

IDAHO STATE POLICE PROCEDURE

03.04 HIRING AND EMPLOYMENT CHANGES

A. General

All hiring and employment of personnel is in accordance with Idaho [Code Chapter 53, Title 67](#), and the administrative rules of the Division of Human Resources. The Idaho State Police (ISP) promotion preference conforming to [IDAPA 15.04.01.169.01.a](#), is that whenever practicable a vacancy in a classified position is filled by the promotion of an employee within the agency. A statewide promotional register or an open-competitive register may be called for whenever the hiring authority determines that such an appointment will best serve ISP's interests [IDAPA 15.04.01.169.01.b](#). Internal candidates are encouraged to apply for positions of interest whether they are advertised as transfers, promotions or open competitive announcements.

Requests to hire at advanced salary levels are completed in accordance with ISP procedure [03.17 Compensation Administration/Reduction in Force](#).

For extended military deployment, return from military deployment, assignment to TDY and return from TDY, the supervisor contacts HR to initiate a [security form](#) and submits it according to the form instructions.

B. Review of ISP Positions

1. The Human Resource Office (HR) reviews all positions and ISP-specific classes on a recurring basis of a 3-year rotation to ensure that ISP positions are properly classified.
2. HR reviews positions when there is a significant change in responsibilities or at the request of the Major/Manager.
3. HR reviews every position at the time it is vacated and before an announcement is generated to re-fill the position.
4. Documentation of all reviews is maintained in HR.

C. Requests for References of Current or Former ISP Employees

1. All requests for employment references must be forwarded to HR for response.
2. Requests for personal or character references as part of another criminal justice agency's background investigation process may be responded to from within the District or work unit:
 - a. refer the request to the Captain/Manager of the work unit;
 - b. the Captain/Manager consults with HR to determine whether or not ISP has received a release from the individual named in the request;
 - c. when no release is present, HR obtains a signed [EHF 03 04-04 Authorization for Release of Records](#) from the named individual before providing any information;

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- d. when a release is present, or after a release is obtained, the request may be returned to the best source of the information for an accurate and factual response to the investigating agency.

D. Vacancies

1. As soon as a vacancy occurs, the supervisor contacts the appropriate Major/Manager, and HR.
2. Major/Manager obtains approval from the Director/Deputy Director to fill the position.
3. HR assists the Major/Manager with evaluating the position for appropriateness of classification:
 - a. if necessary, the immediate supervisor completes an [EHF 03 04-03 Position Review Quick Check](#) and routes it to HR through management;
 - b. if the position is properly classified, HR proceeds with the announcement and hiring process;
 - c. if the responsibilities or activities of the position have changed significantly, HR and the Major/Manager determine the best classification and reclassify the position.
4. If the classification is appropriate to the position, HR coordinates with the Major/Manager/designee to fill the vacancy and advises on the need for and use of a job announcement, a register, and other hiring process tools:
 - a. HR coordinates with the Major/Manager/designee to arrange all interview elements, such as the composition of the interview board, times and dates of the interviews;
 - b. HR and the Major/Manager/designee develop appropriate interview questions;
 - c. HR contacts the applicants and schedules the interviews;
 - d. HR conducts pre-screen interviews on external candidates, with the exception of Trooper candidates;
 - e. the Major/Manager, hiring manager or interview panel participants may request to review the application materials prior to the scheduled interviews;
 - f. the Major/Manager, hiring manager or designee may contact applicants' listed references prior to selecting the successful candidate.

E. Post-Selection Activities

1. After a person is selected, the Major/Manager/designee:
 - a. confirms the following with HR the starting pay rate and start date (typically the start of the next pay period)
 - b. contacts the successful candidate to verbally confirm the candidate's willingness to accept the position;
 - c. advises the candidate that a written conditional offer of employment (COE) will be provided in person, by e-mail or by mail;
 - d. contacts HR to develop a COE;

