

# UW Whitewater Police



## Selection – Legal Requirements

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## I. Purpose

To provide the UW-Whitewater Police Department with guidelines for selection-related activities.

## II. Definitions

**Candidate:** 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:** A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

**Selection criteria:** Rules, standards, procedures, or directives upon which decision concerning employment can be based on.

**Selection materials:** Evaluations, ratings, questionnaires used in the selection process that have a bearing upon the employment decision.

**Selection procedures:** Any established method or combination of methods used in any way as the basis for an employment decision.

**Selection process:** 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.

## III. Policy

The UW-Whitewater Police Department (UWWPD) shall ensure that selection-related activities are conducted in accordance with applicable federal laws, state statutes, and University regulations.

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## IV. Procedure

- A. **Elements of the Selection Process:** The following shall govern procedures regarding elements of the selection process for all part-time and full-time permanent personnel:
1. The UW-Whitewater's 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, ensuring compliance with University policies, and providing input to the UW-Whitewater Police Department as necessary.
  2. 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. This process may include, but is not limited to:
    - a. Job posting and advertising;
    - b. Review and screening of applicants; following final filing deadline. OHR shall provide an applicant list in accordance with University policy.
    - c. Those applicants who have met the pre-established minimum qualifications set forth by the Chief of Police or designee, and have passed the initial background check, 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.
    - d. 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 other appropriate means.
    - e. A full background investigation shall be conducted on each selected sworn candidate in accordance with department directive 31.5 Selection- Administrative Practices.
    - f. Pre-employment drug screens shall be conducted on each sworn candidate prior to initial hire.
    - g. A psychological examination conducted on each sworn candidate in accordance with department directive 31.5 Selection- Administrative Practices.
- B. **Selection Process for Sworn Personnel – Job Related**
1. All elements of the process for sworn personnel shall use only those rating criteria or minimum qualifications that are job-related. The selection criteria for all sworn positions are identical as it pertains to skill knowledge and ability; and are not dependent upon full-time status.

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2. The Department shall consult with OHR to ensure that selection components are nondiscriminatory and meet validity and minimum adverse impact requirements.

## **C. Uniform Administration**

1. 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, and scoring formulas shall be clearly defined and carried out uniformly for all candidates regardless of full- time status.
2. The Department shall comply with all federal, state, and University requirements regarding administering, scoring, evaluating, and interpreting elements of the selection process.

- D. Notification of Ineligibility:** 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.

## **E. Disposition of Records – Ineligible Applicants**

1. The Chief of Police, or designee 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-Whitewater Records Retention Schedule.
2. Records regarding non-selection shall be securely filed by the Chief of Police, or designee and/or otherwise destroyed when retention is no longer required.

- F. Selection Material – Security and Disposition:** The Chief of Police, or designee shall maintain records of candidates for positions not selected in limited access secure digital files. To prevent disclosure of the information within, such materials shall be destroyed when retention is no longer required.