



# Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



**TO:** Hamburg Township Board

**FROM:** Chief Richard Duffany

**DATE:** July 30, 2025

**AGENDA ITEM TOPIC:** Amended Public Safety SOP

Number of Supporting Documents: 1

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## **Requested Action**

- Motion to approve amended Public Safety SOP# 300-56: *Police Officer Recruitment and Selection.*

## **Background**

In an effort to increase the candidate pool for full-time police officer positions, language has been added to Public Safety SOP# 300-56: *Police Officer Recruitment and Selection* which would permit the department to waive the educational requirement for veterans who have been honorably discharged from a branch of the United States armed forces. The new language is in Section V of the SOP (page 3) and is highlighted in green font.

## **Fiscal Considerations**

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

If YES, are funds budgeted? Yes ☐ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: \_\_\_\_\_

Respectfully,

Chief Richard Duffany  
Director of Public Safety

| HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT              |   |  |   |
|--|---|--|---|
| STANDARD OPERATING PROCEDURE                           |   |  |   |
| Title: <b>Police Officer Recruitment and Selection</b> |   |  | <b>No. 300-56</b>   |
| Distribution:<br><b>POLICE</b>                         | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Amended | Rescinds:<br><b>300-56</b><br>(10/03/24) | MLEAC Standard(s):<br><b>2.4.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5</b> |
| Effective Date: <b>DRAFT</b>                           |   |  |   |

## **I. PURPOSE**

The purpose of this policy is to provide guidelines for the recruitment and selection of sworn police officers for the Hamburg Township Public Safety Department.

## **II. POLICY**

It is the policy of the Hamburg Township Public Safety Department to hire police officers that meet the highest standards of professional excellence and that meet all the law enforcement officer licensing standards as established by the Michigan Commission on Law Enforcement Standards (MCOLES). It is also the policy of the department to conduct all hiring processes in full compliance with state and federal law.

Hamburg Township is an equal opportunity employer and does not discriminate based on race, color, religion, national origin, sex, height, weight, age, marital status, ancestry, physical or mental handicap or any other legally protected class or status. Additionally, the department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

## **III. RECRUITMENT GOALS & OBJECTIVES**

- A. The department will only recruit and hire those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.
- B. The department shall employ a comprehensive recruitment strategy with the goal of establishing a qualified and diverse pool of candidates from which to select new police officers.

This strategy should include:

1. Use of marketing strategies to expand qualified applicant pools;
2. Use of technology and maintaining an internet presence. This may include a department website and the use of department-managed social

- networking platforms;
- 3. Expanding outreach through partnerships with media, community groups, academies, local colleges, universities and the military;
- 4. Publicly advertising for open police officer positions in a wide-range of platforms. To include:
  - a. Department website;
  - b. Department social media platforms;
  - c. Hamburg Township Website;
  - d. MCOLES website;
  - e. Michigan Association of Chiefs of Police website;
- 5. The department shall accept applications for the position of police officer for a minimum of 21 days from the date of public posting for the position prior to commencing the selection process.

#### **IV. SELECTION PROCESS GOALS & OBJECTIVES**

- A. It is the goal of the department to use the selection process to identify a final group of candidates that have distinguished themselves as being outstanding prospects to fulfill the mission of the Hamburg Township Police in a manner which reflects the highest degree of integrity and professionalism.
- B. The department shall employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:
  - 1. A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record);
  - 2. Driving record/history;
  - 3. Reference checks to include verification of at least three personal references;
  - 4. Employment eligibility verification of at least three personal references;
  - 5. Information obtained from public internet sites;
  - 6. Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.);
  - 7. Local, state and federal criminal history checks through LEIN and NCIC.
  - 8. Interview current and previous employers.

9. Fingerprint check for criminal records through Livescan.
10. A review of relevant de-certification resources, if available.
11. Medical examination, drug screening test and psychological examination, administered as outlined in this policy.

## V. **EMPLOYMENT STANDARDS**

### A. **Licensed Law Enforcement Officer**

A candidate must be eligible to be licensed as a law enforcement officer in the State of Michigan by the Michigan Commission on Law Enforcement Standards (MCOLES) in accordance with Public Act 289 of 2016. This requires compliance with all MCOLES minimum selection standards which includes satisfactory completion of a basic police academy or recognition of prior training and experience.

The MCOLES licensing standards published under the authority of PA 289 of 2016 found in rules 28.14203 through 28.14207 and PA 128 of 2017 found in rule 28.561, both of the Michigan Administrative Code.