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- e. after the COE is accepted for positions other than ISP Trooper, informs by telephone or in person all applicants interviewed but not selected for the position that an offer has been made;
 - f. any notes regarding the reason(s) the applicant(s) was not successful are forwarded to HR to retain with the application materials.
2. HR:
- a. provides the applicant with the written COE, Applicant Fingerprint Cards, and Personal History Statement (PHS) packet; and
 - b. instructs the applicant to return the completed packet to HR in Meridian within approximately ten days.
- F. Processing the PHS and Fingerprint Cards
- 1. HR receives the PHS packet from the applicant.
 - 2. HR ensures the packet is completed properly and reviews it for any disqualifying information.
 - 3. When disqualifying information is present:
 - a. HR informs the Major/Manager/designee of any disqualifying information;
 - b. HR notifies the applicant by phone and by mail that the COE is withdrawn;
 - c. applicant questions regarding reasons for disqualification should be directed to the Human Resource Officer (HRO).
 - 4. When no disqualifying information is present:
 - a. HR forwards the PHS to the HQ Captain and the fingerprint cards to BCI for processing according to BCI procedures;
 - b. the HQ Captain requests the polygraph coordinator assign a polygraph examiner to schedule and conduct the Eye Detect test and/or polygraph;
 - c. the HQ Captain forwards the applicant's information to the assigned polygraph examiner;
 - d. the assigned polygraph examiner notifies the HQ Captain of the results of the polygraph examination in a written report;
 - e. the HQ Captain assigns a background investigator and notifies HR that the PHS has been forwarded for processing;
 - f. the assigned background investigator notifies the HQ Captain of the results of the background in a written report;
 - g. BCI forwards the FBI fingerprint results to the HR for inclusion in the finished background investigation report;
 - h. the HQ Captain reviews the PHS and reports for completeness and any disqualifying information;
 - i. if no disqualifying information exists, the HQ Captain completes the background tracking form and approves the applicant for hiring;
 - j. the HQ Captain returns the PHS packet to HR;

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- k. HR coordinates with the hiring Major/Manager to determine a reporting date and to proceed with notification to the new hire; and
 - l. HR initiates the new hire's [security form](#), and routes it according to the form instructions.
5. Background investigations must be completed within 30 business days of the date of assignment to the district.
 6. When the hiring process is complete, the PHS packet is retained according to the retention schedule of ISP procedure [02.07 Records Management](#).

G. Other Examinations and Conditions

1. All trooper positions are subject to further testing, such as medical examinations, psychological and fitness testing:
 - a. these tests are part of the minimum qualifications ([MQs](#)) for the position and cannot be waived by the hiring manager;
 - b. ISP contracts with qualified professionals to assess the physical fitness, and emotional and psychological fitness of candidates.
2. HR schedules and coordinates any other job-specific tests required.
3. No Trooper is assigned field duty until completion of the ISP field training program.

H. Post-hire Activities

1. Commissioned personnel:
 - a. the hiring Major informs the district captain of the district assignment. This assignment remains in effect for a minimum of two years per the [EH 03 04-07 Assignment, Transfer or Promotion Commitment Agreement](#);
2. Certain personnel will submit a DNA sample for entry into the ISPFPS DNA elimination database. This DNA database is only used to identify instances of contamination of evidence. This personnel includes:
 - a. all forensics employees;
 - b. any person who accesses the DNA sections of the laboratory; and
 - c. ISP employees, contractors, and other individuals whose activities allow them to enter any laboratory space, as requested by the Laboratory System Director.
3. All other personnel:
 - a. after the hiring manager informs HR that all internal candidates have been notified of the selection, new trooper and promotions are announced by the Major/Manager or HR, accompanied by a news release when appropriate; and
 - b. HR provides an orientation packet to the new hire.

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4. For internal transfers and promotions, HR initiates the steps in H.3 above, except for providing the orientation packet.

