

**424.0 RECRUITING AND EMPLOYMENT OF SWORN PERSONNEL (Revised 12/93)**

The purpose of this procedure is to establish uniform and standardized procedures for the recruitment and selections of Police Officers for the Oklahoma City Police Department.

The Police Recruiting Unit of the Oklahoma City Police Department is responsible for recruiting and screening applicants for Police Officer positions.

Recruitment of sworn personnel will be for entry-level positions only. Other positions will be filled by promotion, except for the ranks of Major and above, which are filled by appointment.

424.10 RECRUITING INCENTIVE FOR OFFICERS (Revised 2/98)

Sworn personnel are important resources for a successful recruiting program. Officers are encouraged to participate in the recruiting effort by recommending qualified individuals and initiating an employment application.

A recruiting incentive has been established to stimulate officer participation in the employment process. To be eligible for the one day off with pay incentive, an officer must be directly responsible for an individual applying to become an Oklahoma City Police Officer. In addition, the applicant must graduate from the Police Academy before the incentive is awarded.

A recruiter will ask each applicant if the decision to apply as a police officer was a direct result of encouragement from an Oklahoma City Police Officer. The name of the recommending officer will become a part of the applicant's file. If hired, and upon graduation of the applicant, the training staff will generate to the officer's Division Commander a memo recommending a day off with pay.

424.20 MINIMUM HIRING QUALIFICATIONS FOR POLICE OFFICER (Revised 2/98)

Employment Qualifications:

- A. Be a citizen of the United States (or have declared intent to become a citizen)
- B. Be 21-45 years of age
- C. Possess a high school diploma or GED certificate
- D. Possess a valid drivers license
- E. Good moral character
- F. Must have suitable emotional stability
- G. Meet the requirements of the Oklahoma Police Pension and Retirement System.



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- H. Must be able to safely perform essential functions of the position of Police Officer with or without reasonable accommodation.
 - I. Must be able to safely perform essential functions without posing a direct threat to the safety of the Police Officer, fellow Police Officers or the public.

424.30 VACANT POSITIONS (Revised 2/98)

The Chief of Police or a designee will notify Police Human Resources of intent to fill vacant positions.

Human Resources will request a fill date from City Personnel.

424.40 RECRUITING UNIT RESPONSIBILITIES (Revised 2/98)

The Recruiting Unit has the responsibility to interview, test, and evaluate police applicants.

After completion of an employment application, a Police Recruiter will review the application to determine if the applicant meets the minimum requirements for the position of Police Officer. In addition, the Police Recruiter will evaluate the applicant's suitability for proceeding to successive selection steps.

Applicant screening may include the following progressive steps:

- A. Job related tests
- B. Background investigation book
- C. Stability rating procedure
- D. Polygraph
- E. Physical fitness evaluation
- F. Personal history questionnaire
- G. Psychological evaluation
- H. Background investigation
- I. Employment assessment board
- J. Medical examination
- K. Academy induction

424.50 EMPLOYMENT ASSESSMENT BOARD (Revised 12/93)

Recruiting investigators will provide board members with results of background investigations. Candidates will be interviewed by board members, who will make an employment recommendation to the Chief of Police.