### B. **Basic Qualifications**

The basic minimum qualifications for the position of police officer with the Hamburg Township Public Safety Department are as follows:

1. Must be a citizen of the United States;
2. Must have reached 21<sup>st</sup> birthday at time of appointment;
3. Must possess a valid driver's license at the time of employment;
4. Must possess a minimum of an Associate's Degree or 60 credit hours from an accredited college. A Bachelor's Degree and a Criminal Justice/Law Enforcement focused education are desirable. **This educational requirement may be waived for veterans who have been honorably discharged from a branch of the United States armed forces.**
5. **Physical Fitness Requirements**
  - a. **Senses:** A candidate must have the faculty to perceive by means of sight, smell, touch, hearing, and feeling.
  - b. **Vision:** A candidate must have at least 20/100 binocular vision in each eye without corrective lenses; correctable to 20/20 binocular vision with corrective lenses. A candidate must have a visual field

of no less than 70 degrees in the horizontal meridian in each eye. A candidate must have normal vertical and lateral muscle balance and possess normal color vision without the assistance of color enhancing lenses.

- c. **Hearing:** Initial unaided testing involves pure tone air conduction thresholds for each ear, as shown on the pure tone audiogram, shall not exceed a hearing level of 25 decibels at any of the following frequencies: 500, 1000, 2000, 3000; and 45 decibels at 4000 Hertz.
- d. **Physical Ability:** A candidate must be free from any physical defects or chronic diseases which may impair the performance of a law enforcement officer or which may endanger the lives of others or the law enforcement officer.

6. Psychological Requirement

A candidate must be free from any mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which may endanger the lives of others or the law enforcement officer.

C. **Character Fitness**

Each candidate shall be subjected to a thorough background investigation to determine overall character fitness.

- 1. Candidates shall possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity.
- 2. Candidates shall have favorable recommendations from an overwhelming majority of former or current employers, neighbors, teachers, school authorities, work associates, landlords, etc.
- 3. The candidate's payment status for present debt must not be delinquent. Any past or overdue accounts must be resolved to the satisfaction of the department before employment (overdue medical bills may be excluded).
- 4. Oral interviews shall be conducted in accordance with this policy prior to any job offer being made to determine the applicant's acceptability for a law enforcement officer position and to assess their appearance, background and the ability to communicate.

D. **Conviction Record**

An applicant's conviction record shall be evaluated and may serve as a basis for automatic disqualification depending on the nature of the convictions. As a

general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

1. Age at the time the behavior occurred;
2. Passage of time;
3. Patterns of past behavior;
4. Severity of behavior;
5. Probable consequences if past behavior is repeated or made public;
6. Likelihood of recurrence;
7. Relevance of past behavior to public safety employment;
8. Aggravating and/or mitigating factors;
9. Other relevant considerations.
10. The following convictions shall disqualify an applicant from further consideration:
  - a. Conviction of a felony;
  - b. Conviction of domestic assault or any other assaultive type of crime in which the use or attempted use of physical force or threat with a deadly weapon occurred;
  - c. Existence of a personal protection order (PPO) or any other court action which prohibits the candidate from possessing, carrying, or using a firearm.
11. The following driving-related convictions or circumstances shall also disqualify an applicant from further consideration:
  - a. Conviction of driving while under the influence of alcohol or drugs within the last four (4) years previous to filing an application;
  - b. Conviction of driving while under the influence of alcohol or drugs two (2) times in the applicant's lifetime;
  - c. Lost driving privilege through suspension or revocation of license due to an unsatisfactory driving record (UDR), as defined by Michigan Department of State driver's license point system;

- d. Conviction of driving while license was suspended or revoked within the last four (4) years previous to filing an application;
  - e. Conviction of reckless driving or careless driving two (2) times within the last four (4) years previous to filing an application;
  - f. The accumulation of more than six (6) points on an applicant's driving record at the time of application.
12. In addition to the convictions/circumstances enumerated in this policy as automatic disqualifiers, the applicant's total history of convictions and contacts with law enforcement shall be evaluated to help determine the applicant's suitability for the position of police officer taking into account the pattern of law violations, the seriousness of any alleged offenses, the surrounding circumstances, the number and the time frame of any convictions or contacts.

**E. Internal Candidates**

In the event that not a sufficient number of qualified or desirable applicants are obtained through the hiring process to fill available positions, the Director of Public Safety is authorized to post the position to internal non-sworn department employees, provided the following:

- 1. The requirement of being MCOLES licensable under section V(a) of this policy is waived and the department shall sponsor any selected candidates as a police recruit in an MCOLES-approved police academy. However, candidates must have successfully passed both the written and physical sections of the MCOLES pre-employment testing procedures prior to appointment.
- 2. Equivalent public safety work experience may be substituted for the education requirement under V(b)(4) of this policy.
- 3. The internal candidate must meet all other requirements of this policy and must go through all aspects of the hiring process contained within this policy.
- 4. The internal candidate must execute an agreement approved by the Township Board at the time of appointment agreeing to reimburse the Township for the costs associated with attending the police academy in the event that the candidate voluntarily leaves the employment of Hamburg Township within 5 years of being sworn in as a police officer.

