DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**SECTION: I-008 DETECTIVE SELECTION**

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####  *CHIEF KEITH MOON*

# I. PURPOSE

All procedures used in the detective selection process will be job-related and non-discriminatory. It must be ensured that a selection process that measures traits or characteristics that are a significant part of the job being sought is used to evaluate candidates. These traits will normally be identified through a job-task analysis and published in the "skills, knowledge, and abilities" section of the job description for that rank.

**II. PROCEDURES**

The professional standards of the Dublin Police Department are maintained through the selection of the most qualified personnel to positions of increased responsibility.

A. Department’s Role –

The Department has sole authority in the recommendation of personnel for selection. All selections must be based on allocated positions approved by the City Manager. Some supervisors of the department may participate in the selection process by accurately and objectively evaluating employees so that the most qualified personnel will advance.

B. Authority and Responsibility –

The Chief of Police is vested with the authority and responsibility for administering the department's role in the selection process including performing appropriate administrative and liaison activities necessary to carry out the process. The Chief of Police will be responsible for the design and administration of the measurement instruments that are used in determining the skills, knowledge, and abilities of employees for positions. This will include providing source material if a written test is given and interviewing and arranging for assessors if an assessment center is utilized. The Chief of Police will maintain the primary responsibility for any oral interviews and administration of the probationary periods. The Chief of Police or his designee is responsible for the security of any selection materials.

 C. Detective Opportunity Announcements –

Whenever there is a vacancy or forecasted vacancy for a detective position, and a decision to fill the position(s) is made, a written announcement should be posted and/or distributed to all affected employees. The announcement should be at least thirty (30) days prior to the beginning of the selection process and should remain posted for at least ten (10) days. This announcement should include:

1. A description of the positions or job classifications for which vacancies exist.

2. A schedule of dates, times, and locations of all elements of the process.

3. A description of eligibility requirements.

4. A description of the process to be used in selecting personnel for the vacancies.

D. Provision of Study Materials –

If a written test is used in the selection process, an updated bibliography of reading materials used as the sources of questions should be provided to each candidate. However, department written directives, the Georgia Criminal and Traffic Law Manual, and the Dublin Municipal Code may always be used as source materials in written tests.

**III. ELIGIBILITY REQUIREMENTS / CRITERIA FOR DETECTIVE**

Criteria and procedures for developing eligibility lists for selection purposes are established by the Chief of Police. Eligibility criteria and procedures are as follows:

Detective 1: This position is an entry-level position for an officer with a minimum of two years of law enforcement experience and a minimum of two years of service with the Dublin Police Department.

***Note:*** *If there are not adequate personnel who meet the requirements as specified above, or when circumstances otherwise warrant, the Chief of Police is authorized to modify the requirements to provide an adequate number of personnel to compete in the process, appoint someone to the position, or consider outside applicants. The Chief’s decision on circumventing the requirements shall be considered final.*

**IV. ELEMENTS OF THE PROCESS**

A. The following are elements of the selection process. In the selection process, an applicant can score between 1 and 100 total points, but only a maximum number of points in each element area. A discussion of each element and how points are attained, and computed, can be found below.

 ELEMENT MAXIMUM POINTS POSSIBLE

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Written Test (Textbook) 25 points

Written Test (HRCT/Policy) 25 points

Interview / Board 25 points

Training /Education 10 points

Personnel Record 5 points

Time in Grade 5 points

Active FTO / IT 5 points

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TOTAL POSSIBLE POINTS 100 points

B. Written Tests – The combined written tests shall count for 50% of the overall score. Once the examinations are scored, 25% of each score will be taken and used as written test points. For example, if the applicant scores 91 (91x.25=22.75) on the first written test and 82 (82x.25=20.5) on the other, this would be a combined total of 43.25 points.

C. Interview / Board – shall count for 25% of the total score. The applicant shall be interviewed by a board/panel of at least three individuals, not affiliated with the City of Dublin. A City of Dublin Human Resources representative may be present but will not score the applicant.

*Note: If only one candidate applies for the position, the oral interview board may be bypassed at the approval of the Chief of Police or his designee.*

The applicant will be graded by an oral exam consisting of questions derived from the book “Challenging the Law Enforcement Organization” by Jack E. Enter, Ph.D., along with, but not limited to, topics relating to police and criminal investigations, and criminal law.

