

## Recruitment and Selection

### **1000.1 PURPOSE AND SCOPE**

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Green Cove Springs Police Department and that are promulgated and maintained by the Human Resources Department.

### **1000.2 POLICY**

In accordance with personnel policies for the City of Green Cove Springs, and applicable federal, state, and local law, the Green Cove Springs Police Department provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law. **(CAL. 31.2.3)**

All elements of the recruitment and selection process will be job related and nondiscriminatory. All elements of the process will be administered, scored, and interpreted in a uniform manner. **(CFA 9.01 a, b)**

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

The Chief of Police or his/her designee shall be responsible for determining the specific needs of the Department, the skills, abilities, and personal attributes necessary to perform specific jobs.

### **1000.3 RECRUITMENT**

The Green Cove Springs Police Department will actively employ a comprehensive recruitment program for full-time and part-time sworn members. The Department shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner. **(CAL. 31.1.1) (CAL. 31.1.2)**

The Administrative Division Commander will be responsible for the recruitment program, and should:

- (a) Ensure that all department recruitment literature and employment applications state that this department is an equal opportunity employer. **(CAL. 31.3.1 c) (CFA 8.03)**
- (b) Ensure that any members participating in recruitment efforts are trained in personnel and equal employment opportunity matters. **(CFA 8.01M)**
- (c) Conduct an annual review of recruitment efforts and progress toward meeting diversity goals or objectives and make recommendations as appropriate.
- (d) Ensure recruitment efforts continue, regardless if positions are not currently available.

## *Recruitment and Selection*

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The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### **1000.3.1 RECRUITMENT PLAN**

#### **(CAL. 31.2.1)**

The Administrative Division Commander, or designee(s), should develop, administer and maintain a comprehensive Equal Opportunity Recruitment and Selection Action Plan ( [See attachment: Recruitment Plan.pdf](#) ) to recruit and select sworn employees from a qualified and diverse pool of candidates. **(CAL. 31.2.1 c)**

The recruitment plan should include a statement of objectives and plan of action to meet those objectives. The plan should take into account: **(CAL. 31.2.1 a, b) (CFA 8.02 a, b)**

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Working with community organizations and key community leaders to support recruitment goals. **(CAL. 31.3.2)**

The Department's Equal Opportunity Recruitment and Selection Action Plan should be reevaluated each year and revised as needed. **(CAL. 31.2.2 b) (CFA 8.02 d)**

### **1000.3.2 ANNUAL ANALYSIS REPORT**

#### **(CFA 8.02 c)**

The Administrative Division Commander shall compile an annual analysis report of the Department's recruitment action plan. The Annual Equal Opportunity Recruitment and Selection Action Plan Analysis Report should include the following:

- (a) Progress toward stated objectives; **(CAL. 31.2.2 a)**
- (b) Revisions or updates to the plan, as needed, and **(CAL. 31.2.2 b) (CFA 8.02 d)**
- (c) Demographic data of sworn personal. **(CAL. 31.2.2 c)**

The annual analysis report should include a description of progress toward the objectives. It should also include the results of recruitment efforts such as number of applicants from each recruitment source and the number of successful candidate hires.

### **1000.4 SELECTION PROCESS**

#### **(CAL. 31.4.1)**

# Green Cove Springs Police Department

## Policy Manual

### *Recruitment and Selection*

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The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process, for both full-time and part-time sworn members, that assesses cognitive and physical abilities and includes review and/or verification of the following: **(CFA 9.06M)**

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) A questionnaire containing questions used to determine if the applicant meets minimum qualifications or has any concerning history
- (c) A structured interview
- (d) A ride-along with an officer
- (e) A thorough background investigation, including:
  - 1. Warrant check; **(CFA 9.05 a)**
  - 2. Fingerprints check; **(CFA 9.05 b)**
  - 3. Local records check; **(CFA 9.05 c)**
  - 4. Verification of qualifying credentials; **(CAL. 31.5.1 a)**
  - 5. Prior employment; **(CAL. 31.5.1 e) (CFA 9.05 d)**
  - 6. Criminal history; **(CAL. 31.5.1 b) (CFA 9.05 e)**
  - 7. Driving records check;
  - 8. Verification of personal and professional references; **(CAL. 31.5.1 c)**
  - 9. Education records, (including records from law enforcement training academies if applicable); **(CAL. 31.5.1 d)**
  - 10. Review of social media activity;
  - 11. Review of relevant national or state certification/decertification resources; **(CAL. 31.5.1 f)**
  - 12. Neighborhood check and home visit.
- (f) Polygraph examination
- (g) Medical and psychological examination (may only be given after a conditional offer of employment) **(CAL. 31.5.6) (CAL. 31.5.7)**
- (h) Meeting with the Chief of Police

#### 1000.4.1 EXAMINER AND INVESTIGATOR QUALIFICATIONS

##### **(CFA 9.02M a, b, c)**

Medical and psychological examinations should be administered by appropriately licensed professionals. Examination results should be securely maintained in accordance with Florida law

# Green Cove Springs Police Department

## Policy Manual

### *Recruitment and Selection*

---

and the established records retention schedule (see the Personnel Records and the Records Maintenance and Release policies) ([FSS 119.071](#)).

