

WATSONVILLE POLICE DEPARTMENT HIRING PROCESS

Eligibility: In order to be considered for any police department position a completed and signed application must be submitted to the Human Resources Department. Entry-level and lateral police officer applicants must pass a POST approved agility examination. Entry-level applicants must also pass a written examination, also approved by POST.

Note: The City of Watsonville accepts written and physical agility test results from any California POST accredited criminal justice training facility as long as the exams are also POST accredited and were taken within six months of the date of application. The City, however, can exercise its right to administer these tests.

Those applicants who are deemed to be eligible shall remain eligible for one year from the date the application was submitted. Any applicant who is disqualified may reapply one year after the date of disqualification.

Pre-Employment Screening: The purpose of pre-employment screening is to identify those applicants who are most suitable to be Watsonville Police Officers. The process consists of five screening stages:

- 1) **Application Review** – This review identifies those applicants who possess the minimum qualifications for the position they are applying for.
- 2) **Pre-Employment History Questionnaire** – The PHQ is administered by the Human Resources Department and is designed to immediately identify those applicants who may not meet the behavioral standards mentioned under the hiring standards section. Applicants who make serious and, or critical admissions may not be automatically disqualified, and could have an opportunity to clarify any admissions during the Administrative Interview.
- 3) **Administrative Interview** – The Support Services Lieutenant or their representatives generally administer this interview. The purpose of the interview is to determine an applicant's suitability for law enforcement service, which includes, but is not limited to, the person's experience, level of character, problem solving ability, communication skills, writing skills, interest and motivation, interpersonal skills, and community involvement and awareness.
- 4) **Background Investigation** – The Background Investigation is a legal requirement and shall be in compliance with POST standards. The investigation is designed to confirm an applicant meets the minimum requirements to become a police officer, and meets the behavior standards set forth in the department's policy.
- 5) **Polygraph Examination** – The Polygraph Examination is used to measure the likelihood as to whether an applicant is being truthful about their personal

history. A Certified POST examiner contracted by the Watsonville Police Department will administer the exam. The exam will be conducted after the personal history statement is completed and the applicant is interviewed by the background investigator.

Psychological/Medical Assessment: Police Officer applicants who satisfactorily complete the pre-employment screening process must submit to a psychological and medical assessment as required by the California Government Code section 1031(f). Applicants entering this stage will be given a *Conditional Job Offer of Employment*.

The psychological examination can only be administered by a City of Watsonville approved:

- Licensed physician or surgeon with special training in psychiatry.
- Licensed psychiatrist.
- Licensed psychologist in practice for 5 years or more in the diagnosis and treatment of mental disorders.

***Note: Non-Sworn applicants are not required to submit to the psychological examination, unless required by the City.**

A licensed physician, surgeon, or physician assistant approved by the City of Watsonville will conduct the medical examination in accordance with Commission Regulation 9054.

Final Selection: Any applicant successfully completing the eligibility, pre-screening and psychological/medical assessment will be recommended for appointment to the Chief of Police. The Chief, however, has the final authority to recommend any appointments to the City Manager who authorizes all employee hiring's.

APPEALS:

Background Investigation Results/Notification: Any applicant for appointment to the department who is denied employment based upon his/her background investigation shall be informed of their right(s) to appeal such decision of the department.

- Applicants denied appointment based in part or in whole upon their credit history shall be informed of that fact and shall have been furnished a copy of their own credit reports as well as their rights to appeal.
- Applicants denied appointment based upon their failure to meet department medical and/or psychological standards shall be informed of that fact at the time that their conditional offer of employment is withdrawn, as well as their right to appeal.
- Applicants denied employment based upon their failure to meet department behavioral standards shall be informed in writing of that fact, as well as their rights to appeal.

Background Investigation Results/Right to Appeal: Any applicant denied employment by the department based upon disqualification shall have a right to appeal. Such request for appeal must:

- Be submitted to the department in writing within ten (10) business days of notification of disqualification.
- Contain a specific statement of facts as to why the applicant's appointment is not barred by policy, City Personnel Rules and Regulations, POST, or as a matter of law.

Background Investigation Results/Appeal Hearing (Non-medical): Where a statement of facts submitted by an applicant denied employment by the department has raised any reasonable doubt as to the appropriateness of that rejection, the department shall promptly schedule an appeal hearing for which applicant/appellant must make him/her reasonably available. Such hearing shall consist of:

- A hearing officer appointed by the Chief of Police
- An opportunity for the applicant to present such relevant information or factual documentation as may bear upon the question of disqualification.
- A presentation by the department's background investigator as to the reasons for disqualification.

Background Investigation Results/rights to Appeal (Medical): Any applicant denied employment based upon their failure to meet department medical/psychological standards may submit within twenty (20) days competent medical evidence relevant to the issue of disqualification. Such evidence may consist of:

- Results of any medical examination(s) conducted by licensed physicians within the past twenty days and/or medical histories compiled by such physicians in treatment of the applicant.
- Results of psychological assessment(s) conducted within the past twenty (20) days by qualified psychiatrists, licensed physicians and surgeons with training in psychiatry or licensed clinical psychologists as specified in California Government Code 1031(f).

Such evidence shall be submitted to the department's medical and/or mental health examiner for review, interpretation and opinion.

Background Investigation Rejection Appeal/Notification: The hearing officer and/or Chief of Police shall promptly notify each applicant/appellant of his/her findings with regard to any appeal.