I. Internal Transfers and Promotions

1. [ISP Rank/Promotional Criteria](#) for commissioned staff is located in the ISP Library on the intranet.
2. Flow charts on pages 8 and 9 depict criteria for Sergeant and Specialist Laterals.
3. The commissioned employee who is transferring or promoting completes the [EHF 03 04-07 Assignment, Transfer or Promotion Commitment Agreement](#) and turns into HR.
4. When an employee transfers or promotes within ISP, documentation must be completed by the supervisor. A pay calculation form will be created by the ISP Compensation Team.
5. ISP procedure [03.07 Performance Management](#) requires that a personnel evaluation be completed whenever an employee promotes, transfers, or exits employment.
6. The supervisor ensures rotary advances and travel vouchers are cleared, office key and ID cards are turned in, and office access is canceled.
7. The supervisor and transferring or promoting employee complete the [Property Transfer Form](#) as needed; the supervisor reconciles the equipment inventory lists according to ISP procedure [04.02 Inventory Management](#), and records any non-FAS equipment not requiring entry onto the PTF.
8. The transferring employee completes an electronic exit interview questionnaire provided by HR.

J. Exiting Employees

1. When an employee exits employment with the ISP, documentation must be completed by the supervisor.
2. The supervisor contacts HR to initiate a [security form](#) and submits it according to the form instructions.
3. ISP procedure [03.07 Performance Management](#) requires that a personnel evaluation be completed whenever an employee promotes, transfers, or exits employment.
4. The supervisor ensures rotary advances and travel vouchers are cleared, office key and ID cards are turned in, e-mail accounts and M: drive information is retrieved for proper records retention, and office access is canceled.

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5. The supervisor and exiting employee complete the [Property Transfer Form](#) as needed; the supervisor reconciles the equipment inventory lists according to ISP procedure [04.02 Inventory Management](#), and records any non-FAS equipment not requiring entry onto the PTF for the exiting employee.
6. HR will contact the exiting employee to complete an exit interview.

K. Retirements – General Information

1. Contact HR and PERSI for information regarding retirement issues.
2. Working after retirement:
 - a. If you retire early (before age 65, or 60 for troopers), you cannot return to work for the same employer within 90 days, even if you work fewer than 20 hours per week. (Please note: The State of Idaho is considered one employer.)
 - b. There can be no promise of reemployment with an employer at the time of retirement.
 - c. If either a. or b. occur, [Idaho Code 59-1301](#) considers there is no break in service and you continue to be an active PERSI member and are responsible for any noncompliance with Idaho Law.
 - d. Once you are retired and the 90 day period has been met, you may work for a PERSI employer and continue receiving retirement payments only if the work is less than 20 hours per week or less than five consecutive months.

L. Retirement – Commissioned Specific

1. Troopers may be awarded their gun, handcuffs and badge as outlined in ISP procedure [04.02 Inventory Management](#), section G.
2. [Federal law](#) and [Idaho Code 18-3302H](#) permit retired law enforcement officers to apply for a license from a county sheriff to carry concealed firearms.
3. The retired officer must have a current and valid photographic identification issued by the agency from which the individual retired from service as a law enforcement officer at the time he/she applies for a license.
4. To apply for the identification card, the retired ISP trooper:
 - a. completes the [EH 03 04-06 Retired Officer Application for Picture I.D. Card](#) form;
 - b. delivers the completed form and a color passport-type photograph meeting the following requirements to HR. A digital photograph in .jpg format is preferred and may be submitted electronically if it is in substantial compliance with the requirements;
 - 1) the color passport-type photograph must be a 2"x2", full-face photo with the bottom of the chin to the top of the head being between 1 to 1 3/8 inches, and the background must be white, off-white, or gray. It must be a photo taken within the past 6 months;

