



## NORTH MIAMI POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURES



#### PERSONNEL SELECTION

200.08

EFFECTIVE DATE: 12-28-21

APPROVED:

  
Chief of Police

SUPERSEDES: 09-09-19

CFA: 9.01, 9.02, 9.03, 9.05, 10.15  
11.02

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#### I. PURPOSE

To establish guidelines for the hiring of applicants for positions within the North Miami Police Department.

#### II. POLICY

To ensure the North Miami Police Department maintains an efficient, effective, and fair selection process designed to select candidates with the best knowledge, skills, and abilities needed for the position applied for.

#### III. SCOPE

This policy applies to all members of the Department.

#### IV. RESPONSIBILITY

The Human Resources and Career Development Unit (HRCDU) is responsible for the processing of applicants in accordance with established guidelines upon receipt of applications from the Personnel Department. The Chief of Police will select applicants for recommendation based on the information developed by the HRCDU during the application and background investigation process. Final appointment authority rests with the City Manager.

#### V. HIRING CRITERIA

- A. The Police Department will establish a hire date for each successful applicant, sworn and civilian, based on the competitiveness of the applicant once the hiring process is complete.
- B. All completed applications will be processed in the order in which they were received by the Personnel Department.
- C. Applicants who qualify for veteran's preference will be given special consideration at the inception of the employment selection process.
- D. As completed applications are received, the HRCDU will process each applicant to determine whether he/she will move to the next hiring phase, or, if applicable, be disqualified for failure to meet established standards.

#### VI. TESTING and SELECTION

- A. All components of the selection process have been approved by the Chief of Police, the City Manager and the Personnel Director and are job related and non-discriminatory. **CFA 9.01A**
- B. The Personnel Department and the HRCDU will administer/oversee the testing elements for applicants.
- C. A preliminary check is conducted to ensure all applicants (sworn and civilian positions) meet the Department's minimum standards. The preliminary minimum standards are based on an applicant's driving and criminal history, which include a review of the Driver and Vehicle Information Database (DAVID), the Comprehensive Case Information System (CCIS), and, for police applicants, the Florida Department of Law

Enforcement (FDLE) Automated Training Management System (ATMS).

- D. For sworn position applicants (certified or non-certified), the Background Investigator will conduct a search of the National Decertification Index (NDI), whether the applicant divulges previous law enforcement experience, or not. The NDI is an expanding nationwide alert system that reflects whether a state certifying agency, such as FDLE, holds previous law enforcement information on an individual, to include, but not limited to:
1. Certification issues (revoked, suspended, probation, etc.)
  2. Resigning while under investigation.
  3. Termination.
  4. Criminal conviction for on-duty conduct.
  5. Civil judgement for improper use of force.
- E. The selection process includes the following:
1. Applicants will submit an online application through NEOGOV, the City of North Miami's employment application system.
  2. Applicants that meet the Department's minimum standards will attend an Orientation where they receive a Personal History Questionnaire (PHQ) and instructions how to correctly complete the PHQ.
  3. Once the PHQ is completed and returned to the HRCDU, applicants will be scheduled for any required testing steps, based on the position applied for. The testing steps are listed in "Attachment A".
- F. Certified police applicants applying for police officer positions will be required to take the Motor Skills/Physical Abilities Test, as well as provide a copy of their Florida Law Enforcement Certified Examination results (Pass/Fail test).
- G. Non-certified police applicants applying for police trainee positions will be required to take the following tests:
1. Motor Skills/Physical Abilities Test: Testing will be conducted at any FDLE approved facility and will be according to their standards.
  2. Basic Abilities Test (BAT): For **non-certified applicants**, testing will be conducted by any FDLE approved facility and will be according to their standards.

3. Test of Adult Basic Education (TABE): A test of high-school level reading, math, language, and spelling. Applicants holding a Bachelor's Degree will be exempt from taking this test.

