BILL NO.: **4512** **ORDINANCE NO.:** _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #32 "SELECTION PROCESS" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Selection Process Policy in compliance with CALEA standards.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this _____ day of _____ 2016

2nd Reading this _____ day of _____ 2016

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2016**

_____
Theodore Hoskins, Mayor

ATTEST:

_____
Deanna L. Jones, City Clerk

_____
Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Kirkland	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mathison	Aye ___ Nay __ Absent __ Abstain __
Councilman-at-Large McDaniel	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mitchell	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Williams	Aye ___ Nay __ Absent __ Abstain __

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 32
SELECTION PROCESS		
ISSUE DATE: 12/1/2016	EFFECTIVE DATE: 12/19/16	DISTRIBUTION: ALL PERSONNEL
AMENDED:		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 32.1.1, 32.2.1, 32.2.7, 32.2.8, 32.2.10		NUMBER OF PAGES: 4

PURPOSE: The purpose of this directive is to establish procedures for the selection of qualified police recruits and the responsibilities of the department in the selection process. [CALEA 32.1.1]

POLICY: It is the policy of the Berkeley Police Department to select persons without regard to race, creed, sex, age, or national origin. Components of the selection process will utilize procedures that are proven to be valid, useful, non-discriminatory, and job related.

DEFINITIONS:
Applicant – any person who applies or makes formal application for employment.

Candidate – any person seeking employment who meets the minimum requirements of the department and has completed a formal application.

PROCEDURES:

QUALIFICATIONS [CALEA 32.1.1]

A. In order to maintain a professional and qualified Department, certain minimum hiring standards must be maintained. The minimum qualifications for the position of police officer are:

    1. Authorized to work in the United States.

    2. Be a graduate of an accredited high school or have obtained a certificate of equivalency recognized by the Missouri Department of Education (i.e. GED).

    3. Able to pass an extensive background investigation.

    4. Possess a valid Missouri Driver's License at the time of appointment.

    5. Possess the physical strength necessary to perform the duties of the job.

    6. Able to pass the physical and mental examinations prescribed by the department.

    7. Visual acuity corrected to 20/20.

APPLICATION PROCESS [CALEA 32.1.1]

A. A written application containing complete and accurate information will be filed with the City of Berkeley designated personnel responsible for human resources relations. All applications shall be screened and maintained by the designated personnel responsible for human resources relations to ensure the applicant meets the minimum requirements for the position.

B. At the time formal application is made, the designated personnel responsible for human resources relations shall inform the applicant of all elements of the selection process.

SELECTION PROCESS [CALEA 32.1.1]

A. Written Exam - A written examination will be administered to applicants who meet the minimum qualifications for police officer. The designated personnel responsible for human resources relations will notify the candidate(s) of the written test date and time. The written test may be obtained from an outside vendor, using bibliography sources provided by the Department to derive questions for the test and/or the Chief of Police may use a written test comprised of questions developed within the Department. The written test will constitute 30% of the total grade.

B. Oral Interview - Each eligible candidate will be afforded the opportunity to continue in the process and be interviewed by a board consisting of a Sergeant and Patrol Commander who will rate the candidates. Each candidate will be rated in five (5) general areas. Those areas will include:

1. General Appearance
2. Communication Skills
3. Professional Knowledge
4. Leadership
5. Relationships

The board will select candidates to proceed to the Chief interview. The oral interview will constitute 35% of the total grade. The Chief will interview candidates and recommend for selection to the City Manager.

C. The City Manager will interview applicants upon recommendation and give his/her endorsement for selection of hiring to the Public Safety Committee. The Public Safety Committee will evaluate the selected candidates. This evaluation will constitute 35% of the total grade.

PHYSICAL ABILITY TEST

The physical abilities test (PAT), is a timed 200 yard obstacle course. The PAT will be administered by the St. Louis Area Police Chiefs Association (SLAPCA) at the St. Louis County and Municipal Police Academy for each candidate for entry-level sworn positions. Candidates are graded on a pass/fail basis. The obstacle course consist of the following tasks beginning seated in a patrol car:

1. Begin running for approximately 200 yards
2. Jump over an approximately 1 ½ foot high obstacle
3. Climb over a 4-foot high chain link fence
4. Climb over another 4-foot high chain link fence
5. Run up stairs
6. Run between and around six obstacles (traffic cones)
7. Duck under two low-hanging obstacles approximately 4 and 5 feet high
8. Run down stairs
9. Lay flat on the ground in the prone position (on stomach) with arms extended outward and then get back up
10. Dummy drag

BACKGROUND INVESTIGATION [CALEA 32.2.1]

A complete, thorough and confidential background investigation will be conducted on applicants who have passed the testing process. Background investigations shall be conducted only by background investigators who have been specially trained to conduct such investigations. All potential employees must have a background investigation completed to include, but not limited to:

1. Verification of a candidate's qualifying credentials [CALEA 32.2.1 a]
2. A review of any criminal record [CALEA 32.2.1 b]
3. Verification of at least three personal references. [CALEA 32.2.1 c]

MEDICAL EXAMINATIONS [CALEA 32.2.7]

A medical examination shall be conducted by a licensed physician approved by the City of Berkeley to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer. This testing shall include hearing and vision tests. All medical, hearing and vision testing pursuant to the police officer selection process conducted by the City of Berkeley shall be at no cost to the candidates. [CALEA 32.2.7]

PSYCHOLOGICAL FITNESS EXAM [CALEA 32.2.8]

All sworn candidates who receive a conditional offer of employment will undergo an emotional stability and psychological fitness examination conducted by a department-approved qualified professional prior to final selection and appointment to probationary status. [CALEA 32.2.8]

PROBATION [CALEA 32.2.10]

Each newly hired sworn member is required to satisfactorily complete entry-level training relevant to the position and complete a six month probationary period before being granted tenured status.

DRAFTED BY: Eye-Liza Conner	DATE: 11/28/16
BY ORDER OF: **ART JACKSON** **INTERIM CHIEF OF POLICE**	DATE: 11/29/16
APPROVED BY: Public Safety Committee	DATE: 12/1/16
APPROVED BY: Berkeley City Council	DATE: 12/19/16