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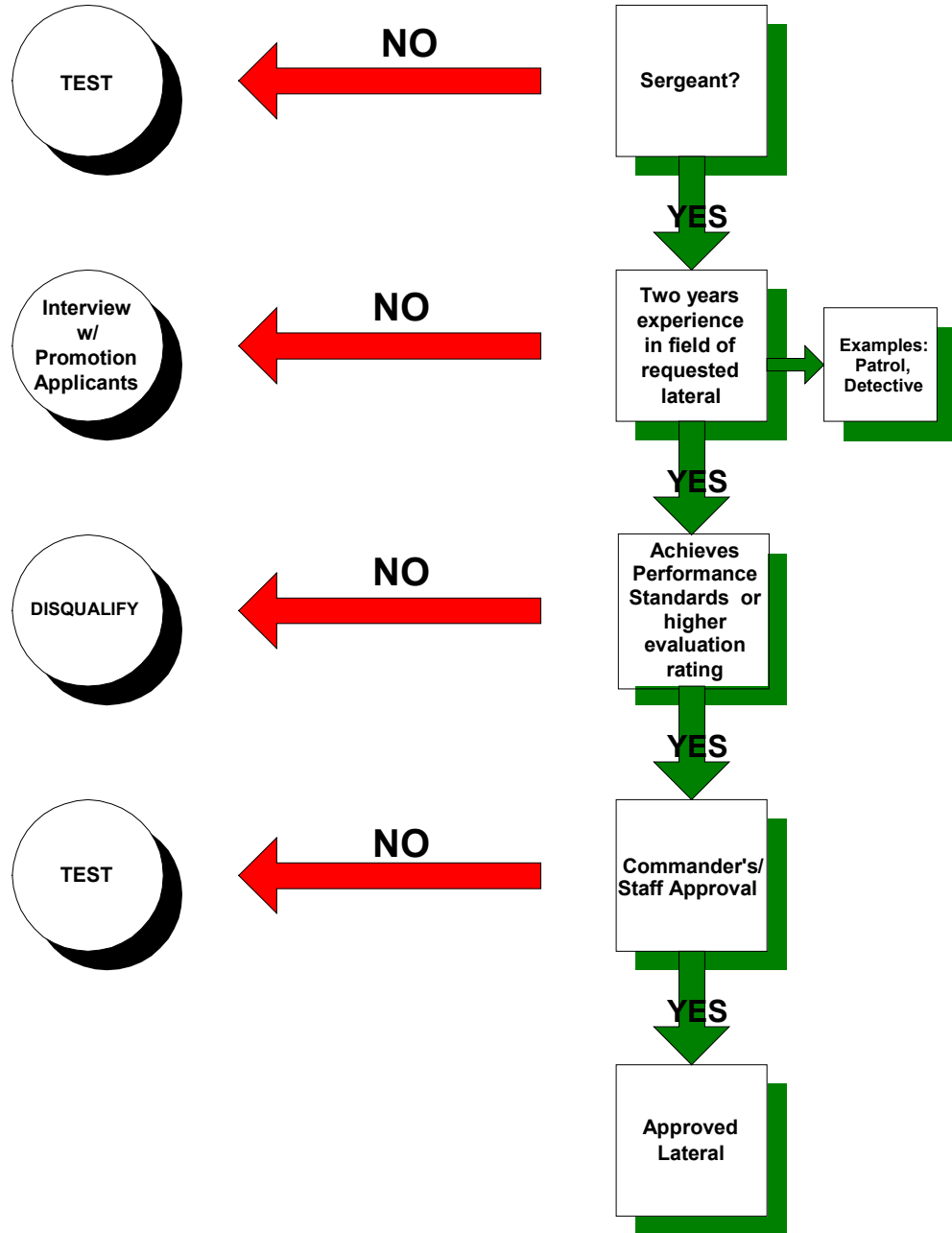
- 2) the retired trooper must wear civilian clothing and articles consistently worn by the applicant such as prescription glasses and/or hearing device. Uniforms, hats, and nonprescription glasses are not acceptable.
- c. Obtains approval by HR, who:
 - 1) reviews the application for completeness;
 - 2) verifies the applicant meets the requirements under the law for carrying concealed firearms;
 - 3) verifies the photograph meets the requirements stated above; and
 - 4) forwards the application to the Director/designee for approval.
- d. Disclaimers:
 - 1) the Director/designee may deny an identification card to an ISP retiree based on a determination that the applicant is not qualified;
 - 2) the identification card, without a concealed weapons license issued from a county sheriff does not qualify its bearer to carry a concealed weapon under the federal Law Enforcement Officer's Safety Act;
 - 3) the identification card has no expiration date; however, it remains the property of the ISP, and must be surrendered to the department upon written request by the Director.

M. Reissue of Lost or Stolen Identification Cards

1. If an identification card is lost, stolen or damaged the retired ISP trooper must notify the department immediately at (208) 884-7200.
2. The retired trooper must complete an [EHF 03 04-06 Retired Officer Application for Picture I.D. Card](#) form to receive a replacement.

