

DEKALB POLICE DEPARTMENT

Subject: **Recruitment & Selection of Employees**

Policy #: **201.1**

Effective Since: 8-21-03

Originally Issued As: General Order # P-2 of 6-8-95

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: 65 ILCS 5/10-2

ILEAP Standards Covered: PER.01.01 - 01.05

Page 1 of 2

PURPOSE: It is the purpose of this policy to establish general guidelines for the recruitment and selection of employees.

POLICY: It is the policy of this department to recruit and select the most competent persons available. We seek to recruit those who are intelligent, educated, ethical, and dedicated to developing a career in the criminal justice system and enhancing the professional status of the department.

DEFINITIONS: none.

PROCEDURES:

- A. **Recruitment** : In conjunction with Human Resources, the department utilizes various recruitment procedures to search for qualified applicants. Employees within the department may be selected to participate in on and off-site recruitment, to include job fairs at various universities or other locations.
- B. **Selection process** :
 - 1. The selection process for sworn officers is conducted in accordance with the requirements of the Illinois Compiled Statutes (65 ILCS 5/10-2.1-6) and with the current procedures maintained by Human Resources, which will publish or otherwise make available the current list of requirements and prerequisites for application as a sworn member of the department. [ILEAP PER.01.01]
 - 2. All elements of the selection process for sworn officers will be conducted in a uniform manner:
 - a. Application Process
 - b. Written Examination
 - c. Physical Aptitude Test
 - d. Police & Fire Board Interview
 - e. Background Check
 - f. Psychological Examination
 - g. Drug Screening
 - h. Medical Examination[ILEAP PER.01.01]
 - 3. All elements of the selection process for Telecommunicators will be conducted in a uniform manner:
 - a. Application Process
 - b. Telecommunicator Skills Test (conducted by an outside professional firm)
 - c. Oral Interview by Communications supervisors
 - d. Computer Skills Test (standardized test)
 - e. Background Check
 - f. Psychological Examination
 - g. Drug Screening
 - h. Medical Examination[ILEAP PER.01.02]
 - 4. All elements of the selection process for other civilian positions will be conducted in a uniform manner:

DEKALB POLICE DEPARTMENT

Subject: **Recruitment & Selection of Employees**

Policy #: **201.1**

Effective Since: 8-21-03

Originally Issued As: General Order # P-2 of 6-8-95

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: 65 ILCS 5/10-2

ILEAP Standards Covered: PER.01.01 - 01.05

Page 2 of 2

- a. Application Process
- b. Oral Interview by Division Commander and supervisors
- c. Background Check
- d. Drug Screening
- e. Medical Examination

[ILEAP PER.01.02]

- 5. All steps utilized in the selection process will be conducted by trained personnel.
[ILEAP PER.01.03]
- 6. All applicants will receive notification of the application disposition. [ILEAP PER.01.04]
- 7. Human Resources will maintain records on the testing results of each applicant in accordance with the Illinois Compiled Statutes. [ILEAP PER.01.05]
- 8. Appointment to a sworn position is the responsibility of the City of DeKalb Police and Fire Commission. The Commissioners shall operate in accordance with the requirements of the Illinois Compiled Statutes (65 ILCS 5/10-2).

- C. **Personnel placement** : To the extent that departmental requirements permit, personnel placement will be designed to satisfy the abilities, interests and needs of individual employees. The needs of the department and community must, however, be the paramount consideration. To that end, employees will be assigned throughout the organization in a manner that will most effectively utilize their special skills in achieving our overall objectives.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.