#### 1000.4.2 PROCESS REQUIREMENTS

##### **(CFA 9.01 a, b) (CAL. 31.4.2)**

All elements of the process, including physical ability testing, shall be job-related and nondiscriminatory. All elements shall be administered, scored and interpreted in a uniform manner.

The intent of this policy is to ensure that candidates are evaluated by a selection process that measures traits or characteristics that are a significant part of the job.

#### 1000.4.3 VETERAN PREFERENCE

The Department will provide veteran preference or special consideration to veterans as required ([FSS 295.07](#)).

#### 1000.4.4 POLYGRAPHS

The polygraph examiner should be appropriately licensed or certified and a copy of the license or certification should be maintained by the Senior Police Administrative Assistant. ([CAL. 31.5.4](#))

Results of a polygraph exam will not be used as a single determinant of employment status. ([CAL. 31.5.5](#))

Polygraph exams will only be conducted on persons applying for sworn positions.

### **1000.5 BACKGROUND INVESTIGATION**

Every candidate, both sworn and non-sworn, shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Green Cove Springs Police Department.

The Administrative Division Commander, under the direction of the Chief of Police, shall establish the Department's background investigations procedures. The procedures will be in accordance with state and federal laws and regulations.

#### 1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA ([15 USC § 1681d](#)).

Background investigators, and/or staff from the City's Human Resources Department, should maintain contact with applicants for all positions from initial application to final employment, making applicants aware of their status in the process. ([CAL. 31.3.3](#))

Notification, written or electronically, will be given to applicants within 30 days if they are not selected for the position to which they have applied. This process will be completed by the City's Human Resources Department. ([CAL. 31.4.5](#))

*Recruitment and Selection*

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**1000.5.2 REVIEW OF SOCIAL MEDIA SITES**

Due to the potential for accessing unsubstantiated, private, or protected information, the Administrative Division Commander should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

The Administrative Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

**1000.5.3 DOCUMENTING AND REPORTING**

The background investigator(s) shall summarize the results of the background investigation in the appropriate Background Investigation Report, that includes sufficient information to allow the Administrative Commander to decide whether to forward the report to the Chief of Police for potential hire. The report shall be included in the candidate's background investigation file.

**1000.5.4 FILE CONTENT**

The applicant's file should include evidence that a urine sample was furnished by the applicant (pursuant to procedures outlined in [Rule 11B-27.00225, F.A.C.](#)) and was analyzed for the presence of controlled substances. ([Rule 11B-27.0022, F.A.C.](#)):

- (a) If the urine sample is found to contain a controlled substance or evidence thereof, the Department shall, if requested, permit the applicant to provide evidence that he/she lawfully used or ingested the controlled substance.

All other supporting documents gathered through the background investigation should be included in the applicant's background file.

**1000.5.5 INVESTIGATOR TRAINING**

**(CFA 10.15) (CAL. 31.5.2)**

Members who conduct background investigations should receive prior department-approved training in collecting the required information.

Department approved background investigator training may be satisfied when a member completes an approved course or via training from a qualified department instructor who has completed an approved background investigation course.

**1000.5.6 ADDITIONAL REQUIREMENTS**

The background investigation must be conducted not more than one year prior to the date of employment or appointment as an officer or trainee, and regardless of whether a background investigation was conducted for a previous employment or appointment ([Rule 11B-27.002, F.A.C.](#)). The background investigation shall use, at a minimum, the following procedure ([Rule 11B-27.0022, F.A.C.](#)):

- (a) Obtain previous employment data from prior employers.
- (b) Research military records.

# Green Cove Springs Police Department

## Policy Manual

### *Recruitment and Selection*

---

- (c) Verify the candidate's response regarding prior history of unlawful conduct through Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) records and warrants check.
- (d) Verify the candidate's response regarding unlawful drug use.

#### **1000.6 RECORDS**

**(CAL. 31.4.6 b, c)**

It is necessary to maintain selection data, to include physical, emotional stability, and psychological fitness examinations, to ensure continuing research, independent evaluation, and defense against lawsuits. The Department will comply with all federal, state, and local requirements regarding the privacy, security, and freedom of information of all candidate records and data. The Department will limit access to background and selection documents to persons legally entitled to view these records and store them in locked files to provide 24-hour security.

