

Policy: 1609.18, Hiring and Advancement of Professional Staff

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Chief of Police: Eric D. Smith

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I. PURPOSE

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

II. POLICY

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 with [City Policy & Procedure 808.2, Recruitment and Employment](#). Additional processes on the advancement/promotion of career ladder positions is outlined within this policy in accordance with [City Policy & Procedure 808.5, Human Resources – Personnel Management – Pay Plans – Administration and Maintenance](#).

All employment applicants will be processed by the Human Resources Department.

III. DEFINITIONS

None

IV. 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 the 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 updates are necessary, the requesting manager/ supervisor/designee should request such changes before the posting or announcement is scheduled. Changes to Minimum Qualifications must be approved by the Human Resources Compensation Section prior to posting.

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 City's job site. 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 period of time as set forth in Policy 808.2 or in the applicable bargaining agreement. The requesting Office/Division or Employment and Recruitment Section may extend the posting period to attain the desired quality/number of applicants.

1.1.3 APPLICATIONS

The Human Resources Department will accept applications. To be considered for a vacancy, all applicants will complete and submit online the Employment Application Form and any other documents required for evaluation. 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 Human Resources Department, Employment section. Persons with a disability desiring reasonable accommodation(s) for testing must contact the Human Resources Department to make such a request.

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), and secondary interviews (if applicable).

2.2 APPLICABLE TESTING

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 via Workday by the requesting manager/supervisor/designee to determine which shall be interviewed. The manager/supervisor/designee will develop interview questions. 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 Veterans' Preference must be interviewed and if not selected for the position, an Approved Veterans' Preference Non-Selection Memo shall be completed.

2.4 TENTATIVE SELECTION/JOB OFFER

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 and fingerprints, CJIS Security and Privacy Training, 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.

If the manager is requesting a salary above the minimum of the pay range, the hiring manager must make a request to their chain of command for initial approval. The Human Resources Director (or designee) makes the final decision regarding the requests for approval up to the midpoint of the pay range. Requests above the midpoint require approval by the Chief Administrative Officer. Internal applicants follow the promotional formula outline in Policy or the Collective Bargaining Agreement.

Note: A copy of CJIS Security and Privacy Training certificate shall be included in the Hiring Package and placed on employee's personal folder once the onboarding is completed.

2.4.1 POST SELECTION PROCESS

The manager/supervisor/designee shall submit the following documents to their respective Bureau Chief who will endorse as a recommendation to the Chief of Police:

- Memo addressed to the Chief of Police listing selected applicant
- Background Checks
- Pre-Polygraph & Post-Polygraph Reports (if required)

2.4.2 BACKGROUND INVESTIGATION

A background investigation must be completed for an applicant in the post-offer stage. 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. Fingerprints submitted by applicants will be retained by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) as part of the National Rap Back Service (see Attachment C). Employees are entitled to challenge the accuracy and completeness of any information contained in any such criminal history record pursuant to [s. 943.056, Fla. Stat.](#), and Title 28, CFR, Section 16.30-34. The hiring manager/supervisor/designee shall ensure the potential employee has fingerprints taken by the ID Unit upon successful completion of the post-polygraph examination. A memo shall be sent to Human Resources advising that the background check was completed.

Note: Per Federal Bureau of Investigations, CJIS Security Policy Section 5.12.1, and the FDLE Criminal Justice User Agreement Section III, agencies are required to properly vet individuals before granting unescorted access to unencrypted CJI or to physically secure areas where CJI is handled, processed, or stored. Therefore, if it is discovered that a new potential employee has a criminal history (regardless of arrest charges), a review request shall be submitted to FDLE via OPD CJIS Agency Coordinator before moving on to the next step in the hiring process. Access to CJI shall be determined by the FDLE CJIS Systems Officer (CSO). The OPD CJIS Agency Coordinator will submit the Review Access Request Form to FDLE and notify via Chain of Command. This form shall be submitted to the CSO to request a review when persons with physical or logical unescorted access, or being considered for a position requiring access, are found to have a criminal record of any kind.

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

2.4.3 POLYGRAPH EXAMINATION

Applicants in the post-offer phase shall be scheduled for a polygraph examination when applicable. This test will not include questions in reference to physical or mental health. A criminal background check, including a warrant check, shall be completed via Teletype and results submitted to the Polygraph Examiner prior to scheduling the pre-offer polygraph examination.