**VI. SELECTION PROCESS**

The selection process for police officer shall be as follows:

**A. Administrative Application Review**

Upon receipt of an application, the Director of Public Safety, or designee, shall conduct an initial administrative review of the application to ensure that the applicant meets the licensing requirement contained in Section V(A) of this policy

as well as the basic requirements contained in Section V(B)(1 thru 4). Applicants not meeting these requirements shall be disqualified.

**B. Application Rating**

All qualified applicants shall be rated based upon the information contained in their application/resume as follows:

1. The Director shall establish a 3 – 5 person rating committee comprised of police personnel. All applicants will be rated by the same committee members.
2. The Director shall establish a uniform rating system consisting of a defined scoring scale and job-relevant scoring categories.
3. All members of the rating committee shall receive written instructions which define the scoring scale and the scoring categories.
4. Applicants shall be rank ordered based upon their overall average score between the evaluators.
5. The Director shall select the top scoring candidates, in order of their rank from the application rating, to move to the next segment of the hiring process (oral interview). At a minimum, the top 25% of candidates shall be given an interview.

**C. Oral Interview**

Oral interviews of the candidates shall be conducted as follows:

1. The Director shall establish a 3 – 5 person interview panel. This panel should consist of a diverse set of department members (i.e., command staff, union representatives, Field Training Officer, etc...).
2. The Director shall develop a uniform set of job-relevant questions to be asked of each candidate and shall establish a uniform scoring system consisting of a defined scoring scale and job-relevant scoring categories.
3. All members of the interview panel shall receive written instructions which define the scoring scale and the scoring categories.
4. Candidates shall be rank ordered based upon their overall average score between the interview panel members.

**D. Chief of Police Interview**

1. At the conclusion of the oral interviews, the Director shall interview the top candidates as recommended by the oral interview



panel. In general, the top 3 candidates should be interviewed by the Director.

2. The Director may request that other departmental personnel participate in the interview.
3. The Director shall develop a uniform set of job-relevant questions to be asked of each candidate. Questions specific to a candidate may be asked as a follow up to any answers provided by the candidate in response to a question posed during the initial oral interview.
4. At the conclusion of the interview, the Director shall select a candidate to advance on to the background check phase of the selection process.

E. **Background Check** – See Section IV(B) and Section VII.

F. **Conditional Offer of Employment**

1. Upon satisfactory completion of the background check, the Director of Public Safety shall request authorization from the Township Board of Trustees to extend a conditional offer of employment pending successful completion of all pre-employment requirements.
2. After receiving a conditional offer of employment, the candidate must successfully pass the remaining pre-employment requirements to include a medical examination, drug screening test and psychological examination.

G. **Medical Examination**

1. Candidates shall be examined by a licensed MD, DO or Physician Assistant and must meet the minimum basic physical fitness requirements as outlined in this policy. This will take place following a conditional offer of employment.

H. **Drug Screening Test**

1. All candidates for police officer must pass a drug screening test.
2. Township policy strictly prohibits members of the Hamburg Township Public Safety Department from using any illegal drug/controlled substance or any form of marijuana under any circumstances (medicinal or recreational) while on duty or off duty.

I. **Psychological Examination**

1. Mental and emotional suitability for the position of police officer shall be assessed through an examination conducted by a licensed psychologist or psychiatrist after a conditional offer has been issued.
2. Candidates must receive a favorable recommendation from the psychologist/psychiatrist performing the examination in order to be hired.

## **VII. BACKGROUND INVESTIGATION**

Prior to being given an offer of employment as a police officer, every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the position of a police officer.

### **A. Notices**

1. Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

### **B. Review of Social Media Sites**

1. Due to the potential for accessing unsubstantiated, private, or protected information, the Director or designee shall not require candidates to provide passwords, account information or access to password-protected social media accounts (MCL 37.273).
2. The Director may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:
  - a. The legal rights of candidates are protected.
  - b. Material and information to be considered are verified, accurate and validated.
  - c. The department fully complies with applicable privacy protections and local, state, and federal law.

### **C. Regardless of whether a third party is used, the Director should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.**

### **D. Reporting and Retention**

1. The background investigator shall summarize the results of the

background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

2. The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

#### **VIII. PROBATIONARY PERIODS**

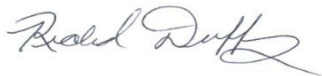
Police officer probationary requirements are covered under Public Safety SOP #300-63: *Police Officer Probationary Requirements*.

#### **IX. REVIEW**

The Director of Public Safety, or designee, shall coordinate a review of this policy annually to assure progress toward the defined goals and objectives.

Upon discovery that revisions to this policy and/or the recruitment process are needed, the Director, or designee, shall research, plan and implement the needed changes and/or revisions.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.