The points awarded by the board/panel member will represent that board/panel member’s score for the applicant in this area. An average of all three board/panel member’s scores will be taken; 25% of that average will be the points awarded as Interview/Board points for the applicant.

For example, during the interview/board, the applicant receives sums of 75, 88, and 90 from board members respectively. The average of these sums is 84.33. 25% of this average is 21.08. 21.08 points would be awarded to the applicant in this area.

D. Training / Education - shall count for 10% of the overall score and is computed as follows. A total of 10 total points (maximum) is possible in this area. Simply, points are awarded for the completion of certain law enforcement schools, and civilian education. Again, only a maximum of 10 points can be awarded in this area**.**

 1. Points will be awarded for the successful completion of the following law enforcement courses:

 Points Points

 Course Awarded Course Awarded

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Supervision Level I 1 Field Training Officer 1

Supervision Level II 1 Family Violence Investigations 1

Supervision Level III 1 Search & Seizure (40hr) 1

Management Level I 1 ALERRT 1

Management Level II 1 Advanced Report Writing 1

Management Level III 1 Specialized Patrol Techniques 1

Instructor Training Course 1 Tactical Diffusion Strategies 1

*Note: 1 Point will be granted for each related class listed in Dublin Police Department Policy I-007 Detective Tier Progression (Crime Scene Investigations, Interviews and Interrogations, Gang Investigator, Homicide Investigations, Financial Investigation Fundamentals, and Child Victim Fundamentals).*

2. Points will be awarded for civilian education as provided below:

 Level of Education Points Awarded

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Some College or Specialized Certification(s) 1

Two-Year Degree 2

Four-Year Degree 3

 Four-Year Degree with Post-Graduate Work 4

 Masters 5

Note: Only the highest level of education can be used. For example, if the applicant has completed a two-year degree, only 2 points are awarded. Post-secondary studies/completion (college) must be verifiable, and from accredited colleges and/or universities; diploma(s), certificates, and/or transcripts must be provided by the applicant. Any questions as to authenticity will be investigated and answered prior to the interview. Any attempt to falsify documentation and/or provide false information will result in the applicant’s removal from consideration and may result in disciplinary action.

Note: *Only higher education in the field(s) of public safety/administration will be accepted.*

F. Personnel Record – Shall count for 5% of the overall score and is computed as follows. A total of 5 total points is awarded in this area if there are no reprimands or suspensions. Points are deducted based on the following list. It is possible to receive a negative total for this area.

 Points Awarded or

 Situation Taken Away

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 Each period of suspension in the past 3 years -3

Each department-issued written reprimand in the past 2 years -2

Letters of appreciation/awards are important but will not be considered in the process. As such, complaints against the applicant will not be considered, unless the complaint results in one of the negative situations as listed above.

G. Time in Grade - shall count for 5% of the overall score and is computed as follows. A total of 5 total points (maximum) is possible in this area. Time in grade is defined as the total time after completing the FTEP or time the applicant has spent at their current rank (periods of separated time cannot be combined). Points are awarded for time in grade as given in the following chart. Only complete years are used to compute time in grade; again, only the highest level of time in grade is awarded.

 Time in Grade Points Awarded

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 2+ years 1

 3+ years 2

 4+ years 3

 5+ years 4

 6 or more years 5

H. Active FTO / IT – Points will be awarded to those who have actively trained other members within the Department during the previous two (2) years. “Trained” shall be defined as those instructing a cadet for a minimum of one (1) complete phase, or the equivalent (14 or more DORs), in the FTEP or those who have instructed a minimum of sixteen (16) hours of POST training.

