

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE October 8, 2006	NUMBER 1002.3
SUBJECT Selection		
REVISED June 9, 2011		
REFERENCE SCLEA 6.4-6.14 2 nd edition Selection Manual	AMENDS/SUPERSEDES 1002, 1002.1 and 1002.2	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 3

A. Purpose

To establish guidelines for the screening and selection of sworn personnel for the City of Anderson Police Department.

B. Policy

The selection process is generally acknowledged as a key activity in determining the operational effectiveness of any organization. Therefore, it is the policy of the City of Anderson Police Department to maintain an efficient, effective, and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for the operation of an effective and respected law enforcement agency.

C. Definitions

Candidates - Persons seeking employment who have completed a formal application.

Lateral Entry – A personnel practice that permits employees from within or outside the Agency to be selected for a position and be exempted from all or part of the Agency’s selection process for that position.

D. Procedures

1. Professional and Legal Requirements

a. The Training Captain shall ensure the following:

- (1) All elements of the selection process use only those rating criteria or minimum qualifications that are job related. Elements of the selection process that are tested will measure skills, knowledge, abilities, and traits that are needed to perform the job for which the selection process is being administered. (SCLEA 6.5)
- (2) Candidates determined to be ineligible for appointment are informed in writing within thirty (30) days. (SCLEA 6.7)
- (3) All selection materials used by the Agency are stored in a secure area when not being used. When disposal is necessary, selection materials will be shredded or disposed of in a manner that prevents disclosure of the information. (SCLEA 6.10)
- (4) All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner. (SCLEA 6.6)
- (5) A background investigation of each candidate will be conducted prior to appointment to probationary status in accordance to the South Carolina Criminal Justice Academy standards. (SCLEA 6.8)
- (6) Personnel used to conduct background investigations will be trained in collecting the required information. (SCLEA 6.9)
- (7) In the event that the City of Anderson Police Department elects to use a polygraph examination (or any other instrument[s] used in the detection of deception) as part of the candidate selection process, only licensed examiners will be used. (SCLEA 6.11)
- (8) In the event that the City of Anderson Police Department elects to use a polygraph examination (or any other instrument[s] used in the detection of deception) as part of the candidate selection process, the test will not be the sole determinant of employment status. (SCLEA 6.12)
- (9) Prior to appointment to probationary status, a medical and psychological examination of each candidate is conducted and assessed by qualified professionals. (SCLEA 6.13)
- (10) A minimum of six months probationary period is required before sworn personnel are appointed to permanent status. (SCLEA 6.14)

2. Selection Elements, Practices, and Procedures (SCLEA 6.15)

See City of Anderson Police Department Selection Manual

3. Lateral Entry *

- a. At the discretion of the Chief of Police, when deemed to be in the best interest of the City of Anderson Police Department, lateral entry may be utilized to fill any job vacancy.

By order of:



Jim Stewart, Chief of Police

5-30-18

Date