

1.5.5 Hiring and Training of Non-sworn Personnel

I. POLICY

It is the policy of the Johnstown Police Department to adhere to the guidelines of this general order.

II. PURPOSE

The Johnstown Police Department will, in its recruitment and selection process, identify and employ the best candidates available. Emphasis on quality recruitment, in full compliance with the law, should yield benefits in terms of lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services. The Chief of Police is responsible for recruitment; however, all department personnel may be personally involved in the recruiting process.

The Johnstown Police Department's officer selection process is designed to insure that the police department has an efficient, effective and fair selection process. This should result in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for a professional police agency. This general order will also address the hiring process and training of non-sworn personnel.

III. PROCEDURE

Positions determined not to require sworn personnel are classified as civilian positions and are staffed and trained based on current departmental needs. These positions are normally classified as chief clerk, records clerk, secretary and animal control officer.

A. Qualifications

1. Applicants must possess excellent communication skills.
2. Applicants must possess a high school degree or a GED.
3. Applicants shall not have any felony convictions and most misdemeanor convictions.
4. Applicants must possess computer and typing skills.
 - a. Exception: animal control officer

1.5.5 continued

B. Applications

All candidates for a civilian position shall complete a non-discriminatory application. The City Manager, Chief of Police or his/her designee shall review applications. Incomplete or improperly completed applications may be rejected.

C. Interview

All qualified applicants shall be scheduled for an oral interview. This interview shall be conducted in a manner designated by the City Manager and the Chief of Police.

D. Additional Testing

The City Manager and the Chief of Police reserves the right to administer additional testing requirements for civilian Positions. Any testing requirement must be non-discriminatory and job related.

E. Conditional Offer of Employment

Successful candidates shall receive in writing a conditional offer of employment. The offer is based on successful completion of a background investigation and drug screen

F. Background Investigation

The Johnstown Police Department shall conduct a background investigation on all successful candidates. It shall include, but not limited to:

1. Criminal history check.
2. Education check.
3. References check.
4. Past work history check.

The results of the background investigation shall be turned over to the City Manager and the Chief of Police for review.

1.5.5 continued

G. Drug Screen

All successful candidates shall be required to submit to a drug screen by a doctor specified by the police department. The results shall be turned over to the City Manager and Chief of Police for review.

H. Final Offer of Employment

Successful candidates shall receive a final written offer of employment. Candidates shall have ten [10] days to accept or reject the offer. If there is no response from the candidate, the City Manager and Chief of Police or his/her designee, shall attempt to make verbal contact with the candidate. Once it is known that the candidate has received the offer and has not responded within the required time period, no response will be considered a rejection of the employment offer.

I. Training of Non-sworn Personnel

All newly hired Non-sworn Personnel shall receive training appropriate for their duties and/or anticipated duties. All current non-sworn personnel in these positions shall receive training on a continual basis as needed to remain proficient and professional in their duties.

1. Records Clerk training shall include, but not limited to:
 - a. Johnstown Police computer programs.
 - b. Paperwork procedures.
 - c. Telephone and radio skills.
 - d. CLEAN/NCIC training, to include a written exam.

The Johnstown Police Department will comply with all State and County mandated training for the police records clerk. The Johnstown Police Department strives to maintain a well-trained and professional work environment.

1.5.5 continued

Effective:

Date: June 14, 2006

By Order Of:

Craig Foust
Chief Of Police