



University of Wisconsin–Madison Police

Policy: 32.2

SUBJECT: SELECTION – ADMINISTRATIVE PRACTICES & PROCEDURES

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POLICY:

The University of Wisconsin–Madison Police Department shall implement procedures for conducting effective candidate screening processes.

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.

“Emotional stability/psychological fitness examination” refers to a professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either harmful to or advantageous for successful job performance.

“Probationary period” refers to a phase of the selection process represented by some form of conditional employment.

PROCEDURE:

32.2.1 BACKGROUND INVESTIGATIONS

The following shall govern procedures associated with background investigations:

- A. A background investigation of each candidate for all positions shall be conducted prior to appointment to probationary status. This shall include
 - 1. Verification of qualifying credentials;
 - 2. A review of any criminal record; and
 - 3. Verification of at minimum three personal references.
- B. The investigation process should routinely involve a home visit with the candidate and his or her family, as well as interviews with neighbors. Interviews with law enforcement authorities, landlords, school officials, financial representatives, and business personnel should be conducted when necessary.

32.2.2 PERSONNEL CONDUCTING BACKGROUND INVESTIGATIONS

The following outlines the minimum training for background investigators:

- A. Background investigation shall be conducted by personnel trained in collecting required information. The Personnel Sergeant is responsible for providing the initial training or coordinating the initial training, for a background investigator.
- B. Prior to conducting a background investigation, a background investigator shall be trained in the format of the background investigation report, the required databases to be searched, the work history and educational references to be checked, and organizations or other information determined to be or deemed important.

32.2.3 BACKGROUND INVESTIGATION RECORDS

The following shall govern procedures associated with background investigation records:

- A. The University of Wisconsin Board of Regents adopted Resolution 9276 (reference Regent Policy 20-19) on December 8, 2006, requiring the implementation of a University of Wisconsin System-wide criminal background check for new employees and current employees moving to positions of trust. This policy requires records regarding criminal background checks to be securely maintained for a period of 7 years after the position has been filled.
- B. Criminal background investigation records may be destroyed after 7 years from the time of the position being filled, including the records of the applicant who was hired. However, background records for current employees will be maintained during their entire employment with the Department.

32.2.4 DECEPTION DETECTION DEVICES

The following outlines the prohibition on the use of polygraph or deception detection device testing during the employment process:

- A. The University of Wisconsin–Madison Police Department will not require a polygraph examination or other instrument for the detection of deception during the selection process of candidates.
- B. The Department does not utilize any deception detection devices.

32.2.5 MEDICAL EXAMINATIONS

The following outlines the necessity for medical examinations for personnel:

- A. Appointment to probationary status is partially made contingent on a police officer or security officer candidate's successful completion of a comprehensive medical examination that employs testing procedures that are valid, useful, and nondiscriminatory.
- B. The examination to certify the general health of a police officer and a security officer candidate is conducted by a licensed physician associated with a certified organization and designated by the UW–Madison Police Department.
- C. Appointment to probationary status for non-sworn personnel, excluding security officers and law enforcement dispatcher, is partially made contingent to a candidate successfully completing a drug screen.
- D. Appointment to probationary status for law enforcement dispatcher is partially made contingent to a candidate successfully completing a drug screen and a hearing examination.

32.2.6 EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION

The following shall govern procedures associated with psychological examinations of candidates for positions:

- A. An emotional stability and psychological fitness examination of each candidate for positions shall be conducted and assessed by a qualified professional prior to appointment to probationary status. The evaluation is conducted by a licensed psychological testing service. The testing service uses procedures that are determined valid, useful, and non-discriminatory.
- B. An interview with a licensed psychologist or other qualified health professional shall be conducted in conjunction with the administration of emotional stability and psychological fitness testing. Such interviews shall be used to determine the emotional stability and psychological fitness of the candidate, as well as to clarify test results.

32.2.7 PERSONNEL RECORDS RETENTION

The following shall govern procedures associated with the retention of medical examinations and emotional stability and psychological fitness testing records:

- A. The Department maintains a report of each examination to ensure that proper procedures are followed and to provide data for research and legal defense. All such records are secured and maintained in accordance with federal, state, and local requirements for privacy, security, and Freedom of Information Act access.
- B. Access to medical records shall be restricted to those persons legally entitled to review the records. These files or records are maintained by the department's HR Assistant.

32.2.8 SWORN PERSONNEL PROBATIONARY PERIOD

The following shall govern procedures associated with probationary periods for sworn personnel:

- A. Permanent status as a police officer requires completion of an 18-month probationary period, during which time performance will be evaluated. Permanent status may then be granted if performance has been determined to be satisfactory.
- B. The term of probation shall commence on the date of the appointee's original appointment to the Department and shall continue for the period of 18 continuous months.
- C. Exceptions to the 18-month period are rare, but in special situations the probationary period may be extended, for example, due to injury or illness or during entry-level training.

32.2.9 NON-SWORN PERSONNEL PROBATIONARY PERIOD

The following shall govern procedures associated with probationary periods for non-sworn personnel:

- A. Non-sworn personnel probationary periods shall be in accordance with standards set forth by the University of Wisconsin-Madison's Office of Human Resources.
- B. Permanent status to a non-sworn position requires completion of a 12-month probationary period, during which time performance will be evaluated. Permanent status may then be granted if performance has been determined to be satisfactory.
- C. The term of probation shall commence on the date of the appointee's original appointment to the Department and shall continue for the period of 12 continuous months.
- D. Exceptions to the 12-month period are rare, but in special situations the probationary period may be extended, for example, due to injury or illness or during entry-level training.