I. **EXAMPLE** – For the purposes of further explaining the elements of the process and how a total score is computed, the following example is given:

1. The applicant’s policy test score is 76. 25% of that score is 19. The applicant’s textbook test score is 76. 25% of that score is 19. **38 points are awarded for the Tests.**

2. During the interview/board, the applicant receives totals of 76, 82, and 80 from the board members. The average of these totals is 79.33. 25% of this average is 19.8325A. **19.8325 points are awarded for the Interview/Board.**

3. In the training/education area, the applicant has completed the following schools and levels of education: associate degree from an accredited college (2 points), Search and Seizure (40 hr.) (1 point), Family Violence Investigations (1 point) (**4) points are awarded for Training/ Education.**

Note: *The maximum awarded points for education and training is 10.*

4. In the employee’s records there are three (3) City of Dublin records of employee warnings (-2 points each) during the past two years, (**-1) point is awarded for Personnel Record (note this is a negative total).**

5.The applicant has served in the department as a patrol officer for 4 years and 8 months. (**3) points are awarded for Time in Grade.** Only complete years are used to compute time in grade and only continuous time with the City of Dublin is used.

6. If the employee has volunteered in the past two years to participate with the FTEP and trained for no less than one (1) complete phase, **5 points** will be awarded. This will require a letter from the employee’s supervisor or FTEP coordinator.

7. Compute the sum of the points awarded in each area: 38 + 19.8325 -1 +3 + 5 = 64.8325. **64.8325 is the total points achieved by the applicant and is the final selection score for the applicant.**

J. While it is department policy that all elements in the selection process will be used, there may be a situation when some type of influence or problem may preclude the use of one or more elements. If an element is not used during the selection process for any reason, that element will be removed from the selection process for all applicants and no points will be awarded in that area. If a substitute element (such as an assessment center) is used in lieu of a selection element, an appropriate points base will be established, and advance notice will be given to all applicants.

**V. WRITTEN EXAMINATIONS**

Written examinations are normally used in the selection process, and may be of an essay, multiple choice, true/false, "fill-in-the-blank," or any combination of these designs. These written tests may be designed locally by the Chief of Police or may be provided by an external commercial source. There will be no given cutoff score(s) to take additional portions of any other test(s). Grading of essay tests will be done using a "blind" grading process, where the evaluators grading the tests do not know the identity of the author of the specific test being graded in advance.

###  VI. ORAL INTERVIEWS/BOARDS

As stated in IV D. above, an interview/board will be conducted by a panel of members of outside agencies. The purpose of the interview/board is to elicit verbal answers/responses on questions and problems that would be asked of a detective both in everyday situations and unusual occurrences and grade the applicant in certain areas of consideration. The questions/situations and appropriate responses will either be drawn up or presented to the board/panel members prior to the interview/board to ensure uniformity in the grading of candidates. All detective applicants will receive the same set of problems drawn up by the panel. The Chief of Police will review all questions and interview/board procedures prior to the actual interview/board. The panel will grade each applicant as provided in IV C above.

#####  VII. ASSESSMENT CENTERS

In lieu of an oral interview/board, an assessment center may be used at the discretion of the Chief of Police. This assessment center will consist of personnel from an external source with the rank of Sergeant or higher. The assessment team will compile a list from the above factors to include a resume and a self-assessment to be turned in prior to the test date. The list will be ranked by the assessment team based on cumulative scores from all areas from the highest to the lowest. Whenever an assessment center is used, the following standards will be used as criteria:

A. Measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis.

1. Uses multiple assessors who are thoroughly trained prior to participating in a center.

C. Uses techniques designed to provide information, which is used in evaluating the dimensions,

attributes or qualities previously determined.

D. Uses multiple assessment techniques, one of which may be a simulation.

E. Uses simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job-related.

F. Bases judgments resulting in an outcome on pooled information from assessors and techniques.

G. Announces the dimensions to be evaluated in a written directive.

H. Uses a form or forms to record and document the observations of assessors at each stage of the process.

I. Provides participants, upon request, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

**VIII. SELECTION LIST**

Once all computations have been made, a selection list of all applicants and their total scores (in descending order) will be produced as directed by the Chief of Police. This list will contain all applicants and their scores (subdivided for each). The Chief of Police will notify all applicants of their “ranking,” and post the selection list on the department bulletin board.

(Effective July 8, 2024: The list will remain valid until the end of the probationary period of six (6) months.)

**IX. SELECTION AND ANNOUNCEMENT FOR DETECTIVE**

After the selection process has been completed, and the applicant(s) selected for detective, the Chief of Police will announce the selection(s) by notifying the applicant(s) personally and posting a list of the individual(s) on the department bulletin board.

