

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**

**1609.16, HIRING AND ADVANCEMENT OF PROFESSIONAL STAFF**

EFFECTIVE DATE:	8/8/2024
RESCINDS:	P&P 1609.15
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SUPPORT SERVICES MANAGER
ACCREDITATION STANDARDS:	9
RELATED LAWS:	<a href="#">Fla. Stat. 943.056, Title 28, CFR, Section 16.30-34</a>
RELATED POLICIES:	<a href="#">City Policy 802.2, City Policy 808.5, P&amp;P 1705</a>
CHIEF OF POLICE:	ERIC D. SMITH

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**1. PURPOSE**

This directive sets forth guidelines for managers/supervisors/designees to follow when hiring and advancing professional staff. Professional staff is defined as any non-sworn employee of the Department.

**2. POLICY**

The following sections contain information on the procedures managers/supervisors/designees must take to prompt the Human Resources Department to solicit applications for the vacancy, steps managers/designees must follow in the selection process, and how to process new employees after they are hired, in accordance to [City Policy & Procedures 802.2, Recruitment and Employment](#). Additional processes on the advancement/promotion of career ladder positions is outlined within this policy in accordance with [City Policy & Procedure 808.5, Human Resources – Personnel Management – Pay Plans – Administration and Maintenance](#).

All employment applicants will be processed by the Human Resources Division.

**3. DEFINITIONS**

N/A

## 4. PROCEDURES

### 4.1 REQUEST FOR APPLICANTS

The process for requesting the Human Resources Department to solicit applicants includes completing the online electronic City's Job Requisition form, updating the job description of the position to be filled, and instructing the Human Resources Department concerning desired methods of posting, advertising, and the initial screening of applicants.

#### 4.1.1 COMPLETING JOB REQUISITION FORM

The Job Requisition form is available in Workday and shall be electronically filled out by the manager/supervisor/designee seeking to fill a position. Once completed, the Job Requisition form is submitted electronically to the Human Resources Department. Prior to being received by the Human Resources Department, the form is automatically forwarded to the submitting manager/supervisor/designee's chain of command, who will be required to approve or disapprove.

The submitting manager/supervisor/designee shall submit via the chain of command a memo and endorsement sheet to the Chief of Police requesting authorization to augment a new position. The memo to the Chief of Police shall include the funding source and the duration for the augmented position. Accompanying this memo will be another memo prepared by the Chief of Police to the Chief Administrative Officer seeking the Human Resources Department job posting authority.

##### 4.1.1.1 UPDATING JOB DESCRIPTION

The requesting manager/supervisor/designee must ensure that the Human Resources copy of the job description, which will appear on the posting and/or announcement, is up to date. If any correction is necessary, the requesting manager/ supervisor/designee should make such changes before the posting or announcement is scheduled.

##### 4.1.1.2 JOB OPPORTUNITY-POSTING AND ADVERTISING

The requesting manager/supervisor/designee must inform the Human Resources Department if some form of special advertising other than the normal posting on the internet and paper posting for walk-in traffic is desired. In addition, the requesting manager/supervisor/designee will be responsible for informing the Human Resources Department if the position will be made available to all applicants or only those applicants currently employed by the City. The Human Resources Department will then post and/or advertise the job for a minimum of five workdays. Non-bargaining positions will be posted for a minimum of three (3) workdays. Positions covered by labor contracts will be posted according to the requirements set forth in the bargaining agreement. The requesting Office/Division or Employment and Recruitment Section may extend the posting period to attain the desired quality/number of applicants. Department Directors may request that a position not be posted due to special circumstances. Requests to fill a position without posting must be made through the Human Resources Division Manager for review and recommendations with final approval authority by the CAO or designee.

