacked out" in areas that would reveal the identity of the respondent to the applicant.
8. Psychological Examination - Follow procedures outlined in Section V. B(5).
9. Physical Examination - Follow procedures outlined in Section V. B(5).

**VI 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.

**VII EFFECTIVE DATE**

This general order approved by the Police Commission on May 16, 1990, and is effective June 18, 1990.  
Revised July 2000

Per Order

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Edward J. Nadriczny  
Chief of Police

**NEW CANAAN POLICE DEPARTMENT**

APPLICANT'S SOCIAL  
SECURITY NUMBER \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize and give my full  
consent to the New Canaan, Connecticut Police Department and its  
respective agents and/or employees to release a copy of my complete  
police candidate \_\_\_\_\_ file to:

\_\_\_\_\_ Circle One: M.D. Ph.D  
Psychologist, Psychiatrist, or Physician  
License Number \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

Applicant Signature: \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Notary Public