Current OPD professional staff applying or processing for a new position within OPD will be exempt from the polygraph requirement, except when applying for the following positions:

Job Title	Compensation Grade
Accounting Specialist I	S19
Accounting Specialist II	S18
Accounting Specialist I – C	C19
Accounting Specialist II – C	C18
Fiscal Coordinator – Police	S13
Fiscal Manager Departmental	NB113
Fiscal Specialist	S17
Property Clerk Senior	S19
Supply Clerk	S20

The positions of Crime Scene Investigator and Community Service Officer will be required to complete two polygraph examinations. This includes an initial polygraph and post-offer medical polygraph. Current OPD professional staff applying to the Crime Scene Investigator or Community Service Officer positions will be exempt from completing the first polygraph exam but must complete the post-offer medical polygraph.

2.5 HUMAN RESOURCES DEPARTMENT FORMS COMPLETION

The hiring manager/supervisor/designee shall upload the appropriate documents, such as Employment Verification (which is accessible via Workday Recruiting), Interview notes, and a memo addressed to HR advising that an applicable background check was completed via Workday under the selected applicant's application profile. No new hire-related documents shall be hand delivered or interoffice mailed to Human Resources unless a temporary or seasonal employee is being hired via a paper packet.

2.6 PHYSICAL AND PSYCHOLOGICAL EVALUATIONS

Human Resources shall contact the City's Occupational Health Provider 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 Department.

2.7 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.

For information on "Hiring an Employee" and an explanation of the process, please visit the following page on TeamLink: Hiring an Employee – City of Orlando TeamLink. At this link, there is information on the Workday selection

process to include various guides and a tutorial video. There is also an example of a Veterans' Preference Non-Selection Memo, and interview questions.

The link also provides examples of Veterans Preference Non-Selections Memos, if the hiring manager decides not to select one of the veterans on a referral list.

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 A) to be completed by the respective new employee. An employee hired to a position listed in The Exposure Control Plan shall be offered a Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of the initial assignment. The Hepatitis B Vaccination Documentation Form shall be attached to the OPD Employee Information Form and submitted to the Support Services Division Administrative Assistant.

3.2 INFORMATION TECHNOLOGY 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 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 information Technology with the necessary information to ensure that the newly assigned member's technology needs are met.

3.3 SIGN-IN PROCESS

The new employee will be given a tour of the Police Department. Equipment will be issued, and the employee will be photographed for an OPD ID badge. The employee will complete an OPD Employee Information Form (Attachment A) and forward it to the Support Services Division Administrative 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 the Exposure Control Plan shall be offered the Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of the initial assignment. The Hepatitis B Vaccination Documentation Form (Attachment B) shall be attached to the OPD Employee Information Form (Attachment A) submitted to the Support Services Division Staff Assistant.

3.3.1 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.

3.3.2 ID BADGE

During the sign-in process, the Identification Unit personnel shall, 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.

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.

4. CAREER LADDER ADVANCEMENT/PROMOTION PROCESS

The advancement of career ladder positions is governed by City Policy 808.5, Human Resources - Personnel Management - Pay Plans - Administration and Maintenance. Examples of positions within OPD that fall within this policy are Community Service Officers, Crime Scene Investigators, Emergency Communications Specialists, or other positions that employees can move from a level I to II, to III, etc.

The process for the advancement/promotion of civilian Career Ladder Positions (CSO's, CSI's, ECS's, etc.) requires the employee's supervisor to send the career ladder promotions memo and associated paperwork, i.e. performance appraisals, and any related materials, to their civilian manager or lieutenant (for CSOs) via email for approval. The manager or lieutenant will then email the attachments to the Police Services Coordinator, and they will send to City Human Resources, Compensation Section (HR_comp@orlando.gov) for review and final approval.

The advancement/promotion is not considered received and will not take effect until City HR receives the associated approval email from the Police Services Coordinator. The City is not obligated to retroactively pay employees for late submissions; the effective date of the promotion will be the beginning of the pay period following Compensation's approval date.

V. FORMS AND APPENDICES

ATTACHMENT A-Employee Information Form

ATTACHMENT B-Hepatitis B Vaccination Form

ATTACHMENT C-Applicant Notification and Acknowledgement of Fingerprinting Form

ATTACHMENT D-CSI I to CSI II Promotion Form

ATTACHMENT E-CSI II to CSI III Promotion Form

VI. REFERENCES

This policy rescinds Policy and Procedure 1609.17

Related Policies: City Policies [808.2](#) and [808.5](#); Policy and Procedure 1705

Related Laws: Florida Statute [943.056](#)