



# University of Wisconsin–Madison Police

## Policy: 32.1

**SUBJECT: SELECTION – PROFESSIONAL AND LEGAL REQUIREMENTS**

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### POLICY:

The University of Wisconsin–Madison Police Department shall ensure that selection-related activities are conducted in accordance with applicable federal laws, state statutes, and University regulations.

### DEFINITIONS:

“Candidate” refers to one who has submitted an application, meets the minimum criteria for the position, and either has been interviewed for the position or been contacted by the personnel office for follow-up after the application.

“Job-related” refers to a procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

“Selection criteria” refers to rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

“Selection materials” refer to all written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

“Selection procedures” refers to any established method or combination of methods used in any way as the basis for an employment decision.

“Selection process” refers to the combined effect of components and procedures leading to the final employment decision, including minimum qualifications, education, experience, physical attributes, citizenship, residency, written tests, performance tests, interviews, background investigations, medical exams, polygraph tests, personality inventories, psychological evaluations, veterans’ preference, minimum scores, and ranking procedures.

“Utility” or “usefulness” refers to an assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

“Validity” refers to proof through statistical data that a given component of the selection process is job-related, either by predicting a candidate’s job performance or by detecting important aspects of the work behavior related to the position.

### PROCEDURE:

#### 32.1.1 ELEMENTS OF THE SELECTION PROCESS

The following shall govern procedures regarding elements of the selection process for all full-time personnel:

- A. The University of Wisconsin–Madison Human Resources shall provide guidance during the employment selection process. Activities associated with the selection process shall be conducted in accordance with applicable federal laws, state statutes, and University policies. The University Human Resources is responsible for administering the University’s role in the selection process. Duties associated with this responsibility may include receiving and screening applications, advertising openings with area media, proctoring and scoring applications, ensuring compliance with University policies, and providing input to the University of Wisconsin–Madison Police Department as necessary.

- B. The Chief of Police shall be responsible for administering the Department's role in the selection process. The Wisconsin Human Resources Handbook provides guidance in the selection process of interested candidates. The elements and activities of the selection process are determined by the Chief of Police and are subject to change independent of policy.
- C. The University of Wisconsin–Madison Police Department Personnel Lieutenant or designee administers and coordinates the selection process. This process includes, but is not limited to
  - 1. Job posting and advertising;
  - 2. Review and screening of applicants; following final filing deadline. Classified Human Resources will provide an applicant list in accordance with University policy.
  - 3. Initial level of pre-employment testing; those applicants who have passed the application/examination process and scored within the pre-established guidelines as set forth by the Chief of Police or designee will be scheduled for a panel interview. Those who have not passed may reapply during the next announcement. The panel members will be comprised of personnel designated by the Chief of Police or designee and will conduct formal interviews utilizing questions compiled from job related criteria.
  - 4. Secondary level of pre-employment testing; upon completion of the initial interview process, those receiving a passing score will be invited to the second level of pre-employment testing. At a minimum, non-sworn candidates will be scheduled for an interview with a panel comprised of the Chief of Police and/or designee(s). Sworn candidates will complete an assessment center with simulation exercises. The assessment center is designed to measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in the position description. Those receiving a passing score will be scheduled for an interview with a panel comprised of the Chief of Police and/or designee(s).
  - 5. Conditional employment offer; upon recommendation of the Chief of Police or designee, a conditional job offer will be extended to selected candidate(s). Offers are extended by telephone or electronic mail, with follow-up letters of confirmation.
  - 6. Background, credit history, and reference checks; a background investigation will be conducted on each candidate prior to appointment to probationary status to include review of criminal history checks, at least three personal interviews, reference checks, verification of information, financial data, and other requirements.
  - 7. Pre-employment physical and drug screens; a physical of each candidate will be conducted prior to appointment to probationary status using valid, useful, and nondiscriminatory procedures. Several tests given in the course of the physical measure the physical fitness level of the candidate and are evaluated according to the person's age, gender, and weight.
  - 8. Psychological assessment; a psychological screening designed to assess the emotional stability and psychological fitness of each candidate will be conducted by a qualified psychologist prior to appointment to probationary status using valid, useful, and nondiscriminatory procedures.

### **32.1.2 SELECTION PROCESS FOR SWORN PERSONNEL – JOB RELATED**

The following shall govern the selection process for sworn personnel:

- A. All elements of the process for sworn personnel shall use only those rating criteria or minimum qualifications that are job-related. Candidates shall be evaluated by a selection process that measures the skills, knowledge, abilities, and traits required to perform the job.
- B. The Department shall seek assistance from competent resources to ensure that selection components are nondiscriminatory and meet validity and minimum adverse impact requirements.

### **32.1.3 UNIFORM ADMINISTRATION**

The following prescribes uniformity of all elements during the selection process:

- A. All elements of the selection process for personnel shall be administered, scored, evaluated, and interpreted in a uniform manner. Elements such as time limits, oral instructions, practice problems, answer sheets, writing forms, and scoring formulas shall be clearly defined and carried out identically for all candidates.
- B. The Department shall comply with all federal, state, and University requirements regarding administering, scoring, evaluating, and interpreting elements of the selection process.

### **32.1.4 INFORMING APPLICANTS OF SELECTION PROCESS**

The following shall govern procedures associated with notifying candidates of selection-related information:

- A. At the time of their formal application, candidates for all positions shall be informed in writing of
  - 1. Elements of the selection process;
  - 2. The expected duration of the selection process; and
  - 3. The Department policy on reapplication.
- B. Information on the selection process, duration, and policy regarding reapplication shall be posted on the Department Web site. All other job advertisements or postings refer applicants to this posting on the Web site.

**32.1.5 NOTIFICATION OF INELIGIBILITY**

The following shall govern procedures associated with notification of candidates not selected for positions:

Candidates determined to be ineligible for appointments to sworn positions are informed by the Department Personnel Lieutenant or designee in writing of the basis of their disqualification (e.g., background investigation, test scores, performance during the initial interview) within 30 days of such decision. The candidates not selected for civilian or non-sworn positions are informed in writing of such, within 30 days of that determination.

**32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS**

The following shall govern the disposition of records of all candidates not selected for appointment:

- A. The Department Personnel Lieutenant or designee shall ensure records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state, and local requirements for privacy, security, and freedom of information. Background investigation records for those not selected are maintained on file for at least 7 years plus the current year.
- B. Records regarding non-selection shall be securely filed by the Personnel Lieutenant or designee or otherwise destroyed when retention is no longer required.

**32.1.7 SELECTION MATERIAL – SECURITY AND DISPOSITION**

The following governs storage of selection materials:

- A. The Personnel Lieutenant or designee shall maintain records of candidates for positions not appointed to probationary status in locked files. To limit access and provide for 24-hour security, the Personnel Lieutenant shall store selection materials in locked files when not being used. To prevent disclosure of the information within, such materials shall be shredded or otherwise destroyed when retention is no longer required.
- B. Selection materials should not be left unattended unless they are stored in a secure area.