##### 4.1.1.3 APPLICATIONS

The Human Resources Department will accept applications. In addition, a Job Application Supplement (Attachment A) will be completed for all positions with the Orlando Police Department, excluding Community Service Officers. To be considered for a vacancy, all applicants will complete and submit online the Employment Application Form and any other documents required for evaluation. Falsification or omission of requested information on the application, resume, or attached documentation may result in rejection of the application or dismissal if subsequently employed by the city. Applicants who falsify or omit information will additionally be ineligible to apply for positions with the City for a minimum of one (1) year and may be subject

to prosecution under City Code. The Employment and Testing Section will administer and score certain specific pre-employment tests when required. Hiring authorities may administer specific job-related tests as part of the interviewing process. Tests should not be administered unless they have been reviewed and approved by the Testing Manager in the Human Resources Division. Persons with a disability desiring reasonable accommodation(s) for testing must contact Human Resources prior to the end of the posting period for the job.

#### **4.1.1.4 HUMAN RESOURCES DEPARTMENT SCREENING OF APPLICANTS**

After the close of the posting period, the Human Resources Department will screen the applicants to determine which ones meet the qualifications. Applications for Community Service Officers are screened by HR with assistance from the hiring manager/designee. Applications submitted by those persons who qualify for the job will be forwarded to the requesting manager/designee for processing. The hiring manager/designee will review the applications of all qualified applicants. Interviews will be scheduled by the hiring manager/designee.

## **4.2 SELECTION PROCESSES**

### **4.2.1 MANAGER/SUPERVISOR/DESIGNEE'S SELECTION PROCESS**

The selection process to be completed by the requesting manager/supervisor/designee will include applicable testing, initial interview(s), secondary interviews (if applicable) pre-employment polygraph, tentative job offers, background investigations, post-employment polygraphs, and CJIS Security and Privacy Training.

### **4.2.2 APPLICABLE TESTING**

After receiving the qualified applications from the Human Resources Department, the requesting manager/supervisor/designee will set up the applicable testing for the prospective employees and administer those tests. For positions requiring uncomplicated tests, such as clerical positions, the Human Resources Department will administer those tests as part of the application process before the qualified applicants are referred to the requesting manager/supervisor/designee. All tests administered to applicants must be approved by the Employment, Assessment, and Development Manager prior to administration.

### **4.2.3 INTERVIEW(S) OF QUALIFIED APPLICANTS**

After testing by the Human Resources Department, all the referred qualified applicants' Employment Applications will be reviewed via NEOGOV by the requesting manager/supervisor/designee to determine which shall be interviewed. The manager/supervisor/designee will develop interview questions and a copy of the interview questions will be submitted to Human Resources for approval prior to the interview. Qualified applicants will complete a Job Application Supplement (Attachment A) at the scheduled interview site. The manager/supervisor/designee will collect the completed Job Application Supplement and review it before initiating the interview. Applicants for certain positions, such as Community Service Officers, may also require a secondary interview, after the pre-offer polygraph and background checks are completed, based on the hiring manager's discretion. Note: all candidates who qualify for Veteran's Preference must be interviewed and if not selected for the position, an Approved Veteran's Preference Non-Selection Memo shall be completed.

### **4.2.4 PRE-OFFER POLYGRAPH EXAMINATION**

Following the testing process and interview, those applicants who are still considered qualified for employment shall be scheduled for a pre-offer polygraph examination. This test will not include questions in reference to physical or mental health. A criminal background, including a warrant check shall be completed via Teletype and results submitted to the Polygraph Examiner prior to scheduling the Pre-Offer polygraph examination.

### **4.2.5 TENTATIVE SELECTION/JOB OFFER**

Following the applicant (s) passing result in the pre-offer polygraph examination, the requesting manager/supervisor/designee, based upon the number of available positions, shall make a tentative selection of the qualified applicant(s) to continue with the process, which includes a background check, post-offer polygraph,

CJIS Security and Privacy Training, physical examination, and completion of appropriate personnel forms. It is the responsibility of the hiring manager to notify the applicant that any offer of employment is considered a conditional pre-employment offer.

Note: The hiring manager/supervisor/designee shall contact, via email, the CJIS Agency Coordinator to schedule CJIS Security and Privacy Training.

