



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1050	Date Issued: August 4, 1994
Section: 1000 – Personnel Policies	Date Revised: September 23, 2010
Accreditation Standards: CALEA 4.2.1, 4.2.3, 4.2.4, 4.2.5, 4.3.7, 4.3.8, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6	
SUBJECT: SELECTION AND EMPLOYMENT	
APPROVED: _____ Board Chairperson	

- 1.0 The primary consideration in the selection of personnel shall be made on the basis of competence and integrity.
- 2.0 The responsibility for hiring and removing Authority personnel is upon the General Manager in accordance with Policy No. 240 (General Manager) paragraph 1.3.
- 3.0 The provisions of Policy No. 1051 (Initial Dispatch Employees), notwithstanding, all persons appointed to fill regular authorized positions as set forth within Policy No. 1180 (Authorized Positions), must meet the employment standards as prescribed by Policy No. 1021 (Class Specifications), shall be appointed on a probationary status in accordance with Policy No. 1070 (Probationary Period), and shall be selected in accordance with the provisions of this policy.
 - 3.1 The one-time transition of dispatch employees from their previous employer(s) shall be in accordance with Policy No. 1051 (Initial Dispatch Employees).
- 4.0 All other persons otherwise employed (i.e., not subject to paragraph 3 above) shall be classified as temporary employees and paid on an hourly basis.
 - 4.1 Temporary employees shall not receive vacation, paid health insurance, sick leave, retirement, or any other benefits.

- 5.0 Initial probationary employment in the Public Safety Dispatcher (level II) classification may be accomplished through any of the following appointment processes:
- 5.1 Lateral Appointment. Direct entry by applicants currently employed as and possessing the minimum employment standards of a Journey-level Dispatcher (Public Safety Dispatcher II).
 - 5.1.1 Applicants must have passed their formal probationary period as a Journey-level Dispatcher in their current Agency.
 - 5.1.2 Except as provided by Policy No. 1061 (Lateral Transfers), Length of Service and other benefits of the previous employer are not transferable to the Authority.
 - 5.2 Promotional Appointment (Trainee Public Safety Dispatcher I). Entry by a currently employed Trainee Public Safety Dispatcher (level I) upon the successful completion of the Authority prescribed Training Program and a current performance rating of Standard or above.
 - 5.2.1 Employees must successfully complete a new probationary period for their new position.
 - 5.2.2 Length of Service for employees promoting from a Trainee position to a Public Safety Dispatcher (level II) position shall be determined from the date of initial probationary assignment (in the Trainee class) with the Authority.
 - 5.2.3 In accordance with Policy No. 1180 (Authorized Positions), paragraph 2, the General Manager may promote an employee from a Trainee Dispatcher (level I) position to the position of Public Safety Dispatcher (level II) at any time, provided the employee has met the requirements as set forth in paragraph 5.2.
 - 5.3 Promotional Appointment (Public Safety Dispatcher Assistant II). Entry by a currently employed Public Safety Dispatcher Assistant II upon the successful completion of eighteen (18) months of Authority service and a current performance rating of Standard or above.
 - 5.3.1 Employees must successfully complete a new probationary period for their new position.
 - 5.3.2 Length of Service for employees promoting from a Dispatcher Assistant II position to a Public Safety Dispatcher II position shall be determined from the date of initial probationary assignment in the Public Safety Dispatcher class with the Authority.

- 6.0 Initial probationary employment in the Trainee Public Safety Dispatcher (level I) classification may be accomplished through either of the following appointment processes:
- 6.1 Open Competitive Appointment. Entry by applicants meeting the minimum qualifications for the position who have been placed on an Eligibility List for Trainee Dispatcher (level I) as a result of an objective screening and/or competitive testing process.
 - 6.2 Promotional Appointment. Entry by a currently employed Public Safety Dispatcher Assistant upon the successful completion of their probationary period (as set forth within Policy No. 1070) and a current performance rating of Standard or above.
 - 6.2.1 Employees must successfully complete a new probationary period for their new position.
 - 6.2.2 Length of Service for employees promoting from a Dispatcher Assistant position to a Trainee Public Safety Dispatcher (level I) position shall be determined from the date of initial probationary assignment in the Trainee class with the Authority.
 - 6.3 Transfer Appointment. Bilingual (English/Spanish) employees who have been displaced from employment with any Member Agency, is in “good standing”, and possesses the minimum employment standard may be evaluated through a screening process determined by the General Manager.
 - 6.3.1 Appointment is at the discretion of the General Manager.
 - 6.3.2 Employees must successfully complete a new probationary period for their new position.
- 7.0 Initial probationary employment for the Public Safety Dispatcher Assistant classification shall be accomplished through the following appointment process:
- 7.1 Open Competitive Appointment. Entry by applicants meeting the minimum qualifications for the position who have been placed on an Eligibility List for Dispatcher Assistant as a result of an objective screening and/or competitive testing process.
 - 7.2 Transfer Appointment. Bilingual (English/Spanish) employees who have been displaced from employment with any Member Agency, is in “good standing”, and possesses the minimum employment standard may be evaluated through a screening process determined by the General Manager.
 - 7.2.1 Appointment is at the discretion of the General Manager.
 - 7.2.2 Employees must successfully complete a new probationary period for their new position.

