



SUBJECT

Selection Process – Non-Sworn Vacancy

AMENDS

REFERENCE

RESCINDS

PPBM 509-5

I. INTRODUCTION

The department is dedicated to ensuring consistent selection and transfer policies which emphasize merit and fairness for civilian members.

II. TERMINOLOGY

- A. **Selection Process** - Process by which a qualified member is selected for an authorized civilian position when a vacancy occurs, or is included in an eligibility pool. Selection processes are announced in Job Vacancy Memorandums.
- B. **Eligibility Pool** - An unranked grouping of qualified applicants established, as the result of an element selection process, to fill vacancies as they occur. A pool may be established for any authorized civilian position.

III. POLICY

- A. Selection processes will be initiated annually or as needed to establish eligibility pools or fill vacancies based on annual turnover and/or for projected vacancies.
- B. Division commanders shall ensure selection processes are job-related, fair, and that all candidates are evaluated accurately. Criteria used in selection processes should take into consideration any special needs of the element and/or the department.
- C. Critiques will be prepared which outline the strengths and weaknesses of the candidates as demonstrated during the selection process. The critiques will be available to the candidates, upon request, for sixty days after the process is completed.
- D. Members selected and placed in a pool will retain their eligibility for a period of two years. At the end of the second year, all pool members receiving two years of consideration shall be removed from the pool unless they have satisfactorily competed in the most recent selection process.

- E. Any member declining assignment when a vacancy exists may be removed from the eligibility pool by the bureau commander. Members may also be removed from an eligibility pool for misconduct or any valid reason, subject to the approval of the bureau commander. The bureau commander will notify the Human Resources Division anytime a member is removed from an eligibility pool.
- F. Exceptions to this policy can be made **only** by the Chief of Police.

IV. PROCEDURES

- A. To participate in a selection process, a member will submit a Form 4 P.D., Request for Transfer, through the chain of command for endorsements, to the Human Resources Division. Refer to Policy 543, Request for Transfer.
- B. To initiate a selection process for a newly created or existing position, the supervisor/ commander will:
 - 1. Submit a memorandum through the chain of command to the Human Resources Division for preparation of a Job Vacancy Memorandum.
 - 2. Forward a copy of the selection process and interview questions through the chain of command to the Human Resources Division, for review, prior to implementation.
- C. Upon completion of the selection process, the supervisor/commander will prepare and forward through the chain of command to the bureau commander:
 - 1. A memorandum reporting the results of the selection process.
 - 2. If applicable, a Bureau Memorandum announcing those civilians who successfully completed the selection process and comprise the eligibility pool.
- D. The bureau office will forward the Bureau Memorandum to the Employee Benefits Unit. The Employee Benefits Unit personnel will verify the members' qualifications, return the memorandum to the bureau for signature, and deliver the memorandum to the Research and Development Division for publication.
- E. When a vacancy occurs, the supervisor/commander will select a civilian from the eligibility pool and submit a recommendation through the chain of command. The bureau commander will forward the approved selection to the Employment Unit for processing. If a civilian is selected and declines assignment, the supervisor/commander will forward documentation to the bureau office.
- F. Human Resources Division will:
 - *1. Prepare and distribute Job Vacancy Memorandums to all elements for posting on bulletin boards for two weeks and place the information in the Daily Informant for two weeks.

2. Review the selection process and interview questions for all vacancies.
3. Schedule and conduct job testing as required in job descriptions.
4. Coordinate external advertisement of job vacancies and processing of applications, when appropriate.
5. Maintain and monitor existing eligibility pools until new pools are established.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____day of_____, 2013.

Lisa Pelofsky
Board President

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