

	Administrative General Order	2.04 Selection Process	ORIGINATOR/REVIEW Chief's Staff
	SUBJECT Virginia Beach Police Department General Order Chapter 2 – Personnel Information		DISTRIBUTION ALL
	CALEA: 31.3.3, 31.4.1, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.1, 31.5.2, 42.2.4, 46.2.2, 61.3.4		
BY THE AUTHORITY OF THE POLICE CHIEF: PWN			

Purpose:

To establish guidelines and procedures for the process of selecting persons for employment as sworn, non-sworn and ancillary personnel with the Virginia Beach Police Department, and to establish the process for selecting personnel for transfer to a specialty or specialized assignment within the agency.

Definitions:

Specialty Position - a temporary or full-time assignment outside, or in addition to, the traditional patrol function.

Specialized Assignment- A task specific assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. Specialized Assignments are reviewed annually to determine the need to continue the assignment (see General Order 2.01, Allocation and Distribution of Personnel).

All Personnel – For purposes of this policy, “all personnel” refers to sworn, non-sworn, ancillary and auxiliary personnel. Civilian Volunteers and Student Internships are covered in General Order 2.16.

Policy:

The Virginia Beach Police Department is committed to employing qualified individuals, and to establishing selection processes that are based on the content and requirements of the job and represent the Department’s commitment to equal opportunity in employment in accordance with General Order 2.06 (Prohibition of Discrimination and Harassment).

Selection Process for Non-Sworn and Ancillary Personnel (CALEA 31.3.3, 31.4.1, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.1, 31.5.2, 61.3.4)

Selection processes for non-sworn and ancillary personnel shall be coordinated by the City of Virginia Beach Department of Human Resources with the assistance of the supervisory member of the Virginia Beach Police Department responsible for the job vacancy, referred to as the “hiring manager.” The selection process for the position shall be based on the elements and activities of the position as delineated in the job description and the related tasks of the job as identified by the hiring manager.

Employment Opportunities

Employment opportunities for all positions are advertised through the City's web-based application system and interested applicants respond by submitting the on-line application forms during the designated time period. Each advertisement will include all elements of the selection process, the expected duration of the selection process and the City's policy on reapplication.

Applications for employment for all positions will be accepted online via the City of Virginia Beach web-based application. While the web-based application system minimizes the exclusion of information in the application process through the use of required fields, applications containing minor omissions or typographical errors, or deficiencies that can be corrected prior to testing or interview processes, will not be rejected.

For civilian and ancillary positions, once the designated time period for application submission has expired, human resources and the hiring manager will use a matrix to identify the candidates who most closely match the job criteria. Those candidates selected for testing and/or interviews shall be contacted by HR who will maintain contact with the applicant throughout the remainder of the selection process.

Candidates for all positions not selected for interview may review their web-based application status online. This status will be updated by human resources to reflect "Reviewed by hiring manager, not selected for interview." For details regarding the sworn selection process, refer to the Hiring Practices Field Guide.

Interview Panels

The selection process will include an oral interview and/or other appropriate selection exercises for assessing the candidate's ability to meet the requirements of the position. Interview questions should be written using a behavioral approach by soliciting responses that require the candidate to provide examples from his/her educational and/or work experiences. Development of the evaluation criteria and the assessment method should occur in conjunction with the development of the interview questions and selection process and should be based on job-related factors. The assessment method may include a numerical scoring system but must require the board members to discuss their assessments and reach agreement on the ranking of the candidates. If agreement cannot be reached, the board members will vote to resolve any discrepancy.

The size of interview boards may vary from three to five members. Every effort shall be made to include minority and female representation in the composition of selection panels, particularly when minority or female candidates are competing. When this objective cannot be achieved because of limited availability, the panel composition must be approved by the appropriate Division Commander (i.e. one of the Deputy Chiefs or the Police Support Division Manager), in consultation with the Human Resources Coordinator. Panel membership may also include a Human Resources representative. Selection of the outside representative will be coordinated by the hiring manager

convening the selection board. All panel members shall be familiar with the requirements of the assignment.