## VII. HIRING PHASES

The following hiring phases will be conducted for both, certified and non-certified police officer (trainee) applicants:

- A. Preliminary Background check, which will include a driver's license, NDI, and FCIC/NCIC background check.
- B. Personal History Questionnaire:
  1. A detailed application that includes, but is not limited to, previous residences, previous employers, character references, driving history check, credit history, education, etc.
- C. Behavioral Personnel Assessment Device (B-PAD) examination:
  1. A judgment and interpersonal skills competency assessment that uses law enforcement video scenarios for candidates to respond to. This is a pass/fail test.
  2. The panel of certified assessors shall be comprised of a set of diverse members.
- D. Truth Verification/Computer Voice Stress Analyzer (CVSA) examinations:
  1. Conducted by certified personnel.
  2. Failure to qualify will result in disqualification for this position.
- E. Psychological Examination:
  1. Testing may include: MMPI, MMPI2, CPI, IPI, HPP, as well as a clinical interview.
  2. Administered by a licensed psychologist. **CFA 9.02A**
  3. If the report indicates that the applicant received an "unacceptable"

rating, he/she will be disqualified from consideration for the position.

4. At the conclusion of an applicant's process, the psychological examination report will be forwarded to the Personnel Department, where they are stored in a secured area with restricted access in accordance with FSS 119.071. **CFA 9.02B, C**

F. Background check:

1. A thorough, in-depth check into the information provided in, but not limited to, the applicant's Personal History Questionnaire. This will be conducted by trained personnel, or another approved investigative agency, in accordance with Department and FDLE guidelines.
  - a) Training: Background Investigators will attend a Police Applicant Background Investigations certification course, or have a two-week training with an experienced Background Investigator, prior to conducting investigations. Background Investigator's training documentation shall be forwarded to the Training Unit. **CFA 10.15**

G. Medical examination:

1. A medical examination will be conducted by a licensed physician in accordance with FDLE and the Personnel Department guidelines.

H. Interview with the Chief of Police:

1. In accordance with Civil Service Rule VIII, Section E.

I. Background requirements for all full-time and part-time civilian and sworn positions are listed in "Attachment A". **CFA 9.05A-E**

## VIII. SELECTION PROCEDURES

The personnel selection process will be administered, scored, evaluated, and interpreted in a uniform manner. Every portion of the selection process will be clearly established and performed in a manner consistent with the Personnel Department's requirements. **CFA 9.01B**

- A. The Personnel Department and/or the HRCDU will utilize the following resources to establish the criteria in the selection process:
  - 1. City of North Miami Civil Service Rules.
  - 2. FDLE and Criminal Justice Standards and Training Commission (C.J.S.T.C.) Policies and Procedures Manual.
- B. As with all members, HRCDU staff will have access to the current sworn and civilian bargaining agreements and all other Departmental written directives via PowerDMS.

#### **IX. PROBATIONARY PERIOD FOR NEW EMPLOYEES**

- A. Probationary Police Officers (PPOs) who have completed their Field Training Program (FTO) phases will be assigned to a shift according to Departmental needs and will remain on probation for a period of twelve (12) months.
- B. Newly-hired civilian employees will be on probation for a period of twelve (12) months. **CFA 9.03**

#### **X. PROMOTIONAL EXAMINATIONS**

- A. Promotional examinations will be conducted by the City's Personnel Department, who will establish the guidelines for said examinations, to include: **CFA 11.02 A,B**
  - 1. A written announcement(s) of positions for which vacancies exist, which includes eligibility requirements, dates, times, and locations of all elements of the process.
  - 2. A description of the selection criteria.

#### **XI. RECORDS**

Employment applications for police applicants who are not hired will be maintained at the City's Personnel Department in accordance with the City's procedures governing the storage of records and pursuant to Florida State Statute 119, Florida Records Law.



