

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 4.07

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DATE 11/01/97

SUBJECT: SELECTION OF SCHOOL CROSSING
GUARDS

APPROVED:



OBJECTIVE: To establish a procedure by which part-time positions of School Crossing Guard will be filled.

STATEMENT: School Crossing Guard positions will be filled by the Police Department on the basis of an oral board interview examination administered by the personnel of the School Crossing Guard Section. This examination will be administered to all qualified individuals who apply as a result of the job announcement. The Human Resources Division will create the examination instrument which will be used by the Police Department. This examination must be administered to all applicants who meet the minimum qualifications stated within the class specification and the job announcement.

Procedure:

1. The Human Resources Division will develop job announcements to be posted at the usual posting locations for all full-time positions. These announcements may be on a continuous basis or posted periodically as dictated by need.
2. Applications will be accepted and maintained by the Police Department which will be responsible for keeping a log of all applications received and their status. This log will include applicant name, address, date of birth/age, date of application, race, sex and status within the process at any given time as well as any other information deemed necessary by either the Police Department or the Human Resources Division.
3. The Human Resources Division will develop the oral interview questions and an appropriate rating form to be used in evaluating candidates. The Police Department will administer the oral board interview examination.
4. The Human Resources Division will send the white copy of the personnel requisition to the Police Department when the budget office approval has been given to fill a position. The yellow copy will be maintained in the Human Resources Division until a selection has been made.
5. The staff of the School Crossing Guard Section will contact all candidates with applications on file to determine those applicants interested in and qualified for the School Crossing Guard position. The staff must notify applicants and make reasonable accommodations for testing qualified individuals with disabilities.
6. School Crossing Guard Section staff will conduct the interviews. The evaluation and ranking of candidates will be done by a panel selected by that section.
7. The Police Department will then send to the Human Resources Division the personnel requisition with the application of the candidate to be selected. Selections are subject to approval by appropriate appointing authorities before any official offer of employment may be made.
8. The Police Department will coordinate a pre-employment physical examination with the Omega Medical Center. Upon being notified of selection, it is the candidate's responsibility to report for this scheduled examination.
9. Direct deposit of an employee's pay into a financial institution of his or her choice shall be mandatory for all new hires. The School Crossing Guard Section will provide the appropriate forms to the candidate for this purpose.
10. The Police Department will notify the Human Resources Division of the selected candidate's starting date and will submit the appropriate paperwork. Inactive applications will be forwarded to the Human Resources Division for proper retention in the inactive file.
11. The Human Resources Division will follow up with selection information in writing to the individual selected for the position.

REQUIRED ACTION: The Chief of Police, the Chief Human Resources Officer and their appropriate staff will be responsible for insuring that the above-stated actions are carried out.

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