
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 Livonia Police Department and that are promulgated and maintained by the Civil Service Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Livonia Police Department is committed to providing Equal Employment 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.

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.

1000.3 RECRUITMENT

The Office of Professional Standards Unit Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (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, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Consideration of shared or collaborative regional testing processes.

The Office of Professional Standards Unit Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

Livonia Police Department

Policy Manual

Recruitment and Selection

The Office of Professional Standards Unit Commander 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.

The Office of Professional Standards Unit Commander shall conduct an annual review of the recruitment plan to ensure progress towards its defined goals and objectives are achieved. It shall also be the responsibility of the Support Services Division Commander to revise the plan as necessary.

1000.4 SELECTION PROCESS

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 that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record and verification of driving status
- (c) The submission and review of at least three personal references not related to the applicant
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Medical and psychological examination (may only be given after a conditional offer of employment)
- (i) Review board or selection committee assessment
- (j) Interviews of current and previous employers
- (k) Relevant de-certification resources, if available

1000.4.1 VETERAN PREFERENCE

Veterans who meet qualifications for appointment shall be preferred for appointment and employment (MCL 35.401).

1000.4.2 EXAMINER QUALIFICATIONS

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

Recruitment and Selection

law and the established records retention schedule (see the Personnel Records and the Records Maintenance and Release policies).

1000.5 BACKGROUND INVESTIGATION

Every candidate 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 Livonia Police Department.

The Department shall comply with PA 128 of 2017 (MCL 28.561) the Law Enforcement Officer Separation of Service Record Act. The Department shall not hire a law enforcement officer unless the Department receives the record regarding the reason or reasons for, and circumstances surrounding, a separation of service from each prior employing law enforcement agency.

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).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Support Services Division Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (MCL 37.273).

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

1000.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 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
- Passage of time

Recruitment and Selection

- 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

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 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 Civil Service Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the following minimum standards established by Michigan law and Department policy, including those provided in (Mich. Admin. Code, R 28.14203):

- (a) Free of any felony convictions or felony expungements and set asides.
- (b) Citizen of the United States.
- (c) At least 20 years and six months of age.
- (d) Fingerprinted for local, state and national fingerprint check.
- (e) Good moral character as determined by a thorough background investigation.
- (f) Possess a high school diploma, or a General Education Diploma (GED); and have been awarded and provide proof of an associates degree in law enforcement or police administration or a bachelors degree in any non-criminal justice discipline from an accredited college or university; or possess four years of paid full-time qualified work experience; or possess an equivalent combination of college education and full-time, paid, qualified work experience.
- (g) Be one of the following, and provide proof:
 - A certified Michigan police officer.

Livonia Police Department

Policy Manual

Recruitment and Selection

- Certifiable as a police officer in the State of Michigan subject to verification or re-verification by a Michigan Commission on Law Enforcement Standards (MCOLES) approved training academy.
 - Be currently enrolled in a MCOLES approved training academy and certifiable by date of hire.
- (h) Free from any physical, emotional or mental condition which might adversely affect the exercise of police powers.
- (i) Pass a drug screen.
- (j) Provide proof of passing MCOLES physical fitness certificate obtained within the preceding 12 months of the applicant's interview date; and meet all other physical requirements as determined by the Civil Service Commission and a physician appointed by the City.
- (k) Possess and maintain a valid motor vehicle operators or chauffeurs license and an acceptable driving record.
- (l) Pass a medical examination that meets the standards set forth in Mich. Admin. Code, R 28.14204

1000.7.2 POLICE SERVICE AIDES

Candidates shall meet the following minimum standards established by the Livonia Police Department:

- (a) Free of any felony convictions or felony expungements and set asides.
- (b) Citizen of the United States.
- (c) At least 18 years of age.
- (d) Fingerprinted for local, state and national fingerprint check.
- (e) Good moral character as determined by a thorough background investigation.
- (f) High school diploma or a GED.
- (g) Free from any physical, emotional or mental condition which might adversely affect the ability to perform the duties of a Police Service Aide.
- (h) Pass a drug screen.
- (i) Possess and maintain a valid motor vehicle operator's or chauffeurs license and an acceptable driving record.
- (j) Provide proof of passing a MCOLES physical fitness agility or a United States Army or Marines physical fitness test certificate obtained within the preceding 12 months of the closing date of the announcement; and meet all other physical requirements as determined by the Civil Service Commission and a physician appointed by the City.

1000.8 PROBATIONARY PERIODS

The Support Services Division Commander should coordinate with the Livonia Civil Service Department to identify positions subject to probationary periods and procedures for:

Livonia Police Department

Policy Manual

Recruitment and Selection

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.