



UW-Madison Police Department

Policy: 32.2

SUBJECT: SELECTION – ADMINISTRATIVE PRACTICES & PROCEDURES

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POLICY:

The UW-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.

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

“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.

PROCEDURE:

32.2.1 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 including education and employment history;
 - 2. A review of criminal history (to include any investigations or claims regarding sexual assault and/or sexual harassment);
 - 3. Verification of personal and professional references; and
 - 4. Review of relevant national or state decertification resources, if available.
- B. The investigation process should routinely involve a home visit with the candidate and their 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

- 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

- A. Records regarding criminal background checks shall be securely maintained in accordance with university and state records retention schedules.
- B. Background records for current employees shall be maintained during their entire employment with the Department.

32.2.4 DECEPTION DETECTION DEVICES

- A. The UW-Madison Police Department prohibits the use of any deception detection devices and shall not require a polygraph examination or other instrument for the detection of deception during the selection process of candidates.

32.2.5 MEDICAL EXAMINATIONS

- 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, job-related 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 PSYCHOLOGICAL EXAMINATIONS

- A. A psychological fitness examination of each candidate for positions shall be conducted and assessed by a qualified professional prior to appointment to initial hire. 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 psychological fitness testing. Such interviews shall be used to determine the psychological fitness of the candidate, as well as to clarify test results.

32.2.7 PSYCHOLOGICAL & MEDICAL EXAMINATION RECORDS RETENTION

- A. The Department maintains a report of each examination to ensure that proper procedures are followed. 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

- A. Permanent status as a police officer requires completion of an 18-month probationary period, during which time performance shall 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. The probationary period may be extended by the Chief of Police or designee.

32.2.9 NON-SWORN PERSONNEL PROBATIONARY PERIOD

- 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 shall 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. The probationary period may be extended by the Chief of Police or designee.