

# UW Whitewater Police



## Selection – Administrative Practices

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### I. Purpose

To provide guidelines for conducting screening processes for candidates for employment.

### II. Definitions

**Candidate:** A person who has submitted an application, meets the minimum criteria for the position, and either has been interviewed for the position or been contacted by human resources personnel for follow-up after the application.

**Probationary period:** A phase of the selection process represented by some form of conditional employment.

**Psychological fitness examination:** 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.

### III. Policy

The UW-Whitewater Police Department shall implement procedures for conducting effective candidate screening processes.

### IV. Procedure

#### A. Minimum Qualifications for Hiring

##### 1. Sworn Staff

- a. 18 Years of age
- b. Of good character free from any physical, emotional or mental condition which might adversely affect performance as a law enforcement officer
- c. Valid WI driver's license
- d. A minimum of 60 credit hours of post-secondary education
- e. No unpardoned felony convictions or convictions for situations involving domestic violence
- f. Pass a medical evaluation, drug test, and psychological exam

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2. Civilian Staff
  - a. High School Diploma
  - b. Minimum of 1-year administrative assistant or related experience

## **B. Background Investigations:**

1. A background investigation of each candidate for all positions shall be conducted prior to appointment to probationary status. This shall include:
  - a. Verification and review of qualifying credentials including education and employment history;
  - b. A review of criminal history (to include any investigations or claims regarding sexual assault and/or sexual harassment);
  - c. A review of the candidate's credit history and report;
  - d. Verification of, and contact with, personal and professional references; and
  - e. Review of relevant national or state decertification resources, if available.
2. 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 applicable.

## **C. Personnel Conducting Background Investigations**

1. Background investigation shall be conducted by personnel trained in collecting required information.
2. Prior to conducting a background investigation, a background investigator shall be trained in the format of the background investigation report, the confidential nature of the background investigation, the required databases to be searched, the work history and educational references to be checked, and organizations or other information relevant to the investigation.

## **D. Background Investigation Records**

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

**E. Deception Detection Devices:** The UW-Whitewater Police Department does not require a polygraph examination or other instrument for the detection of deception during the selection process of candidates.

## **F. Medical Examinations**

1. Appointment to probationary status is partially made contingent on a police officer candidate's successful completion of a comprehensive medical examination that employs testing procedures that are valid, useful, job-related, and nondiscriminatory.
2. 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-Whitewater Police Department.

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3. Appointment to probationary status for all personnel is contingent on a candidate successfully completing a drug screen.
- G. Psychological Examinations
1. A psychological fitness examination of each candidate for all sworn police 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.
  2. The candidate shall complete an interview with a licensed psychologist or other qualified health professional in conjunction with the administration of psychological fitness examination. Such interviews shall be used to determine the psychological fitness of the candidate, as well as to clarify test results.
- H. Psychological and Medical Examination Records Retention
1. 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.
  2. 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 record custodian.
- I. Sworn Personnel Probationary Period
1. Permanent status as a police officer requires completion of a 12 to 18-month probationary period, during which time performance shall be evaluated. Permanent status may be granted if performance has been determined to be satisfactory.
    - a. Individuals currently certified by the State of Wisconsin shall serve a 12-month probationary period.
    - b. Individuals eligible for certification upon hire by the State of Wisconsin, shall serve a 12-month probationary period.
    - c. Individuals who are not currently certified or eligible for certification upon hire by the State of Wisconsin shall serve an 18-month probationary period.
  2. 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 to 18 continuous months.
  3. The probationary period may be reduced or extended by the Chief of Police in consultation with the University of Wisconsin-Whitewater's Office of Human Resources.
- J. Non-Sworn Personnel Probationary Period
1. Non-sworn personnel probationary periods shall be in accordance with standards set forth by the University of Wisconsin-Whitewater's Office of Human Resources.
  2. Permanent status to a non-sworn position requires completion of a probationary period, during which time performance shall be evaluated. A 12-month probationary period is required for non- university employees. A 6-month probationary period is

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required for transferring university employees. Permanent status may be granted if performance has been determined to be satisfactory.

3. 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 6 to 12 continuous months.
4. The probationary period may be reduced or extended by the Chief of Police in consultation with the University of Wisconsin-Whitewater's Office of Human Resources.