

**East Lansing Police Department  
Policy & Procedure**

<b>Subject: Selection of Department Personnel</b>	<b>ELPD Policy #: 200-12</b>
<b>Effective Date: March 1, 2022</b> <b>Revised Date:</b>	<b>Distribution:</b> <b>Departmental</b>
<b>MACP Accreditation Standard : 2.5.1, 2.5.2, 2.5.3, 2.5.4</b>	<b>MACP Standard: 2.5.1, 2.5.2, 2.5.3, 2.5.4</b>

**I. PURPOSE**

The purpose of this policy is to outline and provide a framework of guidance for the hiring of sworn and civilian personnel within the East Lansing Police Department.

**II. POLICY**

It is the policy of the East Lansing Police Department to select the best persons available to be members of the Department and to establish a fair and impartial hiring process that does not discriminate based on race, color, sex, sexual orientation, religion, national origin, age, disability (handicap), marital status, height, weight, or any other prohibited basis. The East Lansing Police Department is an Equal Opportunity Employer, and our goal will be to appoint those individuals who best possess the knowledge, skills, and abilities to successfully perform as an employee of this Department.

**II. PROCEDURE**

**A. Application Process**

1. The application and hiring process for all positions will be coordinated by a designated command person.
2. All applicants must meet the minimum requirements for employment, as outlined in the Police Personnel Recruitment Policy.
3. All interested individuals must complete and submit a Police Application and City of East Lansing Personal History Questionnaire to Human resources for consideration.
4. All applicants that meet the minimum standards will be given consideration for hire. Applicants may be vetted via the application and PHQ.

5. After the application deadline has passed, all applicants will be apprised of their status in the selection process. Applications will be acknowledged within a reasonable time and the applicants will be informed of the next step in the selection process.
  6. Any applicants not selected for the position will be notified in writing.
  7. Applications that possess omissions or deficiencies may or may not be rejected solely because of the omission or deficiency.
- B. Process for Hiring Sworn Personnel [2.5.1]
1. Testing
    - a. The hiring coordinator for sworn personnel shall conduct a written assessment of the candidates. This will consist of the current approved testing procedure selected by the Chief of Police.
  2. Pre-Screen Interview
    - a. The hiring coordinator will be responsible for scheduling and managing the pre-screen interview for each applicant. The applicant will be informed verbally and in writing of the time, date, and location of the interview. Failure to appear at the interview will result in the applicant being removed from the hiring process.
  3. Oral Board
    - a. The hiring coordinator will be responsible for scheduling and managing the oral board interview for each applicant. The applicant will be informed verbally and in writing of the time, date, and location of the interview. Failure to appear at the interview will result in the applicant being removed from the hiring process
  4. Background Investigation
    - a. Upon successful completion of the oral interview, candidates will be required to complete the Personal History Questionnaire. A background investigation of each candidate is then conducted to determine suitability for the position before moving on to the next step. All background

investigations will be conducted under the authority of East Lansing Police Department personnel, trained in the background investigation process.

- b. The background investigation will consist of the following, at a minimum:
  - c. A review of the applicant's application and Personal History Questionnaire to confirm and/or verify the applicant meets the eligibility requirements for the position applied for. [2.5.2c]
  - d. A check of the applicant's driving history and verification of operator's status. [2.5.2b]
  - e. A credit check and review of the last three years tax returns. A LEIN/NCIC criminal history and fingerprint check for a criminal record. [2.5.2a,e]
  - f. Verification of at least three personal references. [2.5.2d]
  - g. Any other information deemed appropriate by the background investigator.
- E. Chief of Police Interview
- 1. This final interview is with the Chief of Police and his or her designees.
  - 2. The Chief of Police will have final say after review of applicants to determine who will be granted a Chiefs Interview.
- F. Conditional Offers of Employment
- 1. The Chief of Police may extend a conditional offer of employment at any stage of the process once the candidate has completed the Testing & Pre-Screen Interview Process. The conditions set shall be adhered to for all candidates.
- G. Physical and Psychological Examinations [2.5.3, 2.5.4]
- 1. Each candidate, after a conditional offer of employment is extended, will have a medical and psychological examination conducted by a licensed professional selected by the Department. The Department will pay for the exams and the results are East

Lansing Police Department property and will become part of the applicant's medical files.

2. Applicants must meet MCOLES minimum standards and satisfactorily pass both examinations.
3. The medical examination will certify the general health of the candidate and identify any pre-existing medical conditions. The medical examination will include a drug screening.

H. Process for Hiring Civilian Personnel [2.5.2]

1. The Captain will organize and coordinate any hiring of Civilian personnel.
2. The steps of the hiring process will mirror those of sworn personnel with exceptions noted:
  - a. Initial Oral Board Interview
  - b. Background Investigation - A credit check, A LEIN/NCIC criminal history and fingerprint check for a criminal record. [2.5.2a,e]
  - c. Final Oral Board Interview
  - d. Conditional Offer of Employment with medical and drug testing.

#### IV. CANCELLATIONS

Authorized By:



Kim Johnson, Chief of Police