Background Investigation Reports of applicants selected and not selected will be maintained by the Administrative Division Commander and kept indefinitely. These reports will be stored in the Department's database. Access to this database will be limited to the following members:

- (a) Background investigators
- (b) Division Commanders
- (c) The Chief of Police

All Background Investigation Reports, and all supporting documentation, shall be maintained by the Administrative Division Commander, in accordance with the established records retention schedule

A copy of all Background Investigation Reports, excluding Criminal Justice Information (CJI), will be forwarded to the City's Human Resources Department. Criminal Justice Information will be excluded or redacted from all Background Investigation Reports forwarded to City Hall. Criminal Justice Information (CJI) on applicants will not be disclosed to anyone who is not authorized to view this sensitive material.

#### **1000.6.1 CANDIDATES NOT SELECTED**

**(CAL. 31.4.6 a, c, d)**

A copy of results of fitness exams performed on candidates who were not selected will be kept by the City's Human Resources Department, and not our agency.

All other supporting documents gathered from the background investigation related to applicants who were not selected will be destroyed by the Administrative Commander.

#### **1000.7 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred.

# Green Cove Springs Police Department

## Policy Manual

### *Recruitment and Selection*

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- Passage of time.
- Patterns of past behavior.
- Severity of behavior.
- Probable consequences if past behavior is repeated or made public.
- Likelihood of recurrence.
- Relevance of past behavior to public safety employment.
- Aggravating and mitigating factors.
- Other relevant considerations.

The following transgressions by a candidate may be considered disqualifying factors in the selection process:

- (a) The use or possession of any illegal narcotic/controlled substance, with the exception of marijuana, within the previous 3 years.
- (b) The use or possession of marijuana within the previous 2 years.
- (c) The sale or distribution of any illegal narcotic/controlled substance as an adult (18+ years).
- (d) Guilty pleas, guilty verdicts, or pleas of "nolo contendere" in the following crimes involving violence:
  1. Felony or aggravated battery;
  2. Domestic violence;
  3. Aggravated assault.
- (e) Guilty pleas, guilty verdicts, or pleas of "nolo contendere" in the following crimes of a sexual nature:
  1. Sexual battery;
  2. Molestation;
  3. Indecent exposure;
  4. Lewd and lascivious acts.
- (f) Guilty pleas, guilty verdicts, or pleas of "nolo contendere" in a felony theft within the previous 10 years.
- (g) Guilty pleas, guilty verdicts, pleas of "nolo contendere" or failure to submit to a BAC test in a DUI case within in the previous 10 years.
- (h) Guilty pleas, guilty verdicts, pleas of "nolo contendere" or failure to submit to a BAC test in a DUI case while serving as a law enforcement officer or in the U.S. military.
- (i) The following traffic related violations (for sworn applicants only):
  1. Carrying or maintaining 9 points against driver's license at any time;

# Green Cove Springs Police Department

## Policy Manual

### Recruitment and Selection

---

2. Driver's license suspension or revocation within the previous 5 years;
  - (a) Suspensions for failure to pay and financial responsibility will be evaluated on a case by case basis.
- (j) Conviction for perjury or false statements.
- (k) Pled guilty or "nolo contendere" after July 1, 1981 to any felony or misdemeanor that involves perjury or false statement whether or not adjudication was withheld or sentence was suspended.
- (l) Tattoos above the collar bone, below the wrists, or any tattoo determined to be inappropriate or offensive.
- (m) Incidents involving moral character and/or honesty while serving in law enforcement, military, or other position of authority.

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework. The final employment decision, at the Department level, will always be made by the Chief of Police.

Any applicant determined to have lied or omitted important information during the selection process will be automatically disqualified from the process. The decision on if an applicant has committed this violation will be made by the Administrative Division Commander or the Chief of Police.

## **1000.8 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.

### **1000.8.1 STANDARDS FOR OFFICERS**

Candidates for Green Cove Springs Police Department sworn positions shall meet the following minimum standards: [FSS 943.13](#):

- (a) Be at least 21 years of age.
- (b) Be a citizen of the United States.
- (c) Be a high school graduate or its equivalent as defined by CJSTC.
- (d) Possess one or more of the following credentials:
  1. At least an Associates Degree from a recognized educational institution;
  2. An honorable U.S. military record;

# Green Cove Springs Police Department

## Policy Manual

### *Recruitment and Selection*

---

3. Honorable previous law enforcement experience.
- (e) Not have been convicted of any felony or any misdemeanor involving perjury or a false statement.
- (f) Have a good moral character as determined by a background investigation under procedures established by CJSTC.
- (g) Have documentation of his/her processed fingerprints on file with the Department.
- (h) Have passed a physical examination by a licensed physician, physician assistant or certified advanced registered nurse practitioner, based on CJSTC standards.
- (i) Execute and submit to the Department an affidavit-of-applicant form authorized by CJSTC, attesting to his or her compliance with the state standards.
- (j) Complete a CJSTC-approved basic recruit training program for a law enforcement officer, unless the applicant has completed a comparable basic training program in another state or for the federal government and has serviced as a full-time sworn officer for at least one year provided there is no more than an 8-year break in employment.
- (k) Achieve an acceptable score on the officer certification examination for law enforcement officers.
- (l) Have a valid driver's license with no concerning negative driving history or hindering restrictions
- (m) Permitted to lawfully possess a firearm and ammunition.

