

CITY OF PORTLAND, MAINE
CIVIL SERVICE COMMISSION
RULE GOVERNING HIRING PROCESS
FOR ORIGINAL APPOINTMENT TO THE POLICE DEPARTMENT

I. Introduction

The following procedures shall govern the process of testing and screening applicants for original appointment to the Police Department.

II. Hiring Process and Minimum Requirements

The following are the steps in the Police Department hiring process. Failure to complete any step in the process may result in disqualification from the existing hiring process.

A. *Minimum Requirements.* Applicants must provide the Human Resources Department with a:

1. completed job application and/or resume;
2. valid driver's license; and
3. high school diploma or GED certificate.

B. *Aptitude capacity test.* All applicants for original appointment must pass an aptitude capacity test. The aptitude capacity test may be waived for a police applicant who is a full-time employee with law enforcement duties and arrest authority in another jurisdiction at the time of application and is certifiable by the Maine Criminal Justice Academy.

1. The test for entry level police officer shall be an online or written test. Each applicant may take the test up to twice in any rolling six month period, i.e. an applicant may take the test on January 15 and again on March 15, but not again until September 16. The applicant may not re-take the test while being considered in a current hiring process.
2. The scores of the aptitude capacity test shall be determined by an impartial scorer and delivered to the director. The applicant may receive his or her test score upon request.

3. All applicants with a passing score of 70% will be included in the hiring process. An applicant's eligibility for appointment shall automatically expire 12 months after the date the applicant passed the test.

C. Physical fitness assessment. All applicants for original appointment will be given a physical fitness assessment. The police chief has the option to accept the substitution of a valid letter from the Maine Criminal Justice Academy stating that the applicant has successfully completed the Academy's physical fitness assessment within the 12 months immediately prior to the date of the aptitude capacity test.

D. Oral Board. An oral interview will be conducted with all applicants who have passed both the aptitude capacity test and the physical fitness assessment. The Oral Board will consist of:

1. one employment subcommittee member;
2. a member of each of the police (sworn officer) unions; and/or
3. members of the community.

E. Background check. All applicants for original appointment must be fingerprinted and satisfactorily complete a background check, including criminal history and disqualifying criminal convictions, driving record, and credit check.

III. Requirements Post-Conditional Job Offer

Upon successful completion of the application process, the Police Chief may evaluate the eligible applicants and make a conditional job offer to any qualified applicant at his/her discretion. Individuals receiving a conditional job offer must successfully complete the following requirements:

A. Age. Provide acceptable evidence of age.

B. Good character. Be of good character; which includes a personal history of honesty, fairness, and respect for the rights of others and for state and federal law.

C. Citizenship or Immigration status. Provide acceptable evidence of United States citizenship or demonstrate a permanent right to work in the United States.

D. Polygraph. Pass a polygraph examination to the extent such examination is permitted by law.

E. Medical examination. Undergo a medical examination to determine whether the applicant is physically capable of meeting the standards established by the Maine Criminal Justice Academy.

F. Job suitability assessment. Complete a post-offer job suitability assessment as required by the Maine Criminal Justice Academy.

IV. Disqualification of applicants by the Employment Subcommittee or the Police Chief

A. After notice and an opportunity to be heard, an applicant or an individual receiving a conditional job offer may be disqualified by the Employment Subcommittee or the Police Chief for the following reasons:

1. a false statement of a material fact during the hiring process;
2. cheating or dishonesty during the hiring process;
3. unfitness for duty;
4. excessive or illegal use of drugs or alcohol;
5. failure to successfully complete a component of the hiring process; including but not limited to, the polygraph examination, the background investigation or the physical fitness assessment;
6. the unanimous recommendation of the oral interview board that the person not be further considered for appointment; or
7. any other ineligibility for appointment.

B. Notice of said disqualification, and the reasons for it, shall be provided to the applicant. Upon disqualification by the chief, the applicant shall be removed from the hiring process. The applicant shall have the opportunity to appeal said disqualification to the chief of police. Upon reconsideration, the chief may allow the person to complete the hiring process. If the chief does not change his or her decision to disqualify the applicant, the chief shall provide the subcommittee and the applicant with written notice of his or her decision and the basis for it. The applicant shall be notified of his or her right to appeal the chief's final decision to the subcommittee.

V. Probationary Periods

A. *Original appointment.* Persons receiving original appointment as a police officer shall be a probationary employee for a period of two (2) years from the date of appointment.

B. *Lateral transfers.* A police lateral transfer who has two years of post-academy, full-time, continuous service as a police officer at the time of appointment shall be credited with up to twelve (12) months of service toward completion of the department's two year probationary period. Eligibility for promotional appointment shall be the completion of three (3) years of service in the Portland Police department.