The final report from the board members should include a narrative description of each candidate's performance in the areas identified in the evaluation criteria and be based on the required knowledge, skills, abilities, competencies for the position, and a listing of the candidates in rank order starting with the closest match for the position.

All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification.

Background Investigations (CALEA 31.5.2)

For civilian and ancillary positions, upon completion of the oral interview, the top candidate(s) and one or two alternates are selected to move to the background phase of the selection process. This phase will include, at a minimum, a polygraph examination, a criminal history records check, a driving history check, verification of college transcripts or qualifying credentials, and verification of at least three (3) business references. The Human Resources Coordinator oversees the coordination of polygraph exams and reference checking and shares the results with the hiring manager. Some positions, depending on the physical demands of the job, also require a medical examination with the City's Occupational Health Department. The background investigation for candidates for part-time positions such as Summer Marine Patrol Aide and Police School Crossing Guard is limited to a criminal history records check and a driving history check.

Candidates not selected to move further in the selection process are either notified in writing within 30 days of their interview date or they are sent a generic email from the web-based system informing them that they are no longer under consideration.

Records Retention/Security (CALEA 3.4.6)

The Virginia Beach Police Department will follow the State Library of Virginia's records retention and disposition schedule as well as to comply with privacy regulations included in the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act. In addition, we shall comply with the signed security agreements with our test vendors. Personnel files, selection records, testing information and other related information for all applicants generated during the selection process are covered by the General Schedule No. 3 published by the State Library of Virginia. Every effort is made to ensure that appropriate security and confidentiality of applicant records, and test information are maintained.

Selection Process for Sworn Personnel (CALEA 31.3.3, 31.4.1, 31.4.3, 31.4.4, 31.4.5, 31.5.2)

The selection process for sworn personnel includes a series of tests that are administered at the direction of the Commanding Officer of the Training Bureau. Applicants must successfully complete each step in the selection process in order to proceed to the next. A detailed description of the selection process for sworn personnel is found in the Virginia Beach Police Department Hiring Practices and Guidelines field guide.

Applications for sworn positions with the Virginia Beach Police Department are processed through the City's web-based application system. All applicants who submit the on-line application form are directed via email to also submit the required Personal History Questionnaire with its attachments. Upon review of the PHQ, the applicant is contacted by the Training Bureau with confirmation of their test date. This exam notice confirms the details of the testing sessions as well as the expected duration of the selection process and the reapplication procedure if unsuccessful in the testing. Additional detail regarding the elements of the selection process is published on the City's website in the form of the job announcement and other supplemental information.

During the selection process, the Commanding Officer of the Training Bureau or his/her designee shall ensure that information regarding applicant status is maintained and updated in a timely manner in the tracking system. At any time during the process when an applicant fails a test that disqualifies him/her from consideration for employment, the applicant will be notified in writing within 30 days of the decision and advised of their eligibility for reapplication.

Personnel assigned to conduct applicant testing shall be familiar with the testing process and shall apply the standards for evaluation fairly and uniformly amongst the applicants. Personnel assigned to conduct background investigations on applicants shall receive documented training on the process and information to be collected during the investigation.

Selection for Specialized Position Transfers

It is imperative that the selection process for specialized position assignments be conducted in a manner which is fair and equitable for the participants, and which assists in achieving the goals of the department by selecting the best candidate for the assignment. Transfers to specialized positions are not promotions, but rather opportunities for employees to expand the range and scope of their qualifications, skills, and experiences by performing in capacities other than patrol. Participation in a specialty unit selection process allows the employee to demonstrate the knowledge, skills, abilities, and competencies that indicate their suitability for the assignment. Supervisors responsible for coordinating the specialized assignment selection process are encouraged to contact Human Resources/Police Services staff for assistance in planning the selection process.

Positions subject to this policy are classified as all levels of Police Officer, Master Police Officer, or Sergeant. Each command with specialized position assignments will formulate a written selection process.

Officers who were given service credit for their full-time police officer work experience in other law enforcement agencies will be given credit for that time in meeting specialized position tenure requirements after they have completed the probationary period. For example, if a specialized position requires three years' experience in order to participate in the process and the officer came into the department with two years' service credit from another agency, he/she will qualify to participate in the process when the twelve-month probationary period is completed.