#### **1000.9 STATE DOCUMENTATION AND REPORTING FOR CERTIFICATION AS A LAW ENFORCEMENT OFFICER**

The department shall collect and verify documents establishing that the applicant has complied with the Florida certification requirements and maintain such documents in the applicant's file. Documentation includes ([FSS 943.13](#); [Rule 11B-27.002, F.A.C.](#)):

- (a) Evidence of applicants age.
- (b) Evidence that applicant is a high school graduate or its equivalent.
- (c) Evidence that the applicant's fingerprints have been processed by the FBI or Florida Department of Law Enforcement (FDLE).
- (d) A physician's verification that the applicant is fit to perform the duties of an officer, compiled on the appropriate CJSTC form.
- (e) Evidence, by verification of military records, that the individual has not received a dishonorable discharge from any of the Armed Forces of the United States.
- (f) An affidavit, on the appropriate CJSTC form, attesting that the applicant complies with the employment or appointment qualifications.
- (g) Evidence that a thorough background investigation was conducted.

*Recruitment and Selection*

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- (h) Evidence that the applicant has successfully completed a CJSTC-approved Basic Recruit Training Program, and has achieved a passing score on the State Officer Certification Examination.

**1000.10 JOB DESCRIPTIONS AND TASK ANALYSIS**

The Administrative Division Commander shall coordinate with the Human Resources Department to ensure that entry-level job vacancies are advertised through electronic, print or other sources. **(CAL. 31.3.1 b)**

The Human Resources Department shall establish a job task analysis for each position. Each job task analysis should be available for review by members and applicants and should include, but is not limited to: **(CFA 13.03M)**

- (a) Duties, responsibilities, requisite skills, educational level, and tasks for the position. **(CAL. 31.3.1 a) (CFA13.02 a)**

All advertised vacant sworn positions must contain official application filing deadlines. **(CAL. 31.3.1 d)**

The Administrative Division Commander should ensure that a current job description is maintained for each position in the Department.

**1000.10.1 PROBATIONARY PERIODS**

**(CFA 9.03)**

A probationary period of one (1) year for sworn employees, and for at least six (6) months for non-sworn employees, will be required before they are considered for permanent status with the Department.

**1000.11 RE-APPLICATION**

**(CAL. 31.4.4 c)**

Applicants who are not chosen for a position with the Department may reapply for that position after a period of one (1) year.

## Attachments

## **Recruitment Plan.pdf**



# GREEN COVE SPRINGS POLICE DEPARTMENT

## Equal Opportunity Recruitment and Selection Action Plan

(CAL. 31.2.1 B) (CFA 8.02 B)



### OBJECTIVE

The Green Cove Springs Police Department strives to be on the cutting edge of law enforcement. Officers employed with the Department receive continual training in progressive police methods for a city ranked as one of the safest in the state according to Security Baron (2019).

The Green Cove Springs Police Department is dedicated to recruiting, selecting, and retaining the highest quality peace officers possible for the City of Green Cove Springs. We actively recruit all qualified individuals that have an interest in law enforcement and want to work in a rapidly changing and constantly challenging environment. It is our goal to obtain a departmental work force consisting of the best qualified people who proportionally reflect the make-up of this available work force in and around Clay County, Florida.

The City of Green Cove Springs is an Equal Opportunity Employer and the Green Cove Springs Police Department actively recruits any qualified person regardless of race, color, religion, national origin, sex, age, or sexual orientation.

### PLAN OF ACTION

The Green Cove Springs Police Department's Plan of Action will be as follows:

- 1) Attend job fairs annually with high schools, colleges, law enforcement academies, and other institutions in diverse locations.
- 2) Meet with civic organizations.
- 3) Post job vacancies on the Department's social media platforms.
- 4) Promote the agency on social media platforms even when no vacancies are available at the time.
- 5) Actively recruit veterans through local military bases.
- 6) Provide information to local media.
- 7) Make inquiries to area law enforcement academies on possible cadets.
- 8) Referral incentive of two paid days off to members who recommend applicants that complete probation.

### EVALUATING THE PROCESS

- This plan will be reviewed and revised (if needed) every three years.
- Maintaining information on all job fairs and meetings attended, including how many contacts were made and applications received.
- Gathering information on how applicants heard of employment opportunities at our department.
- Analyzing the applications received to make sure they reflect the demographics of the agency's service area.
- Analyzing the current workforce of the Department to make sure it reflects the demographics of the agency's service area.