

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1609.11, HIRING AND TERMINATING PROFESSIONAL STAFF**

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PURPOSE:

The directive sets forth guidelines for managers/supervisors/designees to follow when hiring or terminating professional staff.

The following sections contain information on the procedures managers/supervisors/designees must take to prompt the Human Resources Department to solicit applications for the vacancy, steps managers/designees must follow in the selection process and how to process new employees after they are hired, in accordance to City Policy & Procedure 802.2, Recruitment and Employment.

The following sections also contain information on the procedures managers/designees must follow for retirements, termination of probationary employees, dismissal of permanent employees for cause, resignations, and checkout procedures.

PROCEDURES

1. REQUEST FOR APPLICANTS

The process for requesting the Human Resources Department to solicit applicants includes completing the City's Job Requisition form, updating the job description of the position to be filled, and instructing the Human Resources Department concerning desired methods of posting, advertising, and the initial screening of applicants.

1.1 COMPLETING JOB REQUISITION FORM

The Job Requisition form is available in Workday, and shall be filled out by the manager/supervisor/designee seeking to fill a position. Once completed, the Job Requisition form is submitted electronically to the Human Resources Department. Prior to being received by the Human Resources Department, the form is automatically forwarded to the submitting manager/supervisor/designee's chain of command, who will be required to approve or disapprove.

The submitting manager/supervisor/designee shall submit via the chain of command a memo and endorsement sheet to the Chief of Police requesting authorization to fill and/or augment a new position. The memo to the Chief of Police shall include the funding source and the duration for the new and/or augmented position. Accompanying this memo will be another memo prepared by the Chief of Police to the Chief Administrative Officer seeking Human Resources Department job posting authority.

1.1.1 UPDATING JOB DESCRIPTION

The requesting manager/supervisor/designee must ensure that the Human Resources copy of the job description, which will appear on the posting and/or announcement, is up to date. If any correction is necessary, the requesting manager/supervisor/designee should make such changes before the posting or announcement is scheduled.

1.1.2 JOB OPPORTUNITY - POSTING AND ADVERTISING

The requesting manager/supervisor/designee must inform the Human Resources Department if some form of special advertising other than the normal posting on the internet and paper posting for walk-in traffic is desired. In addition, the requesting manager/supervisor/designee will be responsible for informing the Human Resources Department if the position will be made available to all applicants or only those applicants currently employed by the City. The Human Resources Department will then post and/or advertise the job for a minimum of five work days.

1.1.3 APPLICATIONS

The Human Resources Department will accept applications. In addition, a Job Application Supplement (Attachment A) will be completed for all positions with the Orlando Police Department, excluding Community Service Officers

1.1.4 HUMAN RESOURCES DEPARTMENT SCREENING OF APPLICANTS

After the close of the posting period, the Human Resources Department will screen the applicants to determine which ones meet the qualifications. Applications for Community Service Officers are screened by HR with assistance from the hiring manager/designee. Applications submitted by those persons who qualify for the job will be forwarded to the requesting manager/designee for processing. The hiring manager/designee will review the applications of all qualified applicants. Interviews will be scheduled by the hiring manager/designee.

2. SELECTION PROCESSES

2.1 MANAGER/SUPERVISOR/DESIGNEE'S SELECTION PROCESS

The selection process to be completed by the requesting manager/supervisor/designee will include applicable testing, initial interview(s), secondary interviews (if applicable)pre-employment polygraph, tentative job offers, background investigations and post-employment polygraph.

2.2 APPLICABLE TESTING

After receiving the qualified applications from the Human Resources Department, the requesting manager/supervisor/designee will set up the applicable testing for the prospective employees and administer those tests. For positions requiring uncomplicated tests, such as clerical positions, the Human Resources Department will administer those tests as part of the application process before the qualified applicants are referred to the requesting manager/supervisor/designee. All tests administered to applicants must be approved by the Employment, Assessment, and Development Manager prior to administration.

2.3 INTERVIEW(S) OF QUALIFIED APPLICANTS

After testing by the Human Resources Department, all the referred qualified applicants' Employment Applications will be reviewed by the requesting manager/supervisor/designee to determine which shall be interviewed. The manager/supervisor/designee will develop interview questions and a copy of the interview questions will be submitted to Human Resources for approval prior to the interview. Qualified applicants will complete a Job Application Supplement (Attachment A) at the scheduled interview site. The manager/supervisor/designee will collect the completed Job Application Supplement and review it before initiating the interview. Applicants for certain positions, such as Community Service Officers, may also require a secondary interview, after the pre-offer polygraph and background checks are completed, based on the hiring manager's discretion. Note: all candidates who qualify for Veteran's Preference must be interviewed and if not selected for the position, an Approved Veteran's Preference Non Selection Memo shall be completed.

