



UW-Madison Police Department

Policy: 31.1

SUBJECT: RECRUITMENT

EFFECTIVE DATE: 06/01/10

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POLICY:

The UW-Madison Police Department shall develop and maintain a recruitment program in an effort to recruit the highest quality candidates. The Department prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignment, based on race, ethnicity, national origin, religion, age, gender, gender identity/expression, sexual orientation, immigration status, disability, housing status, occupation, language fluency, or other identifiable group.. Personnel who conduct recruitment activities shall be trained in the various personnel components of the recruitment effort.

DEFINITIONS:

“Applicant” refers to any person who applies or makes a formal application for employment.

“Equal employment opportunity” refers to the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, sexual orientation, age, gender, religion, national origin, or physical impairment.

“Recruitment activities” refer to a systematic method of seeking potentially qualified job applicants.

“Recruitment plan” refers to a written plan for actively recruiting underrepresented populations. A recruitment plan assumes that the agency is doing more than just fairly implementing its selection procedures and instruments.

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

PROCEDURE:

31.1.1 AGENCY PARTICIPATION

- A. The Department shall actively recruit with the purpose of establishing eligibility for filling sworn and non-sworn positions as they become available.
- B. Suggestions regarding possible candidates shall be forwarded to the , Personnel Sergeant. Recruitment announcements shall be posted. Department personnel should encourage qualified candidates to apply.
- C. Under the direction of the Administrative Director of Support Services the UWPD Human Resources team is responsible for working in conjunction with the University of Wisconsin-Madison’s Office of Human Resources to perform the following activities to support the agency’s recruitment goals:
 - 1. Conducting personal interviews with and providing information to potential candidates;
 - 2. Notifying civic organizations of vacancies;
 - 3. Participating in job fairs and/or career days;
 - 4. Working with community organizations and key community leaders;
 - 5. Maintaining liaison with the faculty of the University of Wisconsin and other colleges that are involved in criminal justice education;

6. Making presentations to local schools and organizations that express an interest in the criminal justice field; and
7. Posting application information online

31.1.2 ASSIGNMENT/RECRUITMENT

- A. Individuals assigned to recruitment activities shall be informed of position vacancies and hiring processes and shall be trained in equal opportunity as it affects the management and operations of the agency. The Human Resources team shall ensure those included in hiring processes are representative of the department as a whole in terms of job function, perspective etc.
- B. Employees involved in recruitment activities shall receive training as it relates to recruitment objectives; such training may include: department recruitment needs and commitments; career opportunities, salaries, benefits and training; federal and state compliance guidelines; the community and its needs; cultural awareness; the selection process; recruitment programs of other jurisdictions; characteristics that disqualify candidates; conducting background investigations; and medical requirements.

31.1.3 RECRUITMENT PLAN

- A. The Personnel Sergeant shall be responsible for developing and maintaining the recruitment plan for the Department. This document shall be reviewed annually or more frequently and updated as needed.
- B. The Department recruitment plan for personnel shall contain the following elements:
 1. A statement of objectives;
 2. Plan of action designed to achieve identified objectives, and
 3. Employees who are responsible for the plan's administration.
- C. An annual analysis of the agency's recruitment plan shall be conducted by the Professional Standards Lieutenant. The analysis shall include the following; progress towards above stated objectives, revisions to the plan as needed, and the demographic data of sworn personnel. The analysis shall be submitted to the Chief of Police for review.

31.1.4 EQUAL EMPLOYMENT OPPORTUNITY PLAN

- A. The department shall fully comply with the University of Wisconsin Madison's Equal Employment Opportunity Plan and complaint/resolution processes: <https://www.wisc.edu/policies/aaeo/>

31.1.5 JOB ANNOUNCEMENTS

- A. Job announcement and recruitment notices for all personnel shall provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
- B. The Department advertises job announcements and recruitment notices for all job vacancies. The Department job announcements and recruitment notices for entry-level job vacancies shall be posted through electronic, print, or other sources.
- C. The Department shall be advertised as an equal opportunity employer on all applications and recruitment advertisements.
- D. Official application filing deadlines shall be advertised on job announcements and recruitment notices.

31.1.6 POSTING LOCATIONS

- A. To achieve broader dissemination of recruitment materials and greater exposure for postings, recruitment information and job announcements should be delivered to organizations that are in regular contact with, or regularly viewed by, likely candidates for recruitment. When applicable, the recruitment teams should seek cooperative assistance from community organizations and key campus leaders during recruitment efforts.

31.1.7 CONTACT WITH APPLICANTS

- A. The University of Wisconsin-Madison's Office of Human Resources sends notifications of the receipt of applications to applicants for all positions.
- B. The Department maintains contact with applicants during initial application until their final employment disposition. The Personnel Sergeant or designee sends correspondence to applicants during the interview process and upon decision of their final employment disposition. Copies of such letters shall be saved in the Personnel records for the corresponding hiring process.