- 8.0 Initial probationary employment for the Public Safety Dispatcher Assistant II classification shall be accomplished through the following appointment process:
- 8.1 Open Competitive Appointment. Entry by applicants meeting the minimum qualifications for the position who have been placed on an Eligibility List for Dispatcher Assistant as a result of an objective screening and/or competitive testing process.
 - 8.2 Promotional Appointment (Public Safety Dispatcher Assistant). Entry by a currently employed Public Safety Dispatcher Assistant upon the successful completion of the Authority prescribed Training Program and a current performance rating of Standard or above.
 - 8.2.1 Employees must successfully complete a new probationary period for their new position.
 - 8.2.2 Length of Service for employees promoting from a Dispatcher Assistant position to a Dispatcher Assistant II position shall be determined from the date of initial probationary assignment in the Dispatcher Assistant series.
 - 8.2.3 In accordance with Policy No. 1180 (Authorized Positions), paragraph 2, the General Manager may promote an employee from a Dispatcher Assistant position to a Dispatcher Assistant II at any time, provided the employee has met the requirements as set forth in paragraph 8.2.
 - 8.3 Transfer Appointment. Bilingual (English/Spanish) employees who have been displaced from employment with any Member Agency, is in “good standing”, and possesses the minimum employment standard may be evaluated through a screening process determined by the General Manager.
 - 8.3.1 Appointment is at the discretion of the General Manager.
 - 8.3.2 Employees must successfully complete a new probationary period for their new position.
- 9.0 Initial probationary employment for all Senior Public Safety Dispatcher (Level III), non-dispatch, supervisory, management or administrative classifications may be accomplished through either of the following appointment processes:
- 9.1 Open Competitive Appointment. Entry by applicants meeting the minimum qualifications for the position who have been placed on an appropriate Eligibility List as a result of an objective screening and/or testing process.
 - 9.2 Promotional Appointment. Entry by a current Authority employee from a lower classification who meets the minimum qualifications for the position and who has successfully completed a probationary period as a journey level Public Safety Dispatcher II.

- 9.2.1 Employees must successfully complete a new probationary period for their new position.
 - 9.2.2 Length of Service for employees promoting from one Authority position to another shall be determined from the date of initial probationary assignment (in the Trainee or Dispatcher class) with the Authority.
- 10.0 The General Manager may make use of any appointment process to fill Authority openings and may request an open or promotional examination for any classification as is deemed necessary to maintain and ensure the availability of suitable candidates.
- 11.0 An examination will be given when requested by the General Manager and for promotional opportunities when there are more than five (5) applicants who meet the minimum qualifications.
- 11.1 When an open competitive examination is to be given, the General Manager shall have notices posted in the Personnel Departments of the Member Agencies and other public places.
 - 11.2 The Authority may advertise by any other methods it deems necessary to provide Equal Employment Opportunities.
 - 11.3 The posting of notices shall be fourteen (14) or more calendar days in advance of the examination.
 - 11.4 Announcements of Authority promotional examinations will only be posted within the Center.
 - 11.5 Announcements shall contain information as to the title of the position, duties and responsibilities, salary range or Control Point, the degree of training and experience desired or necessary, the manner of making application, the type of testing process, and any other pertinent information.
- 12.0 Application for employment or for promotion shall be made on an application form which complies with all requirements of EEO law. All applications must be signed in ink by the person making application.
- 13.0 The General Manager or his designee may reject any applicant for the following (or any other justifiable and lawful) reason:
- 13.1 Clearly fails to meet the required minimum qualifications for the position.
 - 13.2 Is not a citizen of the United States (where citizenship is required by applicable law).
 - 13.3 Makes any false statement of material fact.
 - 13.4 Has been convicted of a felony or any other crime which would prohibit access to law enforcement information.

