

# LACONIA POLICE DEPARTMENT CIVILIAN SELECTION PROCESS

As an applicant to the LACONIA Police Department, you will be asked to participate in a series of different phases in the hiring process. The entire process can last up to (1) year. If you fail any of these phases, there are no retests offered.

*Phase I. The testing process for a Civilian position will include the following.*

- A. Oral Interview
- B. Scenario Based Multi-Tasking Exam
- C. Background Investigation
- D. Polygraph Examination
- E. Interview with the Chief of Police

The Chief has the discretion of waiving certain steps of the testing process for candidates who have specific job-related experience.

*Candidates not achieving a passing score on any component of the Phase I testing process will be informed immediately that they are ineligible to proceed further in the process and may re-apply for future openings.*

**Oral Board Interview** — The oral board consists of a minimum of two (2) full time members of the department. A series of questions will be asked of the candidate.

**Scenario Based Multi-Tasking Exam** - The scenario will consist of answering phones and dealing with the public. The scenarios could be done in stressful situations depending on the job opening.

**Phase II: Background Investigation** — The background is the fourth step in the selection process. The candidate will be asked to fill out an extensive personal history statement, which will be used by an investigator in the background check. The candidate will be fingerprinted and photographed. The background investigation is used to qualify credentials; educational references; military records; prior employment; social and character references; financial references; motor vehicle history; criminal history; neighborhood check and interview with the candidate's significant other.

**Administrative Review** — The successful candidate will be interviewed by administrators of the department.

**Conditional Offer of Employment** — At this point in the process, candidates who have successfully completed the previous steps will be provided a written Conditional Offer of Employment. Candidates must meet all of the conditions indicated on the form to be eligible for appointment as a probationary member.

**Polygraph Examination** — Candidates will be given a polygraph examination by a trained polygraph examiner. A standardized question booklet is reviewed during the pre-test interview on the examination date with the candidate.

*The areas covered during the polygraph examination include truthfulness, prior criminal activity, and motor vehicle driving history.*

*Candidates are not denied probationary employment status based solely on the polygraph examination.*

**Offer of Probationary Status for One Year** — A administrative review will be conducted with the Chief of Police and Administrative Officers to determine if all aspects of the hiring process were successfully completed. A recommendation may then be made to the Police Commission for the candidate's appointment as a probationary member.

If a candidate fails any portion of Phase II, the candidate will receive a letter informing them that we cannot offer them a position, but that they may apply for any position after three (3) years.