



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 30.07

**TITLE:** Recruitment, Testing, Selection of Sworn Officers

**SERIES NUMBER:** 30

**SERIES TITLE / SUBJECT:** Personnel Process

**TOPICS/ REFERENCE:** Employment, Equal Employment Opportunity, Recruiting, Selection, Testing

**APPENDICIES:** None

**ORIGINAL EFFECTIVE / ISSUE DATE:** October 24, 2005

**DATE OF LAST REVISION:** July 18, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED**

**CALEA STANDARDS:**

---

**Policy:**

It is the policy of the Rockford Police Department to recognize a formal recruitment process with the primary objective to actively recruit and employ a work force representative of the Department's service community. Furthermore, it is policy to prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignments, or any other matter of personnel management for reason of race, color, creed, religion, sex, national origin, place of residence, marital status, political affiliation, or disability not specifically exempted by statute. Recruitment and testing will be conducted in cooperation with the Board of Fire and Police Commissioners and the City of Rockford Personnel Department.

The Rules and Regulations of the Board of Fire and Police Commissioners of the City of Rockford, State of Illinois will be the final source on general requirements, applications, and examination procedures for the position of police officer.

**Purpose:**

The purpose of this General Order is to identify the recruitment process and responsibilities within the Rockford Police Department and to establish the Department's commitment to equal employment opportunity.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS
- II. RECRUITMENT PROGRAM
- III. EQUAL EMPLOYMENT OPPORTUNITY PLAN
- IV. RECRUITMENT PRACTICES
- V. APPLICATION PROCEDURES

- VI. TESTING AND SELECTION
- VII. RECORDS RETENTION AND DESTRUCTION
- VIII. EFFECTIVE DATE
- IX. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

- A. Equal Employment Opportunity: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, gender, religion, national origin, or disabilities.

II. Recruitment Program:

- A. The Commander of Administrative Services Bureau will have primary oversight for the development and implementation of the recruitment program to include advertising, testing and selection.
- B. The Deputy Commander of Administrative Services Bureau will assist the Commander of Administrative Services Bureau in all phases of recruitment and testing.
- C. The primary development and implementation of the recruitment program and the recruitment plan will be assigned to the Recruiting Unit.
- D. The Recruiting Unit will be staffed on a full time basis.
- E. Investigators assigned to the Recruiting Unit will receive training to provide ample knowledge in personnel matters related to recruitment, equal employment opportunity, and appropriate office management skills necessary for applicant tracking.
- F. All Department personnel are expected to support the Recruitment Plan and work towards furthering the principles of equal employment opportunity.

III. Equal Employment Opportunity Plan:

- A. The Commander of Administrative Services Bureau is responsible for the development of an equal employment opportunity plan containing the following elements:
  - 1. A statement of objectives and policy.
  - 2. An action plan designed to achieve objectives identified in the recruitment plan.
  - 3. Procedures to evaluate the progress toward the objectives or to maintain the objectives.
  - 4. An annual evaluation of the progress toward the plan objectives and provisions for revising and reissuing the plan as necessary.
- B. The Commander of Administrative Services Bureau will ensure those involved in the recruitment process are familiar with rules regarding equal employment opportunity and affirmative action principles.
- C. All job announcements, recruiting brochures, pamphlets, posters and correspondence used by the Recruiting Unit will contain an equal employment opportunity statement.

IV. Recruitment Practices:

- A. All recruitment practices will be conducted in cooperation with the Board of Fire and Police Commissioners and the City of Rockford Personnel Department.

- B. Recruitment practices will consist of, but not be limited to, the following activities:
  - 1. Conducting interviews with and providing information to potential candidates.
  - 2. Participating in job fairs and career days.
  - 3. Making presentations to local schools and organizations expressing interest in the criminal justice field.
  - 4. Maintaining liaison with faculty of universities and colleges involved with the criminal justice education system.
  - 5. Notifying civic and church organizations of career opportunities and application periods for sworn officer testing.
  - 6. Notifying local and regional media outlets of career opportunities and application periods for sworn officer testing.
  - 7. Utilizing officers of the Department in group presentations, job fairs, and career days, where appropriate and in consideration of the ethnic background of the contact group.
- C. Recruitment practices will not be limited to the jurisdictional boundaries of the City of Rockford and will be conducted where the likelihood of attracting qualified members of all ethnic groups or subcultures is greatest.
- D. Recruitment practices will be ongoing including times during which the Department is not accepting applications for employment.
- E. During periods when applications are not being accepted, the Recruiting Unit will utilize pre-employment contact cards (Job Interest Cards) which will be maintained to track interested candidates and to keep them informed of when the application and selection process begins.

