


POLICY 128	SELECTION PROCESS - EMPLOYEE APPLICATIONS	
	REVISED: 5/98, 11/07	RELATED POLICIES:
	CFA STANDARDS: 13.01, 13.04	REVIEWED: 07/01, 11/07, 08/11

A. PURPOSE

The purpose of this policy is to inform all employees of the application component of the selection process. In addition, to inform all employees that current directives and manuals pertaining to the selection process are kept on file in the Police Department and in the City Personnel Division for review by Department members and/or the public.

B. POLICY

1. It is the policy of the City of Fort Lauderdale and the Police Department to provide a selection process that is pro-active and nondiscriminatory.
2. It is the policy of the City of Fort Lauderdale and the Police Department to comply with the Criminal Justice Standards and Training Commission selection and background guidelines.
3. It is the policy of the City of Fort Lauderdale and the Police Department to ensure that selection standards are job related, uniformly applied, and provide equal opportunity for all applicants and employees.
4. It is the policy of the City of Fort Lauderdale and the Police Department to develop a work force that is reflective of our community.
5. The elements of the application process are as follows: Department members are referred to City of Fort Lauderdale Civil Service Rule VII for in-depth information regarding each of the elements.
 - a. Announcement of examination
 - b. Filing of application
 - c. Citizenship
 - d. Residence
 - e. Minimum qualifications
 - f. Rejection of application
 - g. Notice of rejection of application
 - h. Postponement and cancellation of examinations

- i. Veterans' preference

C. DISPOSITION OF RECORDS

The disposition and/or purging of all records related to the selection process shall be in accordance with the City of Fort Lauderdale Records Retention Schedule and the State of Florida Records General Records Retention Schedule for Law Enforcement Agencies.