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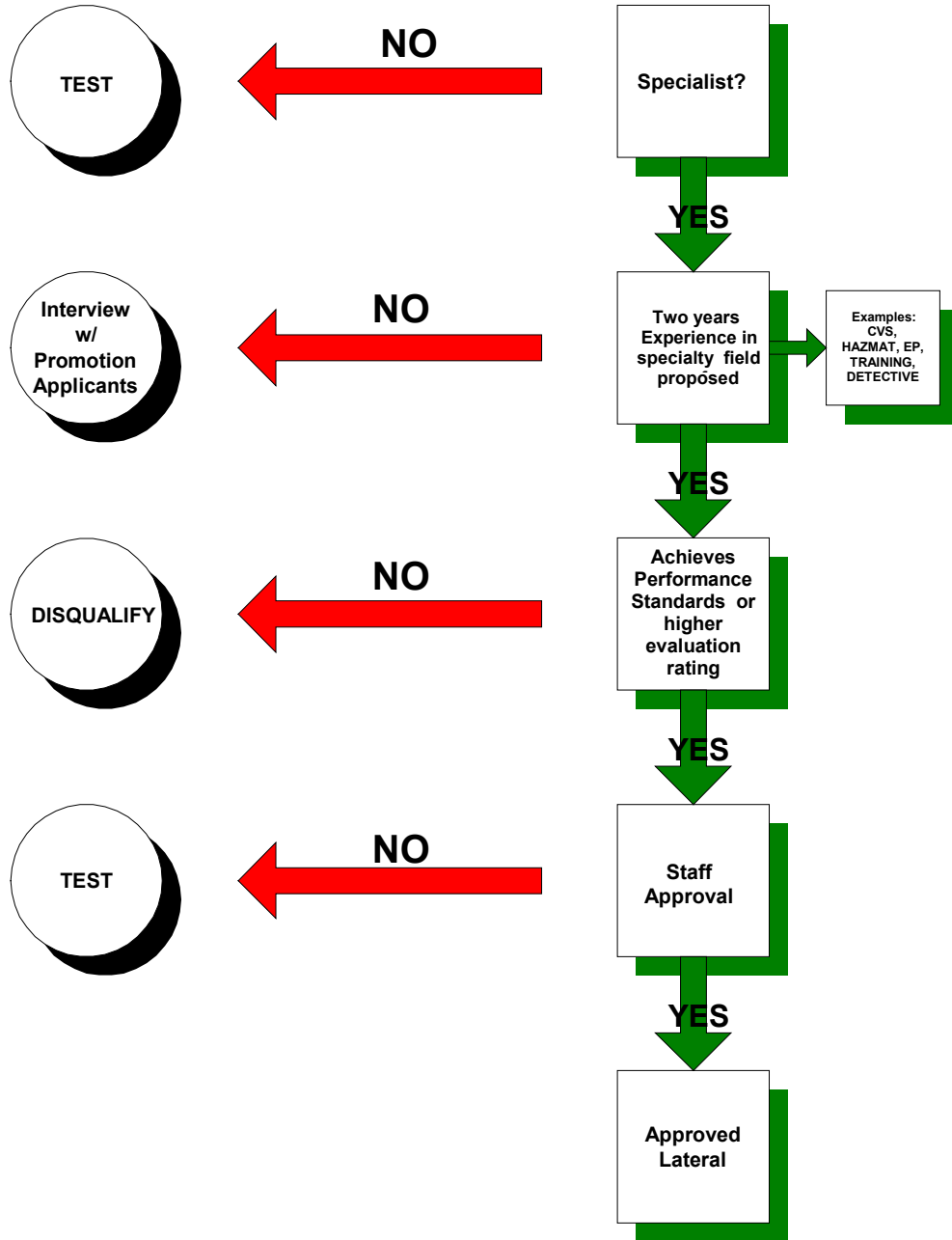
Lateral for Sergeant



If no applicant is able to successfully meet all lateral criteria, the position will be announced for testing. This does not apply to transfers.

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Lateral for Specialist



If no applicant is able to successfully meet all lateral criteria, the position will be announced for promotion. This does not apply to transfers.