2.4 PRE-OFFER POLYGRAPH EXAMINATION

Following the testing process and interview, those applicants who are still considered qualified for employment shall be scheduled for a pre-offer polygraph examination. This test will not include questions in reference to physical or mental health.

2.5 TENTATIVE SELECTION/JOB OFFER

Following the applicant (s) passing result in the pre-offer polygraph examination, the requesting manager/supervisor/designee, based upon the number of available positions, shall make a tentative selection of the qualified applicant(s) to continue with the process, which includes a background check, post-offer polygraph physical

examination, and completion of appropriate personnel forms. It is the responsibility of the hiring manager to notify the applicant that any offer of employment is considered a conditional pre-employment offer.

2.6 BACKGROUND INVESTIGATION

A background investigation must be completed for each new potential employee. The background investigation shall include a warrants check, fingerprint check, local records check, criminal history check, reference checks and prior employment. It is the responsibility of the hiring manager/supervisor/designee to contact teletype and request the teletype operator complete a warrants check, local records check, and criminal history check. The hiring manager/supervisor/ designee shall complete telephone interviews with prior employers and complete reference checks. The hiring manager/supervisor/ designee shall ensure the potential employee has fingerprints taken by the ID Unit upon hiring. A memo shall be sent to Human Resources advising that the background check was completed.

Note: For those applicants who are current employees of the Orlando Police Department, it may not be necessary to conduct a background investigation.

2.7 POST-OFFER POLYGRAPH EXAMINATION

The manager/supervisor/designee shall schedule the applicant(s) for a post-offer polygraph examination. This test includes additional questions regarding physical and mental health and may include any unsolved issues pertaining to background and employment history. Only after the results of the post-offer polygraph examination are reviewed by the hiring manager or designee can the final job offer be given to an applicant.

2.8 HUMAN RESOURCES DEPARTMENT FORMS COMPLETION

The hiring manager/supervisor/designee shall complete the Selection Authorization form and Applicant Interview/Questionnaire form, which will be provided by Human Resources. These forms, along with the completed Hiring Package containing all applications, Interview Forms and background checks, will then be submitted via the chain of command to the Chief of Police for final authorization to hire.

2.9 PHYSICAL & PSYCHOLOGICAL EVALUATIONS

Upon approval by the Chief of Police, the hiring manager/supervisor/designee shall deliver the completed Hiring Package containing all applications, Interview Forms, polygraph results, and background checks to the Human Resources Department analyst. The analyst shall contact Florida Hospital Centra Care for an appointment for the physical and notify the applicant of the procedure to be followed. Certain positions may also require a psychological evaluation, which will also be scheduled by the Human Resources Division.

2.10 HUMAN RESOURCES DEPARTMENT EMPLOYEE FORMS

The applicant will be scheduled for an appointment by the Human Resources Department to complete the required forms for employment. The applicant must present his or her social security card at this time. When this process has been completed, the applicant shall be given a date and time to report to work.

3. PROCESSING SELECTED APPLICANT

3.1 INITIATING A PROMOTION/DEMOTION/TRANSFER

This process is only necessary when an employee is transferring to a new position from another City job. The employee's previous manager/supervisor/designee will be responsible for initiating a Promotion/Demotion/Transfer in Workday. The Promotion/Demotion/Transfer will be completed in Workday at least one week prior to the effective date.

3.2 PERSONNEL TRANSACTION FORM

When an employee is promoted, transferred or demoted, a Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) shall be completed by the staff/administrative assistant for the division from which the affected employee is being promoted, transferred or demoted. Electronic copies of the form shall be sent to OPD Payroll as well as the Support Services Division staff assistant and the Professional Standards Specialist in order to ensure that the Department's internal personnel database and PowerDMS remain current. An employee transferred to a position listed in OPD Policy 1301, Significant Exposure Appendix "A" shall be offered a Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of initial assignment. The Hepatitis B Vaccination

Documentation Form (Policy 1301, Significant Exposure, Attachment F) shall be attached to the Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) and submitted to the Support Services Division Staff Assistant.

3.3 TECHNOLOGY MANAGEMENT SERVICE REQUEST FORM

The section manager receiving the newly hired, promoted, transferred or demoted employee is responsible for the submission of a Technology Management Service Request form (Attachment B in the current version of P&P 1625, Use of Electronic Communications Systems). This form is to be sent via email to Information Technology at OPDIT@orlando.gov. The completed form provides Technology Management with the necessary information to ensure that the newly assigned member's technology needs are met.