## Attachment A

PHASES OF HIRE	PSNL SPECLST	P.O. CERT	POLICE TRAINEE	POLICE ADM	PUBLIC	QTR. MASTER	RCDS. SUPVR	RCDS TECH	SECY	TEMP CONT
			NON- CERT		SERVICE AIDE					
B-PAD		X	X							
CHIEF'S INTERVIEW		X	X		X					
CONDITIONAL OFFER OF EMPLOYEMNT	X	X	X	X	X	X	X	X	X	
CVSA (Truth Verification)		X	X		X	X				
DRUG SCREEN		X	X		X	X				
FINGERPRINTS	X	X	X	X	X	X	X	X	X	X
MEDICAL	X	X	X	X	X	X	X	X	X	
PANEL INTERVIEW	X			X	X	X	X	X	X	
PHQ I	X	X	X	X	X	X	X	X	X	X
PHQ II	X	X	X	X	X	X	X	X	X	X
PSYCHOLOGICAL		X	X		X					
<b>BACKGROUND REQUIREMENTS</b>										
ATF	X	X	X	X	X	X	X	X	X	X
CHARACTER REFERENCE	X	X	X	X	X	X	X	X	X	X
CREDIT CHECK	X	X	X	X	X	X	X	X	X	
DRIVING HISTORY	X	X	X	X	X	X	X	X	X	X
EDUCATION VERIFICATION	X	X	X	X	X	X	X	X	X	X
FBI	X	X	X	X	X	X	X	X	X	X
FCIC/NCIC	X	X	X	X	X	X	X	X	X	X
FDLE/ATMS2	X	X	X	X	X	X	X	X	X	X
LOCAL RECORDS	X	X	X	X	X	X	X	X	X	X
LOCAL TAG		X	X		X	X				
MILITARY HISTORY		X	X		X	X				
NATIONAL DECERTIFICATION INDEX		X	X							
NEIGHBOR CHECK		X	X		X					
PREVIOUS EMPLOYMENT CHECK	X	X	X	X	X	X	X	X	X	X
STATE ATTORNEY	X	X	X	X	X	X	X	X	X	X
UNEMPLOYMENT	X	X	X	X	X	X	X	X	X	
US CITIZEN VERIFICATION		X	X							



<b>PHASES OF HIRE</b>	<b>CLER TECH</b>	<b>COMM. OPR.</b>	<b>COMMSU PV</b>	<b>CRIME SCENE</b>	<b>CRIME ANALYST</b>	<b>CRM. WATCH COORD</b>	<b>CRSIS INTE SPEC</b>	<b>GRNT WRTR</b>	<b>MAINT MECH</b>
B-PAD									
CHIEF'S INTERVIEW									
CONDITIONAL OFFER									
OF EMPLOYEMNT	X	X	X	X	X	X	X	X	X
CVSA (Truth Verification)		X	X	X	X				
DRUG SCREEN		X	X	X	X				
FINGERPRINTS	X	X	X	X	X	X	X	X	X
MEDICAL	X	X	X	X	X	X	X	X	X
PANEL INTERVIEW	X	X	X	X	X	X	X	X	X
PHQ I	X	X	X	X	X	X	X	X	X
PHQ II	X	X	X	X	X	X	X	X	X
PSYCHOLOGICAL		X	X	X					
BACKGROUND									
REQUIREMENTS									
ATF	X	X	X	X	X	X	X	X	X
CHARACTER REFERENCE	X	X	X	X	X	X	X	X	X
CREDIT CHECK	X	X	X	X	X	X	X	X	X
DRIVING HISTORY	X	X	X	X	X	X	X	X	X
EDUCATION VERIFICATION	X	X	X	X	X	X	X	X	X
FBI	X	X	X	X	X	X	X	X	X
FCIC/NCIC	X	X	X	X	X	X	X	X	X
FDLE/ATMS2	X	X	X	X	X	X	X	X	X
LOCAL RECORDS	X	X	X	X	X	X	X	X	X
LOCAL TAG				X					
MILITARY HISTORY		X	X	X	X				
NEIGHBOR CHECK				X					
PREVIOUS EMPLOYMENT									
CHECK	X	X	X	X	X	X	X	X	X
STATE ATTORNEY	X	X	X	X	X	X	X	X	X
UNEMPLOYMENT	X	X	X	X	X	X	X	X	X
US CITIZEN VERIFICATION									