



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.16</b>
<b>TO:</b> Director of Human Resources and Chief of Police
<b>FROM:</b> Jane S. Brautigam, City Manager
<b>SUBJECT:</b> Administrative Practices & Procedures for the Selection of Entry-Level Sworn Law Enforcement Personnel
<b>DATE:</b> November 14, 2005
<b>Supersedes and Replaces Administrative Order 2.16 dated 05/15/02 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is:

- A. to establish a provision regarding lateral entry for the rank of Police Officer;
- B. to establish a provision regarding re-examination and re-application for employment;
- C. to establish a provision regarding dissemination of information to candidates about the selection process;
- D. to provide procedure for selection denials;
- E. to provide candidate with reasons for his/her selection denial;
- F. to ensure maintenance of selection process records.

**II. LATERAL ENTRY**

- A. Selection criteria for lateral entry shall be considered for the rank of police officer only, and shall be subject to both the eligibility qualifications and formal procedures described in Section III. (Selection Process) of Administrative Order 2.15.

- B. Step placement within the wage structure for a candidate gaining lateral entry shall be at the discretion of the City Manager and shall be based on the qualifications and experience possessed by the candidate.
- C. The City Manager may also allow lateral entry for the Division's Chief Executive Officer. This shall be completely at his discretion, based, in part, on the needs of the Division.

**III. SELECTION - RE-EXAMINATION & REAPPLICATION**

- A. The Dublin Director of Human Resources shall establish an Eligibility List in the manner outlined in Section III. E. 1. of Administrative Order 2.15. Candidates who have successfully completed all required steps of the process as identified in Administrative Order 2.15, will be selected, in accordance with the procedures identified in said Administrative Order, from the Eligibility List for available vacancies\*. Candidates selected, and ultimately appointed, will serve in probationary status for a period of at least one (1) year from their dates of appointment. The Eligibility List, as identified in Section III. E. 1. of Administrative Order 2.15, shall be valid for a period of six (6) months from the date of its original creation and may be extended for an additional period of not more than six (6) months by order of the Director of Human Resources/ Procurement.
- B. Candidates who are disqualified from the selection process established in Administrative Order 2.15, shall not be re-examined for a period of six (6) months from the date of such disqualification, unless the Director of Human Resources determines that such re-examination is in the best interest of the City's Law Enforcement Personnel Recruitment Program. Candidates who have been disqualified from the selection process shall have the opportunity to reapply for future selection processes after said six (6) months period.

**IV. SELECTION PROCESS INFORMATION**

Candidates shall be informed, in writing, at the time of their formal application, of the components involved in the selection process, its expected duration, and the City's policy on re-examination and re-application.

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\* Available vacancy is defined as a vacancy which, in the sole discretion of the City Manager, should be filled.

**V. SELECTION DENIALS**

All candidates not eligible for appointment to probationary status shall be informed, in writing, within thirty (30) calendar days of such a decision.

**VI. SELECTION DENIAL REASONS**

All candidates not appointed to probationary status on the basis of a single test, examination, interview, or investigation, shall be informed, in writing, of specific reasons within thirty (30) days.

**VII. SELECTION PROCESS RECORDS**

All records of candidates not appointed to probationary status shall be maintained to ensure continuing research, independent evaluation, and defense against lawsuits. The Division of Human Resources shall determine requirements, consistent with applicable laws, for maintaining identifying information, such as names and addresses. The Division of Human Resources shall also comply with all federal, state and local requirements for the privacy, security and freedom of information of all candidate records and data.