
	Florida State University Police Department	
Law Enforcement Officer Job Applicant Selection Process		
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Policy - Law Enforcement Officer Job Applicant Selection Process Policy

The *University's Equal Opportunity and Non-Discrimination Policy, 2008*, states, in part: "The Florida State University is committed to a policy of non-discrimination for any member of the university community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors and contractors in a manner consistent with applicable federal, state, and university laws, regulations, orders, and rules." As an equal opportunity employer—both as a Police Department and integral member of the University administration—all elements of the Florida State University Police Department's (FSU PD) selection process shall be non-discriminatory and job-related as documented subsequently throughout this General Order [CFA 9.01].

The FSU PD shall comply with all federal and state laws, University policies and procedures and CJSTC requirements pertaining to selection [CFA 9.01].

The Chief of the FSU PD shall designate a Personnel Officer, the Lieutenant for Support Services, as the Department's liaison with the Department of University Human Resources (HR). In addition to the duties of the Personnel Officer discussed in the General Order titled, "Departmental Recruitment," he or she shall coordinate the selection and hiring process with HR. The Personnel Officer shall be thoroughly familiar with the selection procedures set forth by HR in addition to those set forth in this General Order. The Personnel Officer will appoint the members of the Application Review Committee and will oversee the administration of that Committee. The selection process will be administered, scored, and interpreted in a uniform and consistent manner [CFA 9.01]. The Chief of the FSU PD shall be the final hiring authority.

Procedures

A. General Procedures.

This procedure governs the selection of job applicants for all sworn positions in the Department and is kept on file for review by agency members and the public.

B. Scoring

All facets of the procedures discussed subsequently throughout this general order shall be uniformly scored as follows:

The scoring for the individual selection assessment procedures is as follows:

1. Physical Abilities Test (PAT). The primary goal of the PAT is to determine if an individual possesses the basic skills to perform the physical tasks required of criminal justice officers. In order to achieve this goal, the PAT was designed to assess physical attributes that reflect core enabling knowledge, skills and abilities, and essential tasks common for law enforcement, corrections and correctional probation officers. This test must be completed in 6 minutes and 4 seconds or less in order to move forward in the selection process. This test is pass or fail; there will be no points assessed for this segment of the selection process.

The PAT measures specific physical abilities through a series of tasks which are listed as follows:

Exiting vehicle/open trunk
220-yard run.
Obstacle course.
Dummy drag.
Obstacle course (repeat).
220-yard run (repeat).
Dry fire weapon.
Place items in trunk/enter vehicle.

2. Application Review. There are four components to the review of a candidate's application packet. The components include Education (0 - 5 points), Customer Service Work Experience (0 - 8 points), Prior law Enforcement Experience (0 – 5 points) and Resume (0 – 2 points). There is a maximum of 20 points total for all four components of the application. Scoring criteria for application is outlined on the Application Evaluation Form. The Application Review will be scored by the Support Services Lieutenant or designee. **Although the application is pre-scored, each oral board member has the responsibility to preview all applications in order to generate interview questions as they deem appropriate.**
3. Writing Exercise. After passing the PAT, the applicant will participate in a writing exercise. The exercise consists of two parts, an essay and a report style narrative. Part 1; the applicant will have twenty (20) minutes to answer a predetermined question in essay form. Part 2; the applicant will watch a short video clip. The applicant will then have twenty (20) minutes to document the incident in writing. Each part is scored on a scale of 0 – 5 points with a maximum score of ten (10) points based on elements including but not limited to content, legibility/neatness, grammar, spelling and format. Scoring criteria for each writing exercise are outlined on the Writing Exercise Score Sheet. The Writing Exercise will be scored by the Support Services Lieutenant or designee.
4. Supplemental Employment Questionnaire. After completing the PAT and the writing Exercise, applicants will submit a completed Supplemental Employment Questionnaire. The scored sections of the questionnaire include overall neatness (up to 3 points), driving record (0 – 5 points), an essay question (0 – 5 points) and a community involvement question (0 – 5 points). The total maximum score on the Supplemental Employment Questionnaire is 18 points.
5. Oral Interview. There are twelve (12) components to the review of a candidate's oral interview. Each component will be rated with a maximum score of 5 points per

question, with total points possible of 60 points. Each Board member will tabulate their cumulative score on the Oral Interview Score sheet and sign the bottom.

