

**NEW HAVEN
DEPARTMENT OF POLICE SERVICE****GENERAL ORDERS****GENERAL ORDER 2.15****EFFECTIVE DATE:****NEW HIRE POLICY****2.15.01 PURPOSE**

The purpose of this General Order is to outline the elements and the activities involved in the selection process for all sworn personnel for the New Haven Department of Police Service. The process will be subject to the rules and regulations of the Civil Service Commission and Connecticut Police Officer Standards and Training Council (POST) guidelines for entry-level requirements for new hires, lateral entries and comparative certifications as set forth in the relevant Connecticut General Statutes and applicable Regulations of State Agencies.

2.15.02 COMPONENTS

Components and procedures of the selection process will include, but are not limited to the following:

- The minimum legal requirements for employment as established by POST standards (The current POST standards are attached hereto in Appendix A.)
- Civil service testing process
- Physical Fitness Test
- Board of Police Commissioners Oral interview panel and approval

- Background Screening Procedures

2.15.03 CONFIDENTIALITY

Materials used in the selection process will be retained and disposed of in accordance with the terms set forth by C.G.S. Sec. 11-8. The Officer-in-Charge (OIC) of the Records Unit, as designated by the Chief of Police, is the main custodial agent for the Department and shall be responsible for the destruction of these records as dictated by law and in a manner that prevents disclosure of information contained therein.

2.15.04 BACKGROUND SCREENING PROCEDURES

BACKGROUND INVESTIGATION

- Background investigations will be conducted on all candidates prior to being hired. Employees that are assigned to conduct background investigations will receive the proper training prior to conducting a background investigation. The background investigations of candidates that are not hired will be maintained in a locked cabinet for 5 years with access limited to only the Chief of Police or his/her designee, the Officer-in-Charge of the Background Unit and the Sergeant of the Background Unit.

POLYGRAPH

- The polygraph test is designed to evaluate the truthfulness of the candidates and will be administered prior to their appointment to probationary status. Only valid, useful, nondiscriminatory procedures will be used, and the department will only use licensed professionals to administer the polygraph test.

PSYCHOLOGICAL TESTING

- Psychological testing designed to evaluate emotional and psychological stability will be administered to candidates prior to their appointment to probationary status. Only valid, useful, and nondiscriminatory procedures will be used, and the Department will use only licensed professionals to administer psychological testing. The results of psychological testing will be maintained on file in a secure area to ensure that proper procedures were followed and to provide data for continuing research and legal defense, if needed.

MEDICAL EXAMINATION AND DRUG SCREEN

- Prior to appointment, candidates will be given a medical examination by the Department medical provider certifying their general health. All candidates will undergo a drug screen using valid, useful, and nondiscriminatory procedures. The results of these tests will be maintained on file in a secure area to ensure

that proper procedures were followed and to provide data for continuing research and legal defense, if needed.

POLICE COMMISSION ORAL INTERVIEWS

- The Board of Police Commissions is the hiring authority for police candidates. The Board of Police Commissioners may hold oral interviews with all police candidates.

2.15.05 LATERAL-ENTRY CANDIDATES/COMPARATIVE CERTIFICATIONS

Lateral candidates and comparative certification candidates, who are eligible pursuant to the relevant Connecticut General Statutes and applicable Regulations for State Agencies, are required to enter the civil service process designated for POST-certified sworn officers and will be required to satisfy any additional criteria as set forth in above Sections 2.15.02 and 2.15.04. Successful candidates will be placed on an eligibility list for lateral-entry candidates based upon their test score. The list for lateral-entry candidates is a separate list from the list for entry-level candidates.

2.15.06 REMOVAL FROM ELIGIBILITY LIST

When a candidate fails to satisfy the terms of a conditional offer of employment, the candidate will receive written notification of the failure and be advised that he or she will be recommended for removal from the eligibility list. The candidate may be offered the opportunity to review his or her file, but will not be allowed to take notes, photographs or remove any items from the file. The candidate may be given the opportunity to be heard before the Board of Police Commissioners before a final decision is made concerning recommendation for removal. The Board of Police Commissioners shall be provided by the Internal Affairs Unit or the Background Investigations Unit with a report of each candidate to review.

Otoniel Reyes
Chief of Police

Date