

SELECTION

12.1 PROFESSIONAL AND LEGAL REQUIREMENTS

PHILOSOPHY: The Lakewood Police Department depends on a quality selection process to identify candidates that meet necessary qualifications and reflect the core values of the agency: integrity, dedication, teamwork, competence, courage, respect.

12.1.1 Selection Process Elements for All Police Department Personnel

Principle: The administration of the selection process for non-exempt, sworn and non-sworn personnel is a cooperative effort involving the Lakewood Police Department, the Lakewood Human Resources Department, and the Civil Service Commission (the Civil Service Commission is not involved in the selection of part-time personnel). The selection process adheres to the below listed laws, rules, regulations, and policies:

- Revised Code of Washington (RCW) Title 41
- City of Lakewood Personnel Policy and Procedures
- Civil Service Rules (not applicable to non-civil service positions).

12.2 ADMINISTRATIVE PRACTICES

PHILOSOPHY: The selection processes identified in this section are crucial to ensuring the Lakewood Police Department hires employees that the community can trust and rely upon.

12.2.1 Background Investigations (City Index #200-02)

Principle: The Lakewood Police Department conducts thorough background investigations on candidates being considered for positions within the department. The Professional Standards Section (PSS) shall be responsible for conducting the background investigations. At a minimum, verification of qualifying credentials, criminal records checks and verification of at least three personal references are required for all positions, including volunteers and Reserve Officer Positions.

12.2.2 Background Investigators – Training

Principle: Personnel assigned to conduct background investigations will be trained to collect required information. The training shall include, at a minimum, information regarding confidentiality, liability and waiver requirements, and effective documentation.

12.2.3 Polygraph Examinations

Principle: As a condition of employment, candidates will be required to complete a polygraph examination. Prior to the test, the test administrator shall provide each candidate with a list of relevant areas that will be questioned. Sufficient time shall be allowed for the candidate to ask questions or clear up any misunderstanding about what will be asked.

12.2.4 Polygraph Administrators – Training and Skills

Principle: Polygraph examinations administered for hiring purposes shall be administered by examiners who are trained in the use of the instruments and skilled in the evaluation of data resulting from the examination. The Professional Standards Section shall maintain a file that supports the examiner's training and credentials.

12.2.5 Use of Results

Principle: Results of any deception detection examinations will not stand alone, but are to be used in conjunction with information gathered in the pre- and post-polygraph interviews, as well as information developed in other phases of the testing and background investigation process. Results are confidential and will be retained with the background investigation file by the Professional Standards Section.