
Recruitment and Hiring Procedure

106.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidelines for the hiring and processing of new employees. All elements of the selection process for new employees use only those rating criteria or minimum qualifications that are job related. In addition, all elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner within the classification.

Before beginning field training, or a position within the department, new employees shall receive essential equipment, access codes, and instruction in duties and responsibilities. Additionally, new police officers must meet qualifying standards in first aid, firearms, and field safety tactics as dictated by law and departmental policy. The FTO Sergeant responsible for developing the orientation training plan will review the policies and procedures for each training topic to ensure that required standards and legal mandates are covered in the plan.

106.2 PROCEDURE

The Union City Police Department actively partners with the Union City Human Resources department in the recruitment of qualified personnel. Once hired, the Field Training Supervisor shall ensure all of the above listed requirements have been completed prior to being released from the field training and/or orientation process. Documentation associated with the hiring and training of employees are maintained in the Personnel and Training Unit.

106.3 RECRUITMENT PLAN

The Support Services Division Commander, or designee, 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, Cal-Opps, 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) Employee referral and recruitment programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Support Services Division Commander shall avoid advertising, recruiting and screening practices that end to stereotype, focus on homogenous applicant pools or screen applicants in a discriminatory manner.

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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.

106.4 FUNCTION

It is the responsibility of the Union City Police Department's Personnel and Training unit to conduct job recruitment for positions within the police department. The Personnel and Training unit will coordinate recruitment with the city's Human Resources department.

- (a) Recruitments occur when there are open positions within the police department; or when there are anticipated openings without an existing certified list of an adequate number of eligible candidates for the job classification.
- (b) There are four general classifications for the recruitment of police officers.
 - 1. Police Officer Trainee
 - (a) Consists of those who have not completed a police academy.
 - 2. Police Officer Trainee- Academy Attendee
 - (a) Consists of those who are currently attending a police academy as a self-sponsor, but are not currently employed by a law enforcement agency.
 - 3. Police Officer Recruit II
 - Consists of those who have completed a police academy but have not obtained their Basic POST certificate as peace officers.
 - 4. Police Officer Lateral
 - (a) Consists of those who have completed a police academy, completed the Field Training Program (FTO) at another law enforcement agency, and are currently employed as peace officers at another agency. Prior experience must have been with a full service agency similar to Union City, including patrol experience within one year of the date of application is desired.
 - (b) Depending on organizational need, Lateral Recruitments may target specific ranks and/or require special certifications as part of individual lateral recruitments.
- (c) The decision should be made by the Personnel and Training unit, with the approval of the Human Resources department, to decide which candidate pool to recruit from.
- (d) Other positions within the police department include but are not limited to, Public Services Officer (PSO), Cadets, Police Office Assistant (POA), and other non-sworn positions.

106.5 TRAINING

Personnel assigned to recruiting activities receive training through P&T in the following areas:

- (a) Equal Employment Opportunity policy and anti-discrimination law
- (b) Department's career opportunities, salaries, and benefits

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- (c) Cultural awareness
- (d) The department's selection process
- (e) Basic job requirements and disqualifying factors for prospective candidates

106.6 EQUAL OPPORTUNITY EMPLOYMENT

- (a) A copy of the plan is kept on the Intranet – UC Employee Handbook
- (b) UCPD values diversity and recognizes the importance of hiring employees whom reflect the demographics of our community.
- (c) UCPD also values prior military experience, secondary education, and prior law enforcement experience among other qualities.

106.7 JOB ANNOUNCEMENT

- (a) The Human Resources division shall distribute the job announcements, which minimally include:
 - 1. A description of the duties, responsibilities, requisite skills, education level
 - 2. Other minimum qualifications or requirements for the position
 - 3. A notice that the City of Union City is an Equal Opportunity Employer
 - 4. Instructions for submitting applications and filing deadlines
 - 5. Posting the job opening on the CalOpps website
- (b) A representative from the department's and city's social media unit may post the opening on any other social media website.
- (c) P&T will liaison with HR to conduct a documented review of job descriptions of all employees every time the job is posted, or at a minimum annually, ensuring job descriptions are current and made available to all personnel.

106.8 CONTACT WITH APPLICANTS

- (a) The Personnel and Training Supervisor or his/ her representative shall be the primary point of contact for applicants during the application and selection process.
- (b) A secondary point of contact can be a representative from the Human Resources department.

106.9 APPLICANT SCREENING

- (a) P&T Staff will manage and screen applications submitted for PD positions.
- (b) All applicants must meet the minimum qualifications identified by the job announcement to be eligible to participate in a testing process.
- (c) Applicants may be informed, in writing, of all elements of the testing process, the expected duration of the selection process, and the agency's policy on reapplication.

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106.10 INITIAL ORAL PANEL

- A typical oral panel is comprised of four (4) persons, three raters and one moderator.
 - The P&T supervisor should be the moderator. If not available, then a representative from HR should be utilized.
 - The P&T supervisor shall explain the testing process to the applicant. This will include reading the rules prior to the start of the panel interview.
 - The P&T supervisor, as the moderator, should explain the testing process and “ground rules” to the raters prior to the start of the interviews.
 - The three panel members should have knowledge and/or experience relevant to the testing process.
- The P&T supervisor should collect all testing materials at the end of each day.
- Forced ranking sheets should not be used during the testing process.
- Raters should use rating sheets during their evaluation of applicants. Rating scores on signed rating sheets are used to rank applicants and confirm their eligibility to continue in the testing process.
- The P&T supervisor shall rank all applicants in the order scored by the raters.
- Not all three raters need to agree with each other on an applicant's score, so long as two of the three rater's scores are within ten (10) percentage points of each other and within the same band (Ex: 74, 79, 80), the decision shall then be made on majority rule.
- Once all applicants have completed the initial panel interviews and ranked, the next step is Command Staff interviews.