As earlier referenced in this document, the Chief of Police is responsible for the selection process. If there are not adequate personnel who meet the eligibility requirements, or when circumstances otherwise warrant for any reason, the Chief of Police is authorized to modify the requirements to provide an adequate number of personnel to compete in the process, modify the elements of the selection process, appoint someone to the position, consider outside applicants, and/or completely circumvent the requirements in order to fill detective positions. The Chief of Police’s decision on circumventing the requirements shall be considered final.

**X. PROBATIONARY PERIOD FOR DETECTIVES**

The probationary period for any detective selected is six (6) months and may be extended at the discretion of the Chief of Police. Under those circumstances, where a probationary detective is failing the probationary period due to poor performance, the Chief of Police may approve up to an additional ninety-calendar day extension of the probationary period.

The probationary test period is regarded as an integral part of the selection process. It is a period used by the Chief of Police to closely observe the newly selected detective work, to secure the most effective adjustment of the employee to the position, and to remove from the position any detective whose performance does not meet required standards. As early as possible during the probationary period unsatisfactory incumbents should be notified about their need for improvement and told that lack of improvement will be cause for their return to their former assignment, or if that position is eliminated, to the next available position for which the officer is suited.

**XI. REQUEST NOT TO BE APPOINTED TO PROBATIONARY STATUS**

When an opening arises and an officer on the current selection list is picked to fill the vacancy, the officer may file a written request with the Chief of Police not to be appointed to probationary status. If the Chief grants the request, the letter will be placed in the employee’s file and the next highest candidate on the list will be selected for appointment to probationary status. The employee who requested not to be appointed will retain his/her position on the list.

If, during the period that a list is in effect, an officer files a second request not to be appointed to probationary status, the officer will be removed from the current list and will not be eligible for selection while that list remains valid. The officer may, however, participate in the next selection process.

***Note: For purposes of explanation, an officer who turns down probationary status is in effect turning down the selection.*** *If all subjects on a list request turn down the position, the list will be expunged, and the selection process will begin again.*

#####  XII. REVIEW AND APPEAL PROCESS

A. Employees are permitted to appeal selection decisions concerning any part of the process, including their eligibility for selection and/or appointment, their score(s) in the process, and the process in general.

B. Inquiries about the process can often be resolved verbally through the Office of the Chief of Police. However, if resolution cannot be achieved, and the employee wishes to appeal the process or part of the process, the following procedure will be followed:

 1. The employee will file their appeal in writing to the Chief of Police. This appeal will state the reason for the appeal, what outcome is expected, and any/all reasons why the appeal and outcome are warranted. Supporting documentation may be attached. The Chief of Police must receive the written appeal within fourteen (14) days after posting the selection results.

 2. After receipt of the appeal, an appointment between the employee and the Chief of Police will be scheduled. At this meeting, the employee will be given an opportunity to explain the appeal request, and during this meeting, the employee will be permitted to review the questions and answers to his/her written examination, **if possible,** as well as review the results of their selection process. However, employees shall not be permitted to examine the paperwork, tests, or related materials of other employees who were/are involved in the selection process. The Chief of Police may have other supervisors involved in the process present at this meeting.

 3. After review of the appeal, the Chief of Police will make a determination whether or not the appeal is warranted. The Chief of Police will then notify the employee in writing of his decision in the matter.

 4. If the decision of the Chief of Police does not satisfy the employee, the next step in the process is the City of Dublin Grievance Procedure (see City of Dublin Handbook).

C. Note that employees do not have to file an appeal in order to review their selection process information. Any employee involved in the process may do so by scheduling such with the Office of the Chief of Police. Reviews will normally take place during regular office hours under the supervision of the Chief of Police or designated representative.

 **XIII. SUSTAINED/SUCCESSFUL APPEALS, REAPPLICATION, and RETESTING**

A. If an applicant is successful in his/her appeal of the selection process, the following general guidelines for remedy will be applied:

 1. If the appeal is sustained on an error in scoring which may be corrected (i.e., an error on a mathematical calculation), the scores of all persons tested will be examined for accuracy, scores corrected as needed, re-calculations made, and lists corrected and posted.

