

WOLFEBORO POLICE DEPARTMENT

SOP 2.8

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

SELECTION

Policy To find the right candidate to enhance and be part of the Wolfeboro Police Department as well as to fit in with our community policing philosophy and to do so in a professional and fair way for the candidates applying

Purpose To establish procedures for:

- Testing
- Background Checks
- Candidate Processing

Records & Retention
Evaluation of Position

Evaluation of Positions A staff meeting of supervisors prior to a hiring process will evaluate the positions, both sworn and non-sworn, and review:

1. Job description
2. State standards that apply
3. Town & Police policies
4. Requirements needed
5. Any other issues that might be pertinent.

The criteria will then be used to create an outline of requirements needed for the position.

Processing Applications The Captain/Executive Officer will process all applications sorting them into a qualified and unqualified category.

All unqualified candidates will have noted on their file the reason(s)
They will be forwarded to the Chief for a review and to concur
All candidates will then be notified of the decision.

All applications and selection material will be locked in a secure area and

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**Testing
Sworn**

only to be reviewed by authorized individuals.

Testing will be done in this order and passing will permit the candidate to continue in the process.

- 1) NH physical agility test.
- 2) Written commercial test that is validated. (if used)
- 3) Panel interview by department staff, Chief, community members.
(Panel shall consist of at least 3 but not more than five people)
- 4) Forward to Police Commissions for approval of candidate(s) and or another Panel interview. (if needed)
- 5) Conditional offer – based on the successful completion of a background check, physical exam, psychological exam, and polygraph.

**Testing
Civilian
(Full time)**

Testing will be conducted in the same manner as a sworn position.

Lateral Entry

Is permitted for sworn and civilian employees who are NH certified for the position.

The selection criteria for lateral entry positions are the same as for any other applicant and the advertising & hiring policy cannot be circumvented. Salary, step and/or position will be determined based on experience and educational background, with the final approval from the Police Commission.

**Candidates
Processing**

Candidates in all positions are informed in writing at the time of their formal application.

- All elements of their selection process. (tests, physical exams, oral boards, polygraph, psychological, etc)
- The duration of the selection process.
- The agency policy on reapplying.
- Their name will be maintained on a list for a one-year period for any future selection processes.

Once a selection is made, all candidates will be notified in writing of their selection or if they were not selected.

**Background
Check**

A trained individual will be used to conduct a background investigation. All background investigations will comply with the standards set by the NH Police Standards and Training Council for sworn officers. Prior to appointment for a probationary position a background investigation will be conducted and at minimum will:

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- Verify credentials.
- Review any criminal and motor vehicle records.
- Verify at least three personal references.
- Verify educational achievements.
- Verify citizenship.
- Verify military service.
- Verify past employment.

No investigator will be used where there is a potential conflict of interest
The Chief can designate an outside agency, if needed, because of this issue.

**Psychological
fitness**

A qualified professional will administer the emotional stability and psychological fitness exam prior to appointment to probationary status.

Polygraph

Only certified polygraph examiners can administer the examination and provide a written evaluation.
Candidates will be provided information on polygraphs and a list of areas from which questions will be drawn prior to the exam.
The results of the polygraph are an investigative aid and shall not be used as the single determination of future employment status.

**Medical
Examination**

NH Police Standards & Training Council – Medical History Form “D” must be completed, and an examination performed by an approved physician .
Passing the physical exam according to State Standards of the Council must be completed prior to being admitted to the Police Academy.

**Administration
and Evaluation**

The validity of the process must be upheld.
All operational elements of the process need to be clear, exact and carried out identically for all candidates.
The records of instructions must be filed with each candidates file and if a deviation did occur, it must be noted as to why.

File Retention

All medical examinations, emotional stability and psychology fitness examinations, & candidates’ background information must be maintained in a secured file after separation.
Non-selected candidate’s records will be maintained in a separate secure file.
Limited access to only those legally entitled to review the files. (Chief or designee, candidate, or court subpoena)
Records to be maintained in accordance with town policy.

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Probationary period The probationary period is 6 months for all employees unless extension is needed or the completion of the Academy and Field Training.