

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1609.12, HIRING PROFESSIONAL STAFF

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PURPOSE:

The directive sets forth guidelines for managers/supervisors/designees to follow when hiring professional staff. Professional staff is defined as any non-sworn employee of the Department.

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.

Note: All employment applicants will be processed by the Human Resources Division.

PROCEDURES

**1. REQUEST FOR APPLICANTS**

The process for requesting the Human Resources Department to solicit applicants includes completing the online electronic 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 electronically 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 augment a new position. The memo to the Chief of Police shall include the funding source and the duration for the 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. Non bargaining positions will be posted for a minimum of three (3) workdays. Positions covered by labor contracts will be posted according to the requirements set forth in the bargaining agreement. The requesting Office/Division or Employment and Recruitment Section may extend the posting period to attain the desired quality/number of applicants. Department Directors may request that a position not be posted due to special circumstances. Requests to fill a position without posting must be made through the Human Resources Division Manager for review and recommendations with final approval authority by the CAO or designee.

#### 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. To be considered for a vacancy, all applicants will complete and submit online the Employment Application Form and any other documents required for evaluation. Falsification or omission of requested information on the application, resume or attached documentation may result in rejection of the application or dismissal, if subsequently employed by the City. Applicants who falsify or omit information will additionally be ineligible to apply for positions with the City for a minimum of one (1) year and may be subject to prosecution under City Code. The Employment and Testing Section will administer and score certain specific pre-employment tests when required. Hiring authorities may administer specific job-related tests as part of the interviewing process. Tests should not be administered unless they have been reviewed and approved by the Testing Manager in the Human Resources Division. Persons with a disability desiring reasonable accommodation(s) for testing must contact Human Resources prior to the end of the posting period for the job.

#### 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. A criminal background, including a warrant check shall be completed via Teletype and results submitted to the Polygraph Examiner prior to scheduling the Pre-Offer polygraph examination.

#### **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 Interview Report & Selection Authorization form (with appropriate Division Manager/Director signature), and Employment Verification, 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.

Note: Forms to be submitted for a new hire are available on <http://teamlink/hr/forms/>. The Hiring Packet link has all the hiring packet forms, and has a checklist that explains what needs to be added or considered including Veterans Preference Non-Selection Memo, above minimum approval, and interview notes.

The link also provides examples of Veterans Preference Non-Selections Memos, if the hiring manager decided not to select one of the veterans on a referral list. Request for hiring above the minimum pay for a position, shall be made via email to the Director of Human Resources for final approval.

### 3. PROCESSING SELECTED APPLICANT

#### 3.1 OPD EMPLOYEE INFORMATION FORM

When an employee is hired, the hiring official shall provide an Employee Information Form (Attachment B) to be completed by the respective new employee. An employee hired 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 OPD EMPLOYEE INFORMATION FORM 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](mailto: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.

Note: As per OPD Policy 1705, orientation of new civilian employees is the responsibility of the employee's division commander or designee and will occur during the first ten days of employment. The division commander or designee will also schedule the employee to attend the City's next available New Employee Orientation Class.

**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 5. 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.)

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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.**

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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.)

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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.)

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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.)

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\_\_\_\_\_  
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): \_\_\_\_\_ Relationship: \_\_\_\_\_

EMERGENCY CONTACT PHONE # (1 NUMBER ONLY): \_\_\_\_\_

EMPLOYEE'S COMPLETE HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

I CERTIFY THE ABOVE INFORMATION IS CORRECT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



ATTACHMENT C

**ORLANDO POLICE DEPARTMENT**  
**Hepatitis B Vaccination Documentation Form**

All new members of the Orlando Police Department may elect to receive a Hepatitis B vaccination at *no cost* to the member. The vaccination will be administered by, or under the supervision of, a licensed physician or a licensed healthcare professional. Contact the Department's licensed healthcare provider, Centra Care, at 407.914.2926 to schedule an appointment. The vaccine sequence will be available within 10 days of initial assignment. The Orlando Police Department encourages vaccination under most circumstances, but it is voluntary.

My signature below indicates that I have received information about the Orlando Police Department's Hepatitis B Vaccination Program, and:

- I will contact Centra Care and schedule the Hepatitis B Vaccination at my convenience.
- Documentation exists that I have previously received the Hepatitis B Vaccination series.
- Previous antibody testing has indicated that I am immune.
- Medical evaluation shows that vaccination is contraindicated.
- I decline the Hepatitis B Vaccination series at this time. I understand I may request and obtain the vaccination at a later date at *no cost* by contacting Centra Care.

_____ Print Name	_____ Signature	
_____ Date	_____ Employee Number	_____ Recruit Class