#### **4.2.6 BACKGROUND INVESTIGATION**

A background investigation must be completed for each new potential employee. The background investigation shall include a warrants check, fingerprint check, local records check, criminal history check, reference checks and prior employment. It is the responsibility of the hiring manager/supervisor/designee to contact teletype and request the teletype operator complete a warrants check, local records check, and criminal history check. The hiring manager/supervisor/designee shall complete telephone interviews with prior employers and complete reference checks. Fingerprints submitted by applicants will be retained by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) as part of the National Rap Back Service (see Attachment D). Employees are entitled to challenge the accuracy and completeness of any information contained in any such criminal history record pursuant to [s. 943.056, Fla. Stat.](#), and [Title 28, CFR, Section 16.30-34](#). The hiring manager/supervisor/designee shall ensure the potential employee has fingerprints taken by the ID Unit upon hiring. A memo shall be sent to Human Resources advising that the background check was completed.

Note: Per Federal Bureau of Investigations, CJIS Security Policy Section 5.12.1, and the FDLE Criminal Justice User Agreement Section III, agencies are required to properly vet individuals before granting unescorted access to unencrypted CJIS or to physically secure areas where CJIS is handled, processed, or stored. Therefore, if it is discovered that a new potential employee has a criminal history (regardless of arrest charges), a review request shall be submitted to FDLE via OPD CJIS Agency Coordinator before moving on to the next step in the hiring process. Access to CJIS shall be determined by the FDLE CJIS Systems Officer (CSO). The OPD CJIS Agency Coordinator will submit the Review Access Request Form to FDLE and notify via Chain of Command. This form shall be submitted to the CSO to request a review when persons with physical or logical unescorted access, or being considered for a position requiring access, are found to have a criminal record of any kind.

For those applicants who are current employees of the Orlando Police Department, it may not be necessary to conduct a background investigation.

#### **4.2.7 POST-OFFER POLYGRAPH EXAMINATION**

The manager/supervisor/designee shall schedule the applicant(s) for a post-offer polygraph examination. This test includes additional questions regarding physical and mental health and may include any unsolved issues pertaining to background and employment history. In addition, the manager/supervisor/designee shall schedule the applicant(s) for CJIS Security and Privacy Training immediately after an acceptable Post-Offer Polygraph examination report is received. Training includes testing of basic CJIS Security and Privacy Training. A minimum passing score of 70% must be achieved before a final job offer is given to an applicant. The designated OPD CJIS Agency Coordinator will facilitate CJIS Security and Privacy Training via applicant's personal email.

Note: A copy of CJIS Security and Privacy Training certificate shall be included in the Hiring Package and placed on employee's personal folder once the onboarding is completed.

#### **4.2.8 HUMAN RESOURCES DEPARTMENT FORMS COMPLETION**

The hiring manager/supervisor/designee shall complete the Interview Report & Selection Authorization form (with the appropriate Division Manager/Director signature), and Employment Verification, which will be provided by

Human Resources. These forms, along with the completed Hiring Package containing all applications, Interview Forms, and background checks, will then be submitted via the chain of command to the Chief of Police for final authorization to hire.

#### **4.2.9 PHYSICAL & PSYCHOLOGICAL EVALUATIONS**

Upon approval by the Chief of Police, the hiring manager/supervisor/designee shall deliver the completed Hiring Package containing all applications, Interview Forms, polygraph results, and background checks to the Human Resources Department analyst. The analyst shall contact Florida Hospital Centra Care for an appointment for the physical and notify the applicant of the procedure to be followed. Certain positions may also require a psychological evaluation, which will also be scheduled by the Human Resources Division.

#### **4.2.10 HUMAN RESOURCES DEPARTMENT EMPLOYEE FORMS**

The applicant will be scheduled for an appointment by the Human Resources Department to complete the required forms for employment. The applicant must present his or her social security card at this time. When this process has been completed, the applicant shall be given a date and time to report to work.

Forms to be submitted for a new hire are available at <http://teamlink.orlando.gov/HR/Managers/hiring>. The Hiring Packet link has all the hiring packet forms and has a checklist that explains what needs to be added or considered including Veterans Preference Non-Selection Memo, above minimum approval, and interview notes.