- 13.5 Has practiced any fraud or deception in the making of the application.
- 13.6 Fails a law enforcement background investigation as required by Policy 1021 (Class Specifications), paragraph 2, (Minimum Employment Standards).
 - 13.6.1 The General Manager may elect to have candidates complete a polygraph examination as part of the background investigation.
- 13.7 Fails to submit to a law enforcement background investigation.
- 13.8 Fails any examination noted within paragraph 14 of this Policy.
- 14.0 The selection techniques used in any examination shall be job related and fairly measure the relative capacities of the individuals to be examined.
 - 14.1 Examinations may consist of an evaluation of training and experience, written, oral, performance tests or any combination thereof.
 - 14.2 All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner.
 - 14.3 An applicant may be rejected if he/she fails all or any part of these requirements.
- 15.0 Each candidate in any examination shall be given written notice of the results thereof, and if successful, the final earned rating and/or relative position on the employment/eligibility list for which they have qualified.
- 16.0 As soon as possible upon the completion of an examination, the General Manager shall prepare an eligibility list for the classification tested consisting of the persons who qualified, in the order of their final scores/rankings from the highest and preceding to the lowest qualified score/ranking.
 - 16.1 This list shall be certified by the General Manager and shall remain in effect for a minimum of six (6) months following the completion of the examination.
 - 16.1.1 The General Manager may extend such list for an additional six (6) months, if such an extension is in the best interest of the Authority.
- 17.0 After appropriate interviews, the General Manager shall make an appointment or conditional appointment from the list of eligible candidates.
- 18.0 A candidate conditionally appointed to fill a vacant position shall be required to take a post-offer medical examination by a health care provider designated by the Authority. A post-offer medical examination may include, but is not limited to, vision, hearing, urinalysis, blood testing, radiographic examinations, and drug testing.
- 19.0 A candidate conditionally appointed to fill a vacant dispatcher position shall be required to undergo appropriate psychological testing and evaluation by a board certified psychologist or psychiatrist designated by the Authority. Other non-dispatch

- positions that have been conditionally appointed may be required to undergo appropriate psychological testing as deemed necessary by the General Manager.
- 20.0 The Authority shall pay for all medical and psychological examinations for all conditionally appointed candidates.
- 21.0 A promotional examination may be given when there are more than five (5) qualified applicants meeting the minimum qualifications. Promotional examinations shall be subject to the same guidelines as other examinations relative to notice, testing, rankings, and eligibility listings. Additional and/or specific guidelines include:
- 21.1 The test(s) may consist of any or all of the selections set forth in paragraphs 14 and 14.1 of this Policy.
- 21.2 Only regular employees who meet the qualifications as set forth in the class specifications shall be eligible to compete in a promotional examination.
- 21.3 In reaching an appointment decision, the General Manager shall consider each eligible candidates test score, Authority specific experience and past performance.
- 22.0 All selection interviews, with the exception of the General Manager's final interview, will be formal in nature with the same basic questions being asked of all candidates and be conducted by a minimum of two (2) persons.
- 22.1 Selection interview records will be retained for a minimum of two (2) years following selection.
- 23.0 The General Manager may contract to any other private or public entity for any or all portions of the examination process.
- 24.0 The Board of Directors may contract the entire recruitment, testing and certification process to the Personnel Department of one of the Parties to the Joint Powers Agreement.
- 24.1 In such case, the policies and procedures of that department will apply, except for the following paragraphs:
- 24.1.1 Rejection of applicants, paragraph 13.
- 24.1.2 Notification of results, paragraph 15.
- 24.1.3 Promotional exams, paragraph 21.
- 24.1.4 Selection Interviews, paragraph 22.
- 25.0 An applicant whose application is rejected for failing an examination (paragraph 14 of this policy) is eligible to re-apply after the Eligibility List resulting from that examination is exhausted or expired.

25.1 An applicant whose application is rejected pursuant to paragraphs 13.1 through 13.7 of this policy is not eligible to re-apply.