



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 255.04 HIRING/PROMOTIONAL INTERVIEWS 02-14-96

#### **PURPOSE**

To establish procedures for the interviewing of potential employees and employees certified for promotions.

#### **POLICY**

To hire/promote the most qualified applicant available based on Civil Service Rules and qualifications identified during the final interview.

#### **PROCEDURE**

##### A. GENERAL

1. The Personnel Services Division (PSD) shall:
  - a. obtain the names of the applicants certified by City Human Resources Department for vacant positions within the Department.
  - b. require the successful applicant to complete the Pre- Employment Investigation Form (SPD 469).
    - (1) The background investigation shall be part of the hiring process. No job offer shall be made until the background investigation is completed.
    - (2) The applicant shall be advised, when filling out the SPD 469, that all questions are to be answered as completely as the question calls for and the form is to be completed in the applicant's own handwriting.

NOTE: Even if the applicant has recently been backgrounded by another law enforcement agency, a separate background investigation is required by law and shall be conducted .
  - c. conduct the background investigation and inform the captain, supervisor, or office chief conducting the interviews of information discovered which may have a bearing on the applicant's consideration.
    - (1) The information contained in the background investigation folder shall be confidential.
    - (2) Under no circumstance shall the applicant be allowed to see any part of the background investigation folder.
    - (3) Individual statements from the background shall not be quoted or otherwise divulged to the applicant in order to get a response.
  - d. PSD will make all job offers to applicants after consulting with the interviewer.
2. The Office Chief in charge of the Office with the vacancy shall identify the supervisor(s) who shall conduct the interviews to fill the vacant position(s).
3. The interviewer shall be given copies of each candidate's application forms prior to the interview.
  - a. During the course of the interview, no question, direct or indirect, shall be asked concerning an applicant's:
    - (1) race
    - (2) religious creed
    - (3) color
    - (4) national origin
    - (5) ancestry
    - (6) sex
    - (7) age
    - (8) physical handicap or medical condition
    - (9) sexual preference.
  - b. An informational handout shall be given to each interviewer before the interview, which shall give samples of acceptable and unacceptable questions.
  - c. The interviewer shall forward all interview notes to PSD. All interview notes shall

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- d. be maintained by PSD for two (2) years pursuant to Government Code 34090. Supervisors interviewing for the first time shall contact the Administrative Services Officer (ASO) in PSD before the interview for a short training session, if necessary.
- 4. Any individual deliberately falsifying, deceiving, committing fraud, or other misconduct in connection with an application and/or resume shall be disqualified from consideration under Civil Service Rule 4.3, Disqualification.

**B. CIVILIAN POSITIONS ABOVE ENTRY LEVEL**

- 1. PSD shall notify office chiefs of vacancies in their office and:
  - a. inform them of pending interview(s).
  - b. provide a list of names of individuals who wish to be interviewed.
  - c. make a recommendation as to who should conduct the interview to fill the positions.
- 2. When applications and supporting documents are received from City Human Resources Department, PSD shall verify the information for accuracy.

**C. OFFICER POSITIONS**

- 1. An appointing authority designated by the Chief of Police (COP) shall appoint Police Cadets and/or Lateral Officers.
  - a. The appointing authority shall work closely with the PSD staff to ensure the interviewing process is conducted according to current department policy and applicable State and Federal laws.
  - b. The completed background investigation folder shall be presented to the appointing authority before the interview with the applicant.
- 2. If the appointing authority desires an applicant's response to a particular statement or situation, the question shall be asked in the broadest term possible and without identifying the source of information.
  - a. Because inquiries are solicited by the investigating officer with a guarantee of confidentiality for the responder, the appointing authority shall take special care to ensure that confidentiality and trust.
  - b. Failure to comply with the above is a direct violation of department policy.
- 3. Before beginning the hiring interview process, the Captain, ASO of PSD, or designee from the Office of Technical Services shall meet with the appointing authority to discuss the upcoming process and offer additional information necessary for its successful completion.
- 4. If a background investigation or interview indicates a candidate may not be in compliance with the drug policy or there is an incident that makes the candidate questionable for hiring, the appointing authority shall confer with the COP before hiring the candidate.

**D. SERGEANT AND LIEUTENANT PROMOTIONAL INTERVIEWS**

- 1. Once a promotional list has been established, the COP shall interview the certified candidates for sergeant and/or lieutenant positions.
- 2. The COP's secretary shall arrange and schedule the interviews and provide the COP with the personnel files of the candidates.
- 3. The COP shall make the selection after the interviews and notify PSD for processing.

**E. VACANCIES IN THE UNCLASSIFIED SERVICE**

A vacancy in the unclassified service shall be filled by appointments made by the City Manager.

**F. OUTSIDE AGENCY REQUESTS**

- 1. The Department shall honor outside agency requests for assistance in providing panel members for promotional, entry, or assessment center processes.
  - a. One (1) request for panel members per 12 month period from each agency will be honored, with exceptions approved by the COP.
  - b. Requests shall require a formal letter from the requesting agency to the COP. Telephone requests can initiate the request internally, but a formal document must be received before the request can be honored.
- 2. PSD shall:
  - a. maintain a file of requests which shall contain:
    - (1) dates, locations, times, and number and rank of requested personnel.

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- (2) name and telephone number of a contact person in the requesting agency.
- b. route the request to the Captain, PSD, who shall consult with the COP for approval.