6. Scores from Section B.2. through 5., above, shall be totaled by the Support Services Lieutenant prior to the Chief's interview of the candidates. The grand total score for each candidate consists of the total aggregate scoring from steps in the process.

C. Selection of Applications for Review

This agency requires all applicants applying to become sworn members of this Department, to successfully complete the Basic Recruit Training Program, or its equivalent, prior to assignment in any capacity in which the member is allowed to carry a firearm or is in any position to make an arrest, except as part of a formal field training program.

1. The Department shall submit vacant positions to be posted to Department of University Human Resources.
2. All persons interested in employment with the Department must submit an online University employment application.
3. University Human Resources shall review all applications, determine eligibility, and place the appropriate candidates in an applicant pool for the Department's consideration.
4. The Personnel Officer will review all of the applicant information provided by University Human Resources and the applicant and verify that all necessary documents are present and when necessary, signed and notarized.

D. Application Review Committee, Tallahassee Campus

The Personnel Officer will appoint an Application Review Committee. One member of the committee shall be a student representative and/or an employee of another department within the University community. The other members shall be made up of a cross section of Departmental employees, with appropriate minority and female representation. This committee shall conduct the oral board interview.

1. The Personnel Officer or designee shall uniformly evaluate and grade the application and attachments based on the applicant's ability to follow instructions and complete documents in a legible manner. Strict guidelines shall be used to measure spelling, grammar, neatness, sentence structure, and punctuation. The application shall also be rated on the applicant's work related experience, concern for their community demonstrated through volunteer services, as well as the applicant's driving record. The numerical score for each application shall be recorded on a form designed specifically for this purpose.
2. The applicant's combined oral interview score from each Application Review Committee member shall be added together to form the applicant's overall score. The number of applicants who will continue in the selection process is determined by the Chief or designee, based on the number of available positions.

3. The Personnel Officer shall notify the applicants of their status with respect to the process as soon as possible to allow reasonable time for travel arrangements for those applicants who will take part in the hiring process.

E. Application Review Committee, Panama City Branch Campus

The Application Review committee shall be comprised of members from the Branch Campus Safety Advisory Team. The Team members are: FSU Panama City Coordinator of Public Safety, FSU Panama City Director of Finance and Administration, an FSU Panama City Professor of Criminology, an FSU Panama City Social Science Professor, an FSU Panama City Publications Specialist, the FSU Panama City President of the Student Government Council, and the Gulf Coast Community College Director of Human Resources.

F. Physical Agility Test (PAT)

Each applicant chosen to continue in the selection process shall participate in the physical abilities test as described above and in General Order, titled "Physical Ability Testing". See explanation in section B. 1. above.

G. Writing Exercise

1. Each applicant shall complete an essay in no more than twenty minutes.
 - a. The essay will be uniformly evaluated on the applicant's ability to provide a literate and comprehensible answer relevant to the topic. The applicant shall further be evaluated on his or her ability to organize the response in an appropriate and logical sequence. As with all written responses, the proper use of grammar, punctuation, sentence structure, and correct spelling is expected [CFA 9.03].
2. Each applicant shall complete a mock police report narrative in no more than twenty minutes.
 - a. Each applicant shall watch the same video presentation of a criminal act and record the information in writing as though it were the narrative section of a police report.
 - b. The information will be uniformly evaluated for accuracy and succinctness regarding the physical description of the offender(s) and action(s) comprising the crime committed. As with other written responses as part of the selection process, appropriate use of grammar, punctuation, sentence structure, and spelling will also be uniformly evaluated for scoring purposes [CFA 9.03].

H. Oral Board Interview

Each applicant shall be allowed approximately 30 minutes to respond to the various questions and scenarios that comprise the Oral Board Interview.