#### V. APPLICATION PROCEDURES

- A. The Chief of Police, upon recommendation from the Commander of Administrative Services Bureau, will determine when the Department will actively begin to accept applications for employment.
- B. The Chief of Police, or his designee, will ask permission to begin the application process from the Board of Fire and Police Commissioners.
- C. Upon receipt of permission from the Board of Fire and Police Commissioners to begin the application process, the Recruiting Unit will determine the dates during which applications will be accepted.
- D. The Recruiting Unit will post job announcements utilizing electronic, print and other available media, ensuring that all announcements and publicity advertises the Department as an equal opportunity employer.
- E. Job announcements will contain a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements, as well as the official application filing deadline.
- F. Written or electronic notice will be provided to all applicants upon receipt of their application. This notice will provide information about the date and time of physical agility and written testing.
- G. The Recruiting Unit maintains an individual file on each applicant in which all contacts, correspondence, and required documentation to or from the applicant is kept. This individual file may be in hard copy or electronic format.
- H. The Recruiting Unit will notify applicants of minor omissions or deficiencies with their applications in order for the application to be corrected prior to testing.

Any applicant who knowingly falsifies information on their application will have their application rejected.

- I. No applications will be accepted after the application filing deadline. The applicant will be informed that they may re-file an application during future application periods.
- J. The Recruiting Section shall maintain contact with all applicants during the application process and keep them informed of the expected duration of the selection process.

VI. Testing and Selection:

- A. The Commander of Administrative Services Bureau will consult the Board of Fire and Police Commissioners in scheduling dates and times for all steps in the testing and selection process.
- B. The testing and selection process will include the following steps.
  - 1. Physical Fitness Assessment: Four (4) events scored on a Pass/Fail basis.
  - 2. Written Examination: The National Police Officer Selection Test (POST) scored as 40% of the final weighted score. Minimum of 70% needed to pass.
  - 3. Pre-Polygraph Survey
  - 4. M-Pulse Inventory Test
  - 5. Pre-Interview Review: Candidates may be removed at this point based on review criteria established by the Board of Fire and Police Commissioners.
  - 6. Oral Examination: Questions will be asked of the candidate to enable the Commission to evaluate the applicant's capacity to discharge the duties of the position. Scored as 60% of the final weighted score. Minimum of 70% needed to pass.
  - 7. Polygraph
    - a. All applicants will be advised that successfully continuing in the testing process will subject them to a polygraph examination. The results will not be the sole determinant factor for future employment. During this exam they may be asked questions pertaining but not limited to:
      - 1. Prior drug use
      - 2. Alcohol use
      - 3. Arrest information
      - 4. Prior employment
  - 8. Psychological
- C. All steps in the testing and selections process described in "VI. B" above will be administered, scored, evaluated, and interpreted in a uniform manner.
- D. An eligibility list of applicants will be established based on the final scores derived from the testing and selection process. The eligibility list will remain in effect for two (2) years from the date of approval, or until there are no applicants remaining on the list.
- E. If an opening for employment exists and an applicant is offered a position as a sworn officer, the following steps will be conducted.
  - 1. Background Investigation: Civilian Investigators hired by the Rockford Police Department conduct an in-depth background investigation. When practical the background investigation will include personal visits to the

home of the candidate, the candidate's family, neighbors and personal references. This investigation is advisory to the Board of Fire and Police Commissioners and will include sensitive and confidential aspects of the applicant's personal life including:

- a. Verification of qualifying credentials;
  - b. A review of any criminal record; and
  - c. Verification of at least three (3) personal references.
2. Post-offer/pre-appointment medical examinations, including drug testing: An extensive physical examination is required to determine fitness to perform the duties of a police officer.
- F. Each applicant will receive written notice of the date and time of each step in the testing and selection process, written notice as to whether they passed or failed each step, and notification of their final status and eligibility for appointment to the Department. Copies of all mentioned notifications will be kept in the applicant's individual application file.
  - G. Any applicant not placed on the final eligibility list may re-apply during future application periods in accordance with Fire and Police Commissioners Rules and Regulations.
  - H. If a new testing and selection process begins, any applicant remaining on a current eligibility list will have options for re-testing based on rules established by the Board of Fire and Police Commissioners.
  - I. Any applicant hired will be further required to successfully complete basic police officer training, state certification exam, field training, and an eighteen (18) month probationary period.

VII. Records Retention and Destruction:

- A. All applications, documentation, and test results submitted or generated about a candidate during the testing and selection process will be maintained in a secure method and be available for viewing only by persons directly related and involved with the process, and then, only for the purposes of furthering the testing and selection process.
- B. All records submitted or generated about a candidate and included in their individual application file will be retained by the Department for a period of seven (7) years, unless the candidate is hired, at which time the application file will be permanently included in the officer's personnel file.
- C. Destruction of application files may be requested under provisions of the Local Records Act (50 ILCS 205/) of the Illinois Compiled Statutes, and will be accomplished by personnel of the Personnel Section using the method of shredding only after receiving written permission per the Local Records Act.

VIII. Effective Date:

- A. The effective date of this Order is October 24, 2005.

IX. Review, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Deputy Commander of Administrative Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.

- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

Chet Epperson  
Chief of Police