3.4 SIGN-IN PROCESS

The new employee will be given a tour of the Police Department. Equipment will be issued and the employee will be fingerprinted and photographed for an OPD ID badge. The employee will complete an OPD Employee Information Form (Attachment B) and forward it to the Support Services Division Staff Assistant. New employees shall receive an orientation within the first ten days of employment as outlined in the current issue of P&P 1705, New Employee Orientation. New employees listed in OPD Policy 1301, Significant Exposure Appendix "A" shall be offered the Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of initial assignment. The Hepatitis B Vaccination Documentation Form (Policy 1301, Significant Exposure, Attachment F) shall be attached to the OPD Employee Information Form (Attachment B) submitted to the Support Services Division Staff Assistant.

3.4.1 EQUIPMENT

The Quartermaster Unit will issue the appropriate keys and uniforms, if required. Special equipment needed for specific positions shall be supplied by the employee's unit.

3.4.2 FINGERPRINTS AND ID BADGE

During the sign-in process, the Identification Unit personnel shall take fingerprints, issue a building access card, and prepare an ID badge for the new employee. A copy of the employee's photograph will be forwarded to the Internal Affairs Section and a copy will be filed in the Identification Unit.

4. TERMINATION/RETIREMENT PROCEDURES

The following sections establish guidelines for handling retirements, termination of probationary employees, dismissal of permanent employees for cause, resignations, and checkout procedures.

4.1 RETIREMENT

Employees shall submit, via the chain of command, a memorandum to the Chief of Police announcing their intent to retire. Should the employee wish to utilize the OPH gym after retirement, the employee should make this request known in the letter. Upon receipt of the employee's letter of intent to retire, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

Note: Employees shall request an OPD Retiree ID Card only upon retiring from OPD. Any request made after retirement shall be denied.

Professional staff retiring with 20 or more years of service with the Orlando Police Department and who have worn a badge as part of their uniform will be awarded a "retired" breast badge, ID Card and "retired" identification folder. This includes Community Service Officers, Emergency Communications Specialists and Crime Scene Investigators. Professional Staff who retire with less than 10 years of service with the Orlando Police Department shall not be entitled to an OPD Retiree ID Card.

4.1.2 ELIGIBILITY FOR GIFT

After notification from the Chief's Office, the Human Resources Department shall determine if the employee is eligible to receive a retirement gift from the City. This determination can be made based on the current procedure of the Employee Benefits Section and the City Clerk's Office.

The gift will be delivered to the City Clerk's Office. The City Clerk will arrange a time for the employee to appear before City Council to receive the gift.

In addition to the gift from the City, professional staff retiring from the Department may receive a service plaque from the Department. The Chief of Police, under extraordinary circumstances, may provide special recognition.

4.2 RESIGNATION

The procedures necessary for handling resignations shall include the submission of a letter of resignation (via a memorandum), completion of a Termination process in Workday, contact of the Labor Relations Bureau (if necessary), and completion of checkout procedures. Upon receipt of the employee's letter of intent to resign, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

4.2.1 LETTER OF RESIGNATION

The resigning employee shall complete a letter of resignation and submit it to the Chief of Police via the chain of command, via a memorandum.

4.2.2 CONTACTING THE LABOR RELATIONS BUREAU

If the employee resigns while termination proceedings are pending or initiated, the program manager/designee shall contact the Labor Relations Bureau and fully explain the circumstances surrounding the resignation.

4.3 TERMINATION OF PROBATIONARY EMPLOYEE

All terminations of probationary employees shall follow City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline. The termination of temporary academy or non-sworn temporary employees in police orientation are contractual and are terminated as described in their contract. These procedures include contacting the Labor Relations Bureau, the submission of a letter of dismissal, the completion of a Termination in Workday and checkout procedures

4.3.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager/designee shall contact the Human Relations Department to provide the reasons for the employee's termination

4.3.2 LETTER OF DISMISSAL

The terminating manager/supervisor/designee shall author a letter of dismissal and forward it to his or her program manager for approval. After the letter has been approved by the program manager, it shall be sent back to the manager/supervisor/designee who will be responsible for giving it to the employee.

4.4 DISMISSAL OF PERMANENT EMPLOYEE FOR CAUSE

Once discipline has been determined to result in dismissal for cause in accordance with City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline, termination procedures include contacting the Labor Relations Bureau, submission of a letter of dismissal, completion of the Termination process in Workday, and checkout procedures.