Announcement of Specialized Position Transfer Opportunities

The following requirements pertain to specialized position transfer opportunities distributed throughout the department for the ranks of Sergeant or below.

- A. All specialized positions and assignments for sergeants and below shall be approved for advertisement by the Police Chief and then announced department-wide to allow all eligible members an opportunity to compete.
- B. The announcement of the actual or anticipated vacancies will provide a description of the position(s) available, the minimum requirements for consideration, and a description of the selection process, including evaluation criteria.
- C. The announcement will provide a closing date, and a method for the candidate to inquire whether or not their letter of interest was received by the command.
- D. The announcement will also clearly indicate what other criteria, if any will be used to determine a candidate's qualifications for the position. Examples may include prior experience, recommendations of supervisors, performance evaluations, and a review of personnel files. Participation in the department's Professional Development Program may be included as a factor in the selection criteria. Additional requirements may be promulgated depending on the nature of the assignment; for example, candidates for the position of motorcycle officer must possess a Class M driver's license.
- E. Position announcements will be distributed department-wide at least 15 days prior to the start of the selection process.

Skills Testing

In addition to an interview panel (discussed previously), exercises simulating job requirements may also be used to evaluate the candidate's skills in specific areas or the

aptitude to learn new skills. Commands that require skills testing, including physical agility or fitness testing, shall provide the details of the testing in the job announcement. Development of the evaluation criteria and the assessment method shall be based on job-related factors and shall be coordinated with the Human Resources Coordinator to ensure compliance to the EEOC's Uniform Guidelines for Testing and Selection. Commands are encouraged to utilize skills testing as a selection method to provide additional information regarding candidate suitability.

Selection

Selection of persons for specialized positions and assignments shall be made by the Police Chief. Selection should be made from the Command's list of recommended candidates emerging from the selection process. Candidates may be recommended based on their performance in the selection process and a review of their performance/disciplinary records. Pending or past disciplinary action(s) will not automatically disqualify a candidate for a position but will be considered when determining the suitability of a candidate for the position. Once the selection has been made, the list will be concluded.

Feedback

Commanding Officer or designee shall be responsible for coordinating feedback for employees participating in the selection process regarding their performance. Such feedback should include a summary of the performance in the process, areas in which the candidate could improve, and suggestions for training and/or additional work experiences in those areas needing improvement.

Selection for Specialty Functions and Temporary Rotating Assignments

All transfers/movements within the Department shall be justified on a memorandum and approved by the Police Chief.

Specialty functions and temporary rotating assignments serve a dual purpose for the agency. The first is the accomplishment of specialized tasks within the agency designed to enhance services to the community, and the second is to enhance the job of officers by providing new skills and perspectives on the police function. As specialty functions are intended for skill enhancement, personnel may, at the discretion of the commanding officer of the component hosting the function or assignment, be selected or assigned to assume these duties. Specialty Functions are identified in General Order 3.05, Specialized Training.

The Department designates several positions as temporary rotating assignments. Those temporary rotating assignments shall be subject to the selection requirements for specialty assignments described in this policy. Temporary Rotating Assignments are identified in General Order 2.01, Allocation and Distribution of Personnel.

SWAT Team Selection Process (CALEA 46.2.2)

The Commanding Officer of Special Operations will notify the Department of an upcoming process in accordance with the provisions of this General Order, and request memos of interest from interested and eligible officers. This will be done at least 15 days in advance of the intended process date.

The SWAT Team Leaders will verify all interested officers meet the eligibility requirements. They will also check each candidate's employee folder for information pertinent to the selection process.

Eligibility Requirements

- A. Any full-time police officer that is requesting a transfer to the SWAT Team must meet the following requirements:
- B. Candidates must have a minimum of two (2) years continuous service with this Department.
- C. Candidates must have met the minimum requirements on the last employee feedback.
- D. Candidate's residency shall comply with [City Administrative Directive, 5.08](#).

Disciplinary action will not be automatic disqualifiers but will be considered as a part of the overall selection process.

A letter of recommendation from the immediate supervisor must accompany each candidate's memo of interest. This recommendation will also be one factor for consideration in the overall selection process.