The link also provides examples of Veterans Preference Non-Selections Memos, if the hiring manager decides not to select one of the veterans on a referral list. Request for hiring above the minimum pay for a position shall be made via email to the Director of Human Resources for final approval.

### **4.3 PROCESSING SELECTED APPLICANT**

#### **4.3.1 OPD EMPLOYEE INFORMATION FORM**

When an employee is hired, the hiring official shall provide an Employee Information Form (Attachment B) to be completed by the respective new employee. An employee hired to a position listed in The Exposure Control Plan shall be offered a Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of the initial assignment. The Hepatitis B Vaccination Documentation Form shall be attached to the OPD Employee Information Form and submitted to the Support Services Division Staff Assistant.

#### **4.3.2 INFORMATION TECHNOLOGY SERVICE REQUEST FORM**

The section manager receiving the newly hired, promoted, transferred, or demoted employee is responsible for the submission of a Technology Management Service Request form in the current version of P&P 1625, Use of Electronic Communications Systems). This form is to be sent via email to Information Technology at [OPDIT@orlando.gov](mailto:OPDIT@orlando.gov). The completed form provides information Technology with the necessary information to ensure that the newly assigned member's technology needs are met.

#### **4.3.3 SIGN-IN PROCESS**

The new employee will be given a tour of the Police Department. Equipment will be issued, and the employee will be fingerprinted and photographed for an OPD ID badge. The employee will complete an OPD Employee Information Form (Attachment B) and forward it to the Support Services Division Staff Assistant. New employees shall receive an orientation within the first ten days of employment as outlined in the current issue of P&P 1705, New Employee Orientation. New employees listed in the Exposure Control Plan shall be offered the Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of the initial assignment. The Hepatitis B Vaccination Documentation Form (Attachment C) shall be attached to the OPD Employee Information Form (Attachment B) submitted to the Support Services Division Staff Assistant.

**4.3.3.1 EQUIPMENT**

The Quartermaster Unit will issue the appropriate keys and uniforms if required. Special equipment needed for specific positions shall be supplied by the employee's unit.

**4.3.3.2 FINGERPRINTS AND ID BADGE**

During the sign-in process, the Identification Unit personnel shall take fingerprints, issue a building access card, and prepare an ID badge for the new employee. A copy of the employee's photograph will be forwarded to the Internal Affairs Section and a copy will be filed in the Identification Unit.

As per OPD Policy 1705, orientation of new civilian employees is the responsibility of the employee's division commander or designee and will occur during the first ten days of employment. The division commander or designee will also schedule the employee to attend the City's next available New Employee Orientation Class.

**4.4 CAREER LADDER ADVANCEMENTS/PROMOTION PROCESS**

The advancement of career ladder positions is governed by City Policy 808.5, Human Resources - Personnel Management - Pay Plans - Administration and Maintenance. Examples of positions within OPD that fall within this policy are Community Service Officers, Crime Scene Investigators, Emergency Communications Specialists, or other positions that employees can move from a level I to II, to III, etc.

The process for the advancement/promotion of civilian Career Ladder Positions (CSO's, CSI's, ECS's, etc.) requires the employee's supervisor to send the career ladder promotions memo and associated paperwork, i.e. performance appraisals, Personnel Transaction Form, and any related materials, to their civilian manager or lieutenant (for CSOs) via email for approval. The manager or lieutenant will then email the approval with attachments to the Police Services Coordinator, and they will send the approval and documentation to the appropriate persons at City HR.

The advancement/promotion is not considered received and will not take effect until City HR receives the associated approval email from the Police Services Coordinator. The City is not obligated to retroactively pay employees for late submissions; they will only use the email submission date when considering approval for any salary increase.

**5. FORMS AND APPENDICES**

**ATTACHMENT A-Job Application Supplement**

**ATTACHMENT B-Employee Information Form**

**ATTACHMENT C-Hepatitis B Vaccination Form**

**ATTACHMENT D-Applicant Notification and Acknowledgement of Fingerprinting Form**