4.4.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager/designee shall contact the Labor Relations Bureau to provide the reasons for the dismissal, as outlined in City Policy and Procedure 808.20, Disciplinary Action

4.4.2 LETTER OF DISMISSAL

The terminating manager/supervisor/designee shall author a letter of dismissal and submit the letter to the appropriate bureau commander or designee, via chain of command, for approval. After the Chief of Police or designee has approved and signed the letter of dismissal, the letter shall be returned to the terminating manager/supervisor/designee who shall be responsible for giving the letter to the employee.

4.5 CHECKOUT PROCEDURES FOR ALL TERMINATIONS

The program manager/designee shall complete the top portion of the Orlando Police Department Professional Staff Sign-Out Form, which includes the employee's name, identification number, present date, and employment dates. The program

manager/designee shall instruct the employee to complete the applicable checkout procedures listed on the Orlando Police Department Professional Staff Sign-Out Form (Attachment C). If the employee is not available to complete the sign out form, the program manager/designee is responsible for having the sign-out form completed and submitting the close out form on the employee's behalf.

The program manager/designee shall retain, upon completion, a copy of the Orlando Police Department Professional Staff Sign-Out Form for their own records.

4.6 TERMINATIONS IN WORKDAY

The Professional Standards Specialist shall initiate retirement and resignation terminations in Workday, upon receipt of the retirement or resignation letter provided by the Office of the Chief of Police. If a termination is not a retirement or resignation, it is the responsibility of the separating employee's program manager to provide the required termination information to the Professional Standards Specialist, who will then initiate the termination process in Workday. Workday will automatically send the employee's program manager a Separation Checklist to complete, sign and resubmit in Workday to complete the termination process.

ATTACHMENT A

JOB APPLICATION SUPPLEMENT

To be completed by applicants for all high-liability positions within the City of Orlando, including, but not limited to, all positions involved in cash handling, security, the Orlando Police Department, and the Orlando Fire Department.

Please print legibly in black ink. Give complete answers.

NAME: _____ Position Applied For: _____

Driver License #: _____ Contact Phone #: _____

PURSUANT TO FLORIDA PUBLIC RECORDS LAW, ALL DOCUMENTS MADE OR RECEIVED BY THE CITY OF ORLANDO IN THE COURSE OF PROCESSING YOUR APPLICATION ARE PUBLIC RECORD AND SHALL BE AT ALL TIMES OPEN FOR INSPECTION BY THE PUBLIC.

IN ACCORDANCE WITH S. 119.07 3(I)1 AND (I)2 OF THE FLORIDA STATUTES, IF YOU ARE, HAVE BEEN, OR BECOME A LAW ENFORCEMENT OFFICER OR OTHER PERSON WHOSE PERSONAL INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE, YOUR PERSONAL INFORMATION MAY BE KEPT CONFIDENTIAL BY THIS AGENCY IF YOU MAKE A REQUEST IN WRITING REQUESTING THE CONFIDENTIALITY OF THIS INFORMATION.

I UNDERSTAND THAT AS A TERM AND CONDITION OF MY EMPLOYMENT WITH THE CITY OF ORLANDO, I MAY BE REQUIRED TO SUBMIT TO A POLYGRAPH EXAMINATION AT ANY TIME DURING MY EMPLOYMENT IF REQUESTED BY THE CITY. I UNDERSTAND THAT REFUSAL TO SUBMIT TO THE POLYGRAPH WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

1. Within the last five (5) years, have you ever pled guilty or "no contest" (nolo contendere) to a felony, been found guilty or been convicted of any felony, or been on probation for a felony? (Answer "Yes" even if you received a suspended sentence or had adjudication withheld.)

YES NO (If "Yes," please explain, providing dates and details.)

2. Within the last five years, have you ever pled guilty or "no contest" (nolo contendere) to or been found guilty or been convicted of any misdemeanor involving perjury by making a false statement or giving false information? (Answer "Yes" even if you received a suspended sentence or had adjudication withheld.)

YES NO (If "Yes," please explain, providing dates and details.)

3. Have you, as an adult (from age 18 to the present) ever committed a serious crime (including any felony)?

YES NO (If "Yes," please explain, providing dates and details.)

ATTACHMENT A (Continued)

4. Have you used or possessed, within the last 12 months, any illegal controlled substance (such as cocaine, crack, speed, heroin, or any other illegal substance including marijuana/cannabis)?

