

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 16-06
SUBJECT: Personnel – Selection of Permanent/Temporary/Specialized Positions			
EFFECTIVE DATE: Jan. 1, 1994	DISTRIBUTION: A	REVIEWED: REVISED:	Annual
REQUIREMENTS: NONE			
ISSUED BY: Chief Joseph A. Platzer		FORMS: NONE	

## I. PURPOSE

The purpose of this order is to establish the procedures that will be used to select police officers for permanent, temporary, and specialized positions within the Department as defined in Policy and Procedure #33-11, Career Development.

## II. POLICY

- A. It is the policy of this Department to have a selection system that will be used to fill these positions based on rewarding past performances and work history.
- B. The selection system will be consistent and unbiased.
- C. Applicants will be notified when the selection is completed.

## III. COMPONENTS OF THE POSITION SELECTION SYSTEM

- A. Anticipated assignment openings will be advertised agency wide for at least fifteen (15) days prior to commencing the selection process.
- B. Personnel desiring to be considered for the assignment will submit a memo outlining their qualifications for the position through their supervisor to the Captain or his/her designee.
- C. After 15 days the Chief of Police and the Captain will review the names of the position applicants to insure the applicants have met the minimum qualifications mentioned in the original assignment posting.
- D. The Chief or Captain will appoint a board to conduct an oral interview with each officer who has submitted their name.

The Executive may decide to forgo interviews when the interview is not necessary for the selection process, i.e., only one person has applied for the position.

- E. At the discretion of the Chief or Captain, the selection process may include a writing assignment/examination.
  - 1. The writing exercise will be scored by the Chief or Captain.
  - 2. The results of the written exercise will be used in the final score compilation.
- F. Criteria to be considered for selection:
  - 1. Must be a non-probationary employee and/or have a minimum number of years of service, dependant on the position applied for.
  - 2. Past work record and performance evaluations.
  - 3. Demonstrated interest and expertise in the area applied for.
  - 4. Prior training, knowledge, and experience in the area applied for or closely related field.
- G. Based on the interview, written exercise, if utilized, and the overall qualifications of the applicants, the Chief or Captain will select the person to fill the position.
- H. The person(s) selected and those not selected for the position will be notified of the selection within ten (10) days of the completion of the interviews.

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