

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 32.1

SUBJECT: SELECTION OF SWORN PERSONNEL

EFFECTIVE DATE: 10/01/09

REVISED DATE:

REFERENCE ILEAP: PER.01.01
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INDEX AS:

32.1.1 ELEMENTS OF THE SELECTION PROCESS
32.1.2 SELECTION PROCESS – JOB RELATED
32.1.3 EVALUATION OF SELECTION PROCESS
32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS
32.1.5 APPLICANTS NOT ELIGIBLE FOR APPOINTMENT
32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS
32.1.7 SECURITY AND STORAGE OF SELECTION MATERIALS

PURPOSE:

The purpose of this policy is to establish guidelines for the administration of the police officer selection process.

DEFINITIONS:

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 process: The testing components and procedures which lead to a final employment decision.

Selection materials: 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.

Utility/Usefulness: 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: 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.

POLICY:

32.1.1 ELEMENTS OF THE SELECTION PROCESS

A. The Board of Fire and Police Commissioners maintains a manual on file which describes all components of the police officer selection process. A copy of this manual is available in the Office of the Chief of Police.

B. The City of Champaign Human Resources Department is responsible for coordinating the application process for the position of police officer. It is responsible for the following activities:

1. The announcement of job vacancies.
2. Coordinating the acceptance and review of all applications.
3. Administering physical fitness examinations.
4. Administering written examinations.
5. Scheduling eligibility list interviews.

C. The City of Champaign Board of Fire and Police Commissioners are responsible for establishing eligibility lists for positions within the Police Department.

D. In addition, the Board of Fire and Police Commissioners ensure that the selection process complies with the City's equal employment opportunity policies.

E. The Champaign Police Department has an experienced officer hiring program. Candidates for the experienced officer hiring program must meet the following requirements, which are in addition to the minimum requirements for the position of police officer;

1. Have graduated from the Police Training Institute or an equivalent training academy.
2. Possess current State of Illinois Peace Officer certification.
3. Have prior law enforcement experience within the past five (5) years.

32.1.2 SELECTION PROCESS – JOB RELATEDNESS

A. To document that the elements of the selection process use only those rating criteria or minimum qualifications that are job related, the Board of Fire and Police Commissioners will ensure that:

1. The selection process incorporates only those components that have been documented as having validity and utility.
2. The selection process has criteria-related validity.
3. Adverse impact is minimized in the selection process.
4. Records and data used to measure adverse impact are maintained on file.

5. Materials obtained from or administered by a private sector organization or vendor meet the requirements of validity and utility and minimize adverse impact, or they will not be utilized.

32.1.3 EVALUATION OF SELECTION PROCESS

- A. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner by the Board of Fire and Police Commissioners and/or the City of Champaign Human Resources Department.

32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS

- A. The Board of Fire and Police Commissioners and the City of Champaign Human Resources Department notify applicants, in writing, of:
 1. All elements of the selection process.
 2. The scope and expected duration of the selection process.
 3. The City's policy on re-application.

32.1.5 APPLICANTS NOT ELIGIBLE FOR APPOINTMENT

- A. Candidates determined to be ineligible for appointment are informed by the Board of Fire and Police Commissioners or by Human Resources, in writing, of the basis of their disqualification (e.g., background investigation, test scores, medical examination) within 30 calendar days of each decision.

32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS

- A. The Board of Fire and Police Commissioners ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state, and local requirements for privacy, security, and the Freedom of Information Act.

32.1.7 SECURITY AND STORAGE OF SELECTION MATERIALS

- A. Selection and testing materials are securely stored when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials.
- B. Whenever selection material is to be disposed of, this destruction is performed in a manner which prevents disclosure of the information therein and occurs under the supervision of a delegated representative of the Board of Fire and Police Commissioners.

ISSUING AUTHORITY



Anthony D. Cobb
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Champaign Police Department