YES NO (If "Yes," please explain, providing dates and details.)

5. If you answered "YES" to Question #4, how many times have you used cocaine, crack, speed, heroin, or any other illegal substance including marijuana/cannabis during the past 12 months? **Please give types of drugs, dates, and other details.**

6. Have you ever committed any illegal sale of a controlled substance (such as cocaine, crack, speed, or heroin, or any other illegal substances including marijuana/cannabis and prescription drugs) whether for profit or not?

YES NO (If "Yes," please explain, providing dates, quantities, and details.)

7. How many times in the last 12 months have you missed work or school due to intoxication? ____

8. How many times in the last 12 months have you consumed alcoholic beverages while at work? ____

9. How many times in the last 12 months have you been intoxicated to the point that you felt you should not drive a motor vehicle? ____

10. Have you ever been involuntarily terminated (fired) or asked to resign from any job? (Do not include layoffs specifically due to an employer's downsizing or reduction in workforce.)

YES NO (If "Yes," please explain, providing dates, quantities, and details.)

11. Have you given any false information or intentionally omitted information, either oral or written, during your attempt to secure this position with the City of Orlando?

YES NO (If "Yes," please explain, providing dates and details.)

Signature

Date

ATTACHMENT B

ORLANDO POLICE DEPARTMENT
EMPLOYEE INFORMATION FORM
FOR OPD INTERNAL USE ONLY

Please complete electronically or print in a permanent blue/black ink only.

NAME: _____
Last First Middle Initial

EMPLOYEE #: _____

EMPLOYEE'S RANK OR POSITION TITLE: _____

BUREAU # _____ BUREAU NAME: _____

UNIT #: _____ UNIT NAME: _____

SUPERVISOR'S NAME: _____ RANK: _____

OFFICE PHONE: _____

DATE OF HIRE: _____

EMERGENCY CONTACT (1 NAME ONLY): _____

EMERGENCY CONTACT PHONE # (1 NUMBER ONLY): _____

EMPLOYEE'S COMPLETE HOME ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

HOME PHONE: _____

RACE: _____ SEX: _____ DATE OF BIRTH: _____

PAGER #: _____ CELL PHONE: _____

DRIVER'S LICENSE NUMBER: _____

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

SIGNATURE DATE

Please forward completed form to the Support Services Division Staff Assistant.

ATTACHMENT C



CITY OF ORLANDO
POLICE DEPARTMENT

**ORLANDO POLICE DEPARTMENT
PROFESSIONAL STAFF SIGN-OUT FORM**
(Termination of Employment)

This form must be completed and returned to the Police Fiscal Management Section before a final paycheck can be issued. Please contact the following units/sections for official release.

Name: _____ Emp #: _____ Date: _____

Employment Dates: From: _____ To: _____

Forwarding Address: _____

City: _____ State: _____ Zip: _____

Is this a change from the address we have on file? Yes No

#	UNIT OR SECTION	SIGNATURE DENOTING RELEASE	DATE
1.	EMPLOYEE BENEFITS, seventh floor City Hall (ONLY for employees who have been with the City for 90 days or more)		
2.	SECTION EQUIPMENT AND MATERIALS <input type="checkbox"/> Training Material <input type="checkbox"/> Dept. Issued Items <input type="checkbox"/> Computer Files Closeout		
3.	PROFESSIONAL STANDARDS DIVISION		
4.	INTERNAL AFFAIRS SECTION		
5. a)	PROPERTY & EVIDENCE UNIT (CSO'S AND CSI'S ONLY)		
b)	EMPLOYEE'S PURGE PRINTOUT REVIEWED BY SUPERVISOR (CSO'S AND CSI'S ONLY)		
6.	QUARTERMASTER UNIT <input type="checkbox"/> Issued Equipment <input type="checkbox"/> Keys <input type="checkbox"/> Mobile Computer & Accessories <input type="checkbox"/> Garage Card <input type="checkbox"/> Uniforms <input type="checkbox"/> Cell Phone & Accessories		
7.	IDENTIFICATION UNIT		
(Please obtain all signatures above before visiting Payroll Unit.)			
8.	PAYROLL UNIT		
FOR EMPLOYEES WHO PARTICIPATE IN 457 DEFERRED COMPENSATION: PLEASE CONTACT THE DEFERRED COMPENSATION AND PENSION SPECIALIST AT 407.246.2832 OR YOUR ICMA REPRESENTATIVE TO SCHEDULE AN APPOINTMENT			

Employee's Signature: _____ Date: _____