1. The Oral Interview Stage will be conducted by the Application Review Committee members. All scores from the oral interview stage will be recorded on a form designed specifically uniformity of evaluation.

2. Each applicant shall be presented with six work related questions designed to elicit responses that will demonstrate the applicant's skills, knowledge, and abilities to perform the required duties.
 - a. Adaptability. Many applicants understand shift work in theory only. Oral interviewers shall look for an applicant's ability to demonstrate an understanding of the difficulties and challenges officers face when working late and rotating hours.
 - b. Negotiation/Mediation. The applicant should acknowledge that a final resolution of the matter may not be feasible, but that order must be maintained, taking into account key elements such as equity, impartiality, concern, compassion, safety and legal jurisdiction.
 - c. Education. The applicant should indicate that education often contributes to more open-minded thinking. The applicant should demonstrate interest in life long learning. The desire to continue formalized education is also highly valuable.
 - d. Physical Ability. The applicant should demonstrate his/her ability to handle and adapt to physical challenges by relating past experiences.
 - e. Work Experience. The applicant should demonstrate the three-way relationship between past work, educational experiences, and the police function. Customer service experience is valuable because interpersonal communication skills are necessary to the police function.
 - f. Ability to Follow Orders. The applicant should demonstrate an understanding that police work often requires immediate decision making which can have a serious impact on others, and that a supervisor will generally have more experience in these matters. The applicant should be able to clearly impart the need to follow legal orders and address any questions to the supervisor after the completion of the order.
3. Each applicant will be asked two scenario questions relevant to the law enforcement tasks performed in a university setting. The applicants should answer the scenario questions using correct procedures under Florida Statutes and CJSTC Basic Recruit Training.
4. Each applicant will also be uniformly evaluated by the Oral Board interviewers on the following categories relating to the applicant's interpersonal skills and demeanor: appearance/attitude/bearing, communication skills, alertness, and ability to function under stress.
5. Those applicants that pass the Physical Agility Test will be permitted to sit for the Writing Exercise and be permitted to submit their Supplement Employment Questionnaire. The total scores from the online application, writing exercise, supplemental questionnaire and oral interview stages will be added together to form the applicant's final overall score.
6. The number of applicants who will continue in the selection process from the oral interview stage will be determined by the Chief or designee, based on the number of positions available.

7. Applicants who are not chosen to continue in the process will be notified by the Personnel Officer within thirty days.
 - a. All Supplemental Application documents of all persons not selected for employment shall be retained by the Department for two years after application deadline at which time they may be destroyed according to the State of Florida General Records Schedule and the provisions of Chapter 119, F.S.
 - b. All applications and selection process paperwork of persons chosen for employment will become part of the employees' personnel file.

I. Interview with Chief of Police

As outlined in Section H.6., the list of applicants moving forward in the process shall be scheduled for an interview with the Chief of Police, and or other designee as determined by the Chief.

1. At the conclusion of the interviews, the Chief or designee will extend a conditional offer of employment to the chosen applicant(s). The offer is conditional upon the applicant's passing the Comprehensive Background Investigation, Psychological Fitness Evaluation and the Medical Examination/Urinalysis (both discussed subsequently in this General Order).
2. The applicants not chosen for employment will be notified by the Personnel Officer (Support Services Lieutenant) within thirty days.

J. Emotional Stability/Psychological Fitness Evaluation [CFA 9.02]

The applicants that have been offered a conditional offer of employment shall next submit to a psychological fitness evaluation.

1. The test used by this department shall be the MMPI II and CPI (Revised). The test shall be administered and evaluated by a licensed psychologist. The tests are followed by a brief interview with the psychologist.
2. The records of the results of the psychological fitness evaluation shall be maintained in a secure area and in accordance with Chapter 119, Florida Statutes.

K. Comprehensive Background Investigation

Applicants offered conditional employment shall submit upon request a Post-Offer Questionnaire for Background Investigation packet and be subject to a thorough and comprehensive background investigation to be conducted by the criminal investigations unit of this Department by individuals trained in conducting law enforcement background investigations [CFA 9.05].

