



TYLER POLICE DEPARTMENT

GENERAL ORDER: 14.400

	SELECTION	
	EFFECTIVE DATE: 05-23-1994	
	REVISED DATE: 11-19-2018	
CALEA STANDARDS: 31.4.1 – 31.4.6; 31.5.1 – 31.5.7		

14.401 PURPOSE

- A. In order to better serve our community and to fulfill manpower needs, the Tyler Police Department shall maintain a Career Development Unit that is responsible for the recruitment and selection of qualified sworn and non-sworn departmental personnel.

14.402 AUTHORITY AND RESPONSIBILITY – [CALEA Standard: 31.5.2]

- A. The Career Development Unit Lieutenant shall be responsible for the overall administration of the department's recruitment and selection process. The Career Development Lieutenant shall be knowledgeable in personnel matters, especially equal employment opportunity issues and how they impact the management and operations of the department.
- B. The Training Unit Sergeant shall directly supervise the Recruiting / Personnel Officers assigned to the unit and be responsible for day-to-day operations of the department's recruitment and selection process.
- C. Personnel assigned to the Career Development Unit will receive training on subjects that include, but not limited to:
1. Agency needs and career opportunities.
 2. Federal and state guidelines.
 3. Selection and recruitment requirements and candidate disqualification criteria.

4. Techniques for recruitment and candidate processing during the selection process.
- C. Employment responsibilities of the Chief of Police will be in accordance with [City of Tyler Policy: Chapter 2-1 – Employment](#) and the [Local Government Code, Chapter 143](#).

14.403 SELECTION – [CALEA Standards: 31.4.2; 31.4.3; 31.4.6]

- A. All elements of the selection process shall be administered, scored, evaluated, and interpreted uniformly.
1. Selection materials will be securely stored by the City of Tyler’s Human Resources department.
- B. All circumstances concerning the evaluation of validity, utility, and adverse impact shall be considered in determining when one or more components of the selection process may become outdated.
- C. When feasible, personnel that represent the race, sex, and ethnic groups found in the City of Tyler will be used in administer various parts of the selection process.

14.404 VALIDITY

- A. The Tyler Police Department, as well as the City of Tyler Human Resources Department will insure that adverse impact will be minimized during the selection process.
1. To accomplish this all selection instruments must meet established validity, utility, and minimum adverse impact requirements.

14.405 WRITTEN TEST – [CALEA Standards: 31.4.1; 31.4.4]

- A. All sworn position applicants shall be required to take a written civil service examination in accordance with [Local Government Code Chapter 143](#) and [City of Tyler Policy: Chapter 2-1 - Employment](#).
1. Results of the examination shall be obtained from the Civil Service Director and retained in written form by the department.
- B. At the time of application for the written civil service examination all applicants will be informed in writing of all elements in the selection process, including an estimated timeframe for the selection process.
- C. Reapplication of candidates who are not selected for hire may be made when the next civil service testing date is announced.

1. A copy of the application criteria and automatic disqualifiers will be given to all applicants at the time of application for the written civil service examination.

14.406 DISQUALIFICATIONS – [CALEA Standards: 31.4.5; 31.4.6]

- A. Sworn position applicants deemed unqualified for hire will be notified in writing of the decision within 30 days by the Civil Service Director. Reasons for the applicant's ineligibility may include, but are not limited to:
 1. Failed physical fitness test
 2. Questionable psychological test
 3. Unsatisfactory background investigation.
- B. Non-Sworn position applicants deemed unqualified for failure to meet minimum qualifications will be notified in writing of the decision within 30 days by City of Tyler's Human Resources Department.
 1. Non-Sworn applicants who qualify, but are deemed ineligible for hire will be notified in writing of the decision by the Unit Supervisor overseeing the hiring process or the City of Tyler's Human Resources Department within 30 days of the decision.
- C. The records of both sworn and non-sworn applicants who were not selected for hire shall be maintained by the department's Training Unit for a minimum of two (2) years from the creation or receipt of the record or the personnel action taken, whichever is later as required by [City of Tyler Policy: 3-200 - Records Management Plan](#) and [Retention Schedules for Records Common to All Local Governments: Number GR1050-11, GR1050-14, and GR1050-36](#).
- D. Applicants will not be disqualified solely because of omissions or deficiencies that can be corrected prior to the formal panel interview process, unless those omissions or deficiencies are willful and material misrepresentations.