The SWAT selection process will consist of three stages designed to evaluate each candidate's physical fitness, marksmanship skills and communication skills. Each candidate must successfully complete each phase to continue in this process.

Physical Fitness/Marksmanship Skills

The physical fitness/marksmanship skills assessment consists of an obstacle course, marksmanship (handgun and shoulder fired weapon) and a tactical decision-making stress scenario. Each candidate will run the course while wearing required gear. There is no time limit for this event. Each candidate's time will be recorded for consideration in the event there is a tie score. These events will be scored collectively for each candidate and a final score calculated. Department firearms qualification scores for both handgun and carbine will be collected from the Training Bureau and evaluated on each participating candidate.

SWAT Basic Training

A Basic SWAT Training School will be conducted in the days prior to interview assessments. During this time, candidates will be trained in Firearms, Close Quarters Contact (CQC), Immediate Action and other skills. Feedback and assessment notes will be documented and kept throughout this process:

Interview

The oral interview will involve each candidate answering a series of questions developed by the SWAT Supervisory Staff. Candidates' responses will be assessed in various areas including communication skills, preparation for accepting the SWAT assignment, decision-making skills, team building skills, Crisis Intervention Training and overall experience in terms of diversity of assignments and proactive initiatives.

Selection and Approval

After the three phases are completed, the candidates will be ranked as highly recommended, recommended, and not recommended. The list of candidates and recommendations will be given to the Commanding Officer of Special Operations. The Commanding Officer may interview the candidates before his/her recommendation to the Police Chief. Those candidates that are ranked as not recommended at the conclusion of this process will not be considered for approval by the Police Chief. Upon approval by the Police Chief, the candidate(s) will be assigned to the SWAT Auxiliary Program. When a permanent position on the SWAT Team is available, that position will be filled, upon approval by the Police Chief, from a member of the SWAT Auxiliary.

Crisis Negotiator Selection Process (CALEA 46.2.4)

The following narrative describes the required selection process for a Crisis Negotiator.

- A. Solicitation of a memorandum of interest with a deadline for application.
- B. The Commanding Officer of Special Operations will consult with the responsible supervisors and make a selection for the position based on an assessment of the following factors as demonstrated through the candidate's work performance:
 1. Motivation Problem solving ability
 2. Communication skills
 3. Overall Experience as a Police Officer
 4. Technical Knowledge relating to SWAT and crisis negotiations
- C. When the selection decision is announced, all candidates will be given the opportunity to receive feedback from the Commanding Officer regarding the outcome.

Interim Transfers

Nothing in this policy restricts the Police Chief from assigning or transferring any employee to a duty assignment that is deemed to be in the best interest of the department. Temporary transfers are excluded from the provisions of this policy. Further, transfers to any staff position directly under the supervision of the Police Chief may be subject to further and/or different selection criteria, as determined by the Chief.

Participation in Transfer, Promotional or Other Selection Processes

Sworn and civilian members who wish to participate in a selection process for a transfer to another assignment or for promotional consideration will be allowed to do so in an on-duty status. All members who anticipate participating in either will be responsible for notifying their first-line supervisor as soon as possible so that arrangements can be made to adjust staffing and/or make any necessary schedule adjustments. This advance notification to a supervisor is especially critical for members who are scheduled to be on-duty at the time of the process so that adjustments to maintain necessary coverage can be made in advance. Per City Policy, members scheduled to be on-duty will not be required to take leave to participate in a selection process. Members who are off duty at the time of the process will be allowed to adjust their schedule within the pay period on a date and time that is mutually beneficial for both the department and the employee. Per City Policy, overtime and/or compensatory time will not be awarded for participating in any transfer, promotional or other selection process. It is important to note that under the Fair Labor Standards Act, time spent interviewing for transfer, promotional or other selection processes is not compensable because it is not required for the member's current job/assignment. However, the department recognizes the value gained when our members compete for new assignments and it is mutually beneficial to facilitate scheduling requests. Time spent preparing for a transfer, promotional or other selection process in terms of studying; preparing a resume, participating in physical training, etc. is not compensable and will not be adjusted.