	Town of Southington Department of Police General Order	Number: 500-03
	Subject: Patrol Officer Selection	Effective: 7-6-2022
	State Accreditation: 1.11.5, 2.6.3, 2.6.4, 2.8.1, 3.8.1, 3.8.7, 3.8.8, 3.8.9	Review: R2
	<i>The Mission of the Southington Police Department is to protect and serve the community, in addition enforce laws and ordinances, provide information and/or direction to people in need and to promote a feeling of safety and security for all members of the community. The Southington Police Department will work in cooperation with the community to preserve and improve the quality of life, making the Town a safer, more pleasant place to live, work and visit.</i>	Priority: Medium
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- i. Have not been convicted by a court of any felony, any class A or class B misdemeanor or have committed any act which would constitute perjury or false statement;
- j. Have been the subject of a background investigation
- k. Have been the subject of a polygraph examination (by POST Council approved polygraph examiners only)
- l. Have been subject of a psychological examination
- m. Applicant has not tested positive on a controlled drug screen
- n. Applicant has personally certified knowledge that any falsification of any statement in the application process constitutes grounds for termination

Section 9 Southington Police Department Applicant Disqualifiers:

9.1 Application and/or Employment in any law enforcement agencies involve public trust. Only those individuals whose conduct, character and behavior that does not discredit themselves or the Southington Police Department.


9.2 The Southington Police Department employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants.

9.3 While the Southington Police Department reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:

9.3.1 Biographical/Personal:

- a. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s).
- b. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
- c. Failure to meet the education/GED requirement.
- d. Having any tattoos that display sexual acts, hate group or criminal gang symbols; tattoos that display racist, sexist, vulgar words, or illustrations.
- e. Having any skin deformities such as those caused by branding that display hate group or criminal gang symbols.
- f. Having body piercing(s), if visible outside of normal clothing, cannot be removed or covered by the department uniform.

9.3.2 Financial Responsibility:

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a. Poor management of personal finances. (Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc. will be investigated to determine a candidate's suitability for employment),

b. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.

9.3.3 Drug Behavior:

a. Current illegal drug use, Illegal sale, distribution or manufacturing (to include growing) of any drug within the past five (5) years,

b. Deliberate association of a personal nature within the past one (1) year with persons who use illegal drugs in the presence of the applicant,

c. Use or possession of marijuana during the last one (1) years,

d. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past five (5) years.

e. Deliberate abuse of prescribed controlled substances within the past five (5) years

9.3.4 Driving History:

a. Any conviction or plea of nolo contendere within the past three (3) years for Driving under the Influence of Drugs or Alcohol (DUI),

b. Any conviction or plea of nolo contendere for a serious traffic offense within the past three (3) years including, but not limited to: Reckless Driving, Evading Responsibility, Engaging an Officer in Pursuit,

9.3.5 Criminal History:

a. Any felony conviction,

b. Any outstanding criminal charge pending adjudication,


c. Sufficient misdemeanor convictions to establish a pattern of disregard for the law,

d. Admission to or discovery of an applicant's involvement in any crime of a serious or aggravated nature.

Section 10 Southington Patrol Officer Selection Process Components: (State Standard 3.8.7)

10.1 Physical Performance Evaluation Certified: The applicant will obtain a CHIP (Complete Health & Injury Prevention) card. CHIP will administer the Physical Performance Evaluation using POSTC physical fitness standards. The CHIP card will indicate that the applicant successfully completed the physical performance evaluation. For information on the police Physical Performance Evaluation through CHIP click on the following link: <http://www.policeapp.com>.

10.2 Written Test: All applicants will register and take the Connecticut Police Chiefs Association (CPCA) police officer exam offered through PoliceApp.com. (<http://www.policeapp.com>)

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10.3 Initial Eligibility List: PoliceApp.com will produce an initial list of qualified applicants in ranking order from highest to lowest based upon the aggregate results of the Connecticut Police Chiefs Association (CPCA) police officer exam score, CHIPS physical Fitness score.

10.4 Southington Police Assessment Center: The applicants from the initial eligibility list will be offered the opportunity to complete an assessment center test. The Assessment Center test will be comprised of three (3) individual assessment stations staffed by Southington sworn employees:

- a. Two (2) systematic, job related, real-life situations: Applicants will be observed and evaluated by sworn Southington Police Department personnel.
- b. One (1) traditional law enforcement oral board (comprised of Southington Police Department personnel).
- c. The Assessment Center test score result from highest to lowest will form the Final Eligibility List

10.5 The Detective Sergeant assigned to the Investigations Section will be given a group of applicants from the Final Eligibility List to be assigned to a background investigator.


10.6 Background Investigation: Background investigations will be conducted prior to a conditional offer of employment.

- a. All background investigations will be conducted by the Detective Division, with assistance as necessary from other qualified sworn personnel. Personnel performing backgrounds will be trained in background investigation methods and guidelines contained in this order.
- b. All prospective sworn employees will undergo background investigations appropriate to their potential position in the Department.

10.7 Background investigations will include but not be limited to the following areas:

- a. At least three personal references will be verified
- b. All available employment related data
- c. Personal history and credentials will be verified
- d. Residence
- e. Education
- f. Criminal history
- g. Motor vehicle history

10.8 Following a conditional offer of employment, the Lieutenant assigned to the Support Services Section will schedule and coordinate the polygraph exam, psychological test, and medical exam.

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10.9 Polygraph Examination: polygraph examinations with a private company trained in polygraph procedures and certified with P.O.S.T.C.

- a. Applicants who are subjected to polygraph examinations will be provided with a list of areas from which polygraph questions will be drawn at the time of their background investigation.
- b. The results of polygraph examinations are to be used only as an investigative aid.
- c. The result of polygraph examination will be detailed in writing and incorporated into the completed applicant file
- d. Polygraph examination results will not be the single determinant of employment status.

10.10 Psychological test: A licensed professional selected by the department and at the expense of the Town of Southington will conduct a psychological exam. The psychological exam will use valid, useful, and non-discriminatory procedures to determine the emotional and psychological fitness of the candidate.

10.11 Medical Examination: A medical examination of each applicant will be conducted prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures.

- a. The examination will be conducted by a licensed physician.
- b. The contents of the examination will be detailed in writing and incorporated into the completed applicant file.

10.12 The Deputy Chief of Police will present completed applicant files to the Chief of Police for employment consideration.

10.13 The Chief of Police will present qualified candidate files to the Board of Police Commissioners who have the final authority in the selection of the applicants.

10.14 Board of Police Commissioners Interview: The final applicants will be reviewed by the full Board of Police Commissioners at a scheduled commission meeting.

10.15 The Deputy Chief of Police will contact the Lieutenant assigned to the Support Services Section with the any selections made by the police board. The Lieutenant assigned to the Support Services Section will notify the applicant by telephone and in writing if the applicant is offered a conditional job offer. Applicants that are not offered employment will also be notified in writing within 30 days that they are not being selected for employment. (State Standard 3.8.1)

Section 11 Storage, Access and Disposal of All Selection Process Materials: (State Standards 2.8.1, 3.8.9)