14.407 BACKGROUND INVESTIGATIONS – [CALEA Standards: 31.4.6; 31.5.1]

- A. All applicants will have a thorough background investigation conducted prior to being selected for employment.
- B. The background investigation shall include:
 1. A verification of the applicant's qualifying credentials (e.g. birth certificate, naturalization certificate, United States passport);
 2. A complete review and report of the applicant's criminal history;

3. Verification of an applicant's personal and professional references;
 4. Verification of an applicant's achieved education level (i.e. certified accredited college transcript);
 5. Employment history;
 6. A study of any relevant decertification resources, if applicable and available; and
 - a. A review can be completed through the [National Decertification Index \(NDI\)](#) or any other reliable source.
 7. Any other checks as determined by the Career Development Unit Lieutenant or Training Unit Sergeant.
- C. The information obtained through the background investigation will be maintained in the applicant's file by the department's Training Unit for a minimum of two (2) years and comply with [City of Tyler Policy: 3-200 - Records Management Plan and Retention Schedules for Records Common to All Local Governments: Number GR1050-11, GR1050-14, and GR1050-36.](#)

14.408 ADDITIONAL SELECTION PROCEDURES

[CALEA Standards: 31.4.6; 31.5.3; 31.5.4; 31.5.5; 31.5.6; 31.5.7]

- A. A polygraph examination will be administered to all sworn position applicants by a certified polygraph operator selected by the Tyler Police Department prior to being selected for employment.
 1. Prior to the examination an applicant will be provided with a list of areas from which examination questions will be drawn.
 2. Admissions made during the examination will be used to assist department personnel in determining the applicant's employment acceptability.
 3. A polygraph examination **will not** be used as the sole determinate in an applicant's employment status.
- B. All sworn position applicants will participate in a panel interview prior to being selected for employment.
 1. The Panel Interview Board will consist of at least three (3) members approved by the Chief of Police.
 2. The board members shall use the same rating criteria and form for each


candidate. The questions will be similar for each applicant, but may vary according to the candidate's background.

- C. All non-sworn position applicants will participate in a one-on-one interview with the unit supervisor. Additional interviews may be present at the request / discretion of the unit supervisor.
 - 1. The questions will be similar for each applicant, but may vary according to the candidate's background.
- D. All sworn position applicants must successfully complete a Work Fitness examination and meet the department's age qualifications prior to being selected for employment.
 - 1. In accordance with [City of Tyler Local Civil Service Regulations](#), all physical and age qualifications of the department will meet the requirements of validity, utility, and minimum adverse impact standards.
- E. All sworn and non-sworn position applicants are required to undergo a Medical Test / Drug and Alcohol screening performed by licensed physician, physician assistant or nurse practitioner.
- F. All sworn position applicants and certain non-sworn position applicants (e.g. Telecommunicators) are required to submit to an emotional stability / psychological fitness examination prior to being selected for employment. All other non-sworn position applicants may be required to submit to an emotional stability / psychological fitness examination if it is determined to be necessary prior to being selected for employment.
 - 1. A qualified psychologist will administer the examination using valid, useful and nondiscriminatory procedures to sworn position applicants.
 - 2. A qualified psychologist or certified counselor will administer the examination using valid, useful and nondiscriminatory procedures to non-sworn position applicants.
- G. Documentation of an applicant's polygraph examination, interview results (panel or one-on-one), work fitness examination (if applicable), medical test / drug and alcohol screening, and emotional stability / physiological fitness examination shall be maintained indefinitely by the department's Training Unit selected for employment.
 - 1. Documentation for sworn and non-sworn position applicants not selected for employment shall be retained as outlined in subsection [14.406B](#) and [14.407C](#) of this policy.

14.409 PROBATIONARY EMPLOYEES

- A. As a requirement of this department each new employee (sworn and non-sworn) shall serve a probationary period in which each employee will be indoctrinated, trained, and evaluated to ensuring the most competent workforce.
1. The probationary period for sworn employees shall be for a twelve (12) month period if they currently hold a certified peace officer's license and a eighteen (18) month period if not previously certified as a peace officer as delineated in the [Texas Administrative Code, Title 37, Chapter 217 – Enrollment, Licensing, Appointment, and Separation](#).
 2. The probationary period of non-sworn employees shall be for a six (6) month period as outlined in [City of Tyler Policy: 2-20 – Position Classification Compensation Pay Plan Benefits & Employee Programs](#).
- B. Annually the department will ascertain the ratio of probationary sworn employees hired to the number of those who completed their probationary period. This is done to measure and ensure the department is meeting or surpassing the minimum adverse impact requirements.

Approved: 11-19-2018



Jimmy Toler
Chief of Police