106.11 COMMAND STAFF ORAL PANEL

- (a) Typically comprised of one or more command staff members.
- (b) The command staff oral panel is less structured than the initial oral panel and typically does not involve the command staff utilizing structured interview questions.
- (c) Upon the completion of the command staff oral panel, the decision will be made to eliminate the candidate from the testing process or continue into the next phase (background investigation).

106.12 BACKGROUND INVESTIGATION

- Upon successfully completing the command staff oral panel, candidates will be informed of this by the P&T representative and placed in the background process. A background investigation on each candidate will minimally include the P.O.S.T. background investigation dimensions and comply with the criteria outlined in Government Code § 1031(d) to include a review of relevant national or state decertification resources if available.
- A P&T representative will then complete the fingerprinting/Livescan and take a photograph of each candidate.

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- Background Investigations shall not begin without an "AUTHORIZATION TO RELEASE INFORMATION," signed by the candidate and notarized.
- P&T will assign each candidate a background investigator.
- Background investigations for the Union City Police department are conducted by private vendors.
- P&T will also schedule a polygraph examination for each candidate. Polygraph examinations are part of the background process, but the results of polygraph examinations are not to be used exclusively in determining eligibility for employment. Polygraph examiners will possess training and credentials consistent with POST guidelines.
- The Personnel & Training Unit will maintain a flow chart (log) of all candidates, listing their current progress in the selection process.
- At any point where a candidate is disqualified, the report shall be forwarded to the Personnel & Training Manager for approval. Once disqualification is approved, the candidate will be notified in writing within 30 days.
- If a candidate successfully completes this phase, he/ she will be scheduled for a Chief's interview.

106.12.1 PRIVATE VENDORS

- Private vendors conducting background investigations on behalf of the Department are required to comply with all Federal, State and local laws governing private investigators and background investigations. When conducting investigations for the Department, private vendors shall only utilize background investigators who have successfully completed a P.O.S.T. approved background investigators' course.
- Private vendors conducting background investigations for the Department are required to have a current, valid Consultant Services Agreement on file with the City Clerk's office.
- All background investigators will follow contemporary practices and current P.O.S.T. guidelines when conducting background investigations.

106.12.2 COMPLETED BACKGROUND INVESTIGATIONS

- (a) Upon disqualification of a candidate, the "REPORT OF BACKGROUND INVESTIGATION" shall be forwarded to the Personnel & Training Division for storage.
 1. Background records of successful candidates will be kept in a secure file maintained by the Personnel & Training Division.
- (b) All other background records will be purged in accordance with the City's Records Retention Schedule.

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106.13 CHIEF'S INTERVIEW

- P&T will create a conditional hire letter for each candidate prior to the interview in anticipation of possible signing by the Chief of Police.
- The Chief will receive a copy of each candidates background packet and review the packet prior to the interview.
- The Chief will then meet with each candidate and discuss the results of the background investigation among other things.
- The Chief will then make the ultimate decision to conditionally hire the candidate pending a psychological and medical examination.

106.14 PSYCHOLOGICAL/MEDICAL EXAMINATION

- Psychological and medical examinations are only administered after candidates receive a conditional hire letter by the Chief of Police.
- Sworn candidates shall be scheduled for a psychological examination.
- Depending on the position, the department may choose to schedule non-sworn positions for a psychological examination.
- Sworn and non-sworn candidates shall be scheduled for medical examinations as part of the hiring process.
- Medical records will be stored in a secure area and access is restricted to those persons legally entitled to review these records. Medical records will be purged in accordance with the city's records retention schedule.

106.15 HUMAN RESOURCES APPOINTMENT

- (a) Candidates who successfully complete the above exams will be scheduled for an appointment with HR.
- (b) All testing materials, including notes shall be provided to HR for retention.
- (c) Candidates will then be given an official hire date; which is usually the academy start date for entry level police officers, and first day of orientation for all other employees.
- (d) Exit interviews should be conducted in cases where employees are separating from employment with the City of Union City. Exit interviews can be conducted formally or informally and will typically involve the Chief of Police, a designee for the chief of police, and/or members from HR.

106.16 OATH OF OFFICE

- Members shall take and subscribe to the oaths or affirmations applicable to their positions.
- All sworn members shall be required to affirm the Oath of Office as part of the orientation process. A signed copy of the Oath of Office will be maintained in the employees personnel file, reference the UCPD Oath of Office Policy.

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106.17 CODE OF ETHICS

- (a) To ensure all employees are aware of their individual responsibilities and to maintain their integrity and the integrity of the department, all sworn employees shall be administered the oath of office and non-sworn is administered the oath of loyalty.
- (b) Law Enforcement Code of Ethics shall be used for sworn law enforcement personnel.
- (c) ICMA Code of Ethics shall be used for all non-sworn employees upon hire.
- (d) A signed Code of Ethics shall be maintained in each employee's personnel file in Personnel and Training.
 - 1. Links to both are listed below
 - (a) [REDACTED] Non-Sworn Staff
 - (b) [REDACTED] Sworn Staff

106.18 HEPATITIS B INOCULATION/DECLINATION

- (a) Employees shall be provided with a Hep B Inoculation/ Declination form upon hire.
- (b) A copy of the form shall be placed in the employees personnel file.
- (c) Employees who initially choose to decline the Hep B series of shots can always claim their right at a later time.
- (d) The police department shall make this an option on a yearly basis.

106.19 REVISIONS

Revised: August 22, 2018

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