



UW-Madison Police Department

Policy: 32.1

SUBJECT: SELECTION – PROFESSIONAL AND LEGAL REQUIREMENTS

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POLICY:

The UW-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 department 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 decision concerning employment can be based on.

“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, 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 permanent personnel:

- A. The Office of Human Resources (OHR) 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. OHR 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 local media, ensuring compliance with University policies, and providing input to the UW-Madison Police Department as necessary.

- B. The Chief of Police shall be responsible for administering the Department's role in the selection process. OHR's policies provide 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 UW-Madison Police Department's Professional Standards 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. OHR shall 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 shall be scheduled for a panel interview. Those who have not passed may reapply during the next announcement. The panel members shall be comprised of personnel designated by the Chief of Police or designee and shall conduct formal interviews utilizing questions compiled from job related criteria.
 - 4. Upon completion of the initial interview process, those receiving a passing score shall be invited to the second level of pre-employment testing. At a minimum, non-sworn candidates shall be scheduled for an interview with a panel comprised of the Chief of Police and/or designee(s).
 - 5. Sworn candidates (and other positions as determined by the Chief of Police, or designee) shall complete an assessment center. The assessment center is designed to measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in the position description. Those selected to move on from the assessment center shall be scheduled for the final interview stage(s) of the process.
 - 6. Upon recommendation of the Chief of Police or designee, a conditional job offer shall be extended to selected candidate(s.) Offers are extended by telephone or electronic mail, with follow-up letters of confirmation.
 - 7. A background investigation shall be conducted on each candidate in accordance with department directive 32.2 Selection- Administrative Practices & Procedures.
 - 8. Pre-employment drug screens shall be conducted prior to initial hire.
 - 9. A psychological examination conducted on each candidate in accordance with department directive 32.2 Selection- Administrative Practices & Procedures.

32.1.2 SELECTION PROCESS FOR SWORN PERSONNEL – JOB RELATED

- 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 consult with UW-Madison Office of Workforce Relations to ensure that selection components are nondiscriminatory and meet validity and minimum adverse impact requirements.

32.1.3 UNIFORM ADMINISTRATION

- 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 uniformly 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:

- 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 OHR Website.

32.1.5 NOTIFICATION OF INELIGIBILITY

- A. Candidates determined to be ineligible for initial hire are informed by the Chief of Police, or designee in writing within 30 days of such decision.

32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS

- A. The Personnel Sergeant and/or Human Resources Manager shall ensure records of candidates not selected 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 in accordance with UW-Madison Records Retention Schedule.
- B. Records regarding non-selection shall be securely filed by the Personnel Sergeant and/or Human Resources Manager and/or otherwise destroyed when retention is no longer required.

32.1.7 SELECTION MATERIAL – SECURITY AND DISPOSITION

- A. The Personnel Sergeant and/or Human Resources Manager shall maintain records of candidates for positions not selected in locked files. To limit access and provide for 24-hour security, the Personnel Sergeant and/or Human Resources Manager 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 shall not be left unattended unless they are stored in a secure area.