1. The assigned investigator shall conduct the background in accordance with CJSTC Guidelines. During the course of the background investigation, all materials relating to an applicant shall be maintained in a secured area.

2. The applicant shall be required to submit two sets of fingerprints for the background investigation.
3. The background investigation shall include employment verification, neighborhood inquiries, criminal history checks, credit history, driver's license verification and history, and personal references.
4. Upon completion of the background investigation, the assigned investigator will prepare an overview of the background investigation to be forwarded to the Chief or Deputy Chief.
5. The background investigator shall complete a supplemental report for the following:
 - a. The date of return and findings of the fingerprint examination results.
 - b. Any unexpected information received after the packet has been forwarded.

L. **Medical Examination/Drug Screen**

All applicants offered conditional employment shall undergo a medical health examination to evaluate their general health and determine their ability to perform the essential job functions of the position.

1. A 7 panel drug screening, as required by CJSTC, shall be a part of the pre-employment medical health screening for all sworn positions [CFA 13.01]. The Personnel Officer or designee shall provide the applicant with a "Chain of Custody Drug Screen Results" form to be completed by the analyzing laboratory and returned to the Department according to the instruction on the form.
2. The applicants will be notified in a timely manner by the Personnel Officer that the medical health examination is to be conducted, however, it is the applicant's responsibility to make the appointment, pay for the examination and see that the results are forwarded to the Department. The Personnel Officer or designee shall provide the applicant with CJSTC Form 75 "Physician's Assessment" and CJSTC Form 75A "Patient Information" to be completed by the appropriate medial personnel and returned to the Personnel Officer or designee.
3. The applicant may be allowed to use his/her own family physician, due to insurance restrictions, to help the applicant defray the expenses.

M. **Administration**

After the completion of the background and all pre-employment screening, the Chief will review the results and make the final determination on the employment of the applicant.

1. In the event that derogatory information about the applicant is substantiated during the background investigation or pre-employment screening, and a decision is made to withdraw the conditional offer, the applicant shall be notified in writing within thirty days.

2. The entire applicant file for newly hired employees will be forwarded to the Senior Secretary, who will create the employee's personnel file.
3. The Senior Secretary or her designee will schedule the employee for the completion of all necessary paperwork and will process any required CJSTC paperwork.
4. As required by law, the Senior Secretary or her designee will complete and submit the necessary documentation to the Florida Department of Law Enforcement to register the employee as a law enforcement officer.
5. The employee will be required to successfully complete the Field Training Officer Program and a one-year probationary period. At the end of the one-year probationary period, the probationary employee's direct supervisor will conduct a performance evaluation. In order to achieve permanent status, the probationary employee must receive either a rating of "meets performance standards" or "above performance standards".
6. The work performance of each probationary employee shall be evaluated periodically by his or her direct supervisor. The supervisor shall utilize either the standard employee performance evaluation form or a special daily observation report.
7. The employee performance evaluation and the daily observation reports shall contain space for the employee to contest the evaluation contained therein. In accordance with the provisions of the General Order titled, "Grievance Procedures," USPS probationary employee, e.g., police officers, may only contest non-disciplinary matters affecting his or terms and conditions of employment. In light of this provision, the probationary employee may request his direct supervisor's immediate superior to further review and modify the evaluation. However, in accordance with the provisions of the General Order titled, "Standards of Conduct," no USPS probationary employee may grieve a decision under a collective bargaining agreement or exercise any appeal rights through the University Appeal/Complaint Procedure.
8. Any candidate selected for a sworn law enforcement position after January 1st, 2009 must perform the Physical Abilities Test once a year as described in General Order, titled "Physical Ability Testing".

Glossary—None

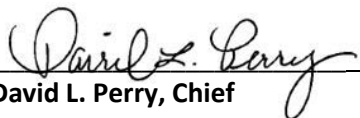
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Attachments--None

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Approved: 
David L. Perry, Chief

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