 2. If the appeal is sustained on an uncorrectable error that only affects a small portion of one element (such as one or two questions on a written test), that portion affected by the appeal will be eliminated, all scores recalculated, and selection lists corrected and posted.

 3. If the appeal is sustained on an uncorrectable error, which affects a major portion of a particular element, the Chief of Police will decide on one of the following:

a. If the Chief of Police determines that the overall process is still valid without the appealed element, the single element will be eliminated, all scores recalculated, and selection lists corrected, or,

b. If the Chief of Police determines that the overall process is no longer valid without the appealed element, all element scores will be eliminated, and the entire selection process will be re-scheduled and start over.

If the appealing employee is not satisfied with a remedy provided through the above procedure, the employee may again follow the City of Dublin Grievance Procedures.

B. Reapplication for selection will be allowed only if an entire process is voided through a sustained appeal. Personnel participating in that process may reapply; personnel who were not originally eligible for that selection process, who became eligible during the process, may also apply.

In the event of a standing detective selection list, personnel who were not eligible to apply for that process and later become eligible may not apply while the list is valid.

C. Retesting for selection will be allowed only if an entire process is voided through a sustained appeal or if the written test is voided for any reason.

 **XIV. DETERMINING ELIGIBILITY FOR VACANCIES WHERE LATERAL ENTRY IS PERMITTED**

A. As provided in Section A012 Selection Process of this SOP, lateral entry is not permitted at the police officer/patrol officer level.

B. Lateral entry for Detective positions will be permitted on an “as needed basis,” as determined by the Chief of Police, utilizing the following procedure:

 1. The Chief of Police, at his discretion, may laterally move a department supervisor from one position to another position of the same grade/rank within the department without a selection process.

 2. The Chief of Police, at his discretion, may laterally move a patrol officer to a detective position if there are no qualified applicants for the position. The lack of qualified applicants is defined here as no applicants, applicants with low scoring in the selection process, or applicants otherwise disqualified or ineligible for detective. In this event, the Chief of Police may require patrol officers to participate in a selection process to determine the best employee eligible for lateral entry.

 3. In the event, in the opinion of the Chief of Police, that there are no qualified department applicants for a detective position, the Chief of Police may select and hire an otherwise qualified individual from outside the department to fill the position. The selectee will not have to be a part of a selection process but will have to meet the department and City of Dublin eligibility selection criteria found in A012 Selection Process of this SOP and other city hiring regulations and requirements. This is considered a ‘last resort’ option.

 4. As provided in section III, Eligibility Requirements/Criteria for Detective, of this document:

If there are not adequate personnel who meet the requirements as specified above, or when circumstances otherwise warrant, the Chief of Police is authorized to modify the requirements to provide an adequate number of personnel to compete in the process, appoint someone to the position, or consider outside applicants. The Chief’s decision to circumvent given requirements shall be considered final.

## XV. REVIEW and EVALUATION OF PROCESS

The selection process should be reviewed annually by the Chief of Police, with noted changes to be published. The process may also be evaluated in a meeting with between the City Manager and the Chief of Police. Personnel participating in the selection process are invited by the Chief of Police to offer comments or feedback prior to or upon the conclusion of the process. All employees are encouraged to provide input about changes and/or ‘upgrades’ to this policy.

## XVI. FORMS

Detective selection process forms can be found on the department computer server shared drive.

## XVII. SECURITY OF SELECTION MATERIAL

A. Selection material will normally be secured in the Office of the Chief of Police. However, these materials may be stored in the office of the Assistant Chief of Police, the office of the Chief’s Administrative Assistant, or otherwise as directed by the Chief of Police. These materials will be secured when not in use.

B. Test materials from an outside source are not the property of the department and will be secured when not in use and will be monitored by a testing authority when in use. Test sheets and results will be faxed to and received from the outside test source by the Chief of Police or his designated representative and will be filed as a part of selection material.

C. After the selection process ends, materials will be filed as permanent files and will be retained in accordance with State of Georgia records retention requirements for public employee personnel files (7 years after separation). These files will be destroyed upon purge.