
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 32.2

SUBJECT: SELECTION - ADMINISTRATIVE PROCEDURES

EFFECTIVE DATE: 10/01/09

REVISED DATE:

REFERENCE ILEAP: PER.01.03

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PURPOSE:

The purpose of this policy is to establish responsibility for the administration of the police officer and employee selection process and to ensure the selection of those applicants who meet entrance requirements.

DEFINITIONS:

Candidate: A person seeking employment who has completed a formal application.

Emotional Stability/Psychological Fitness Examination: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.

Probation: A phase of the selection or promotional process represented by some form of conditional employment.

POLICY:

32.2.1 BACKGROUND INVESTIGATION

- A. A background investigation of each candidate is conducted prior to appointment to probationary status, and includes the following:
 - 1. Verification of minimum qualifying credentials (age, education, etc.).
 - 2. Review of credit history.
 - 3. Review of driving history.
 - 4. Review of criminal background.
 - 5. Verification of references and past employment.
- B. Background investigations shall be performed by sworn supervisors of the Department at the direction of the Chief of Police.

32.2.2 PERSONNEL CONDUCTING BACKGROUNDS

- A. Personnel conducting background investigations shall have the investigative training and knowledge necessary to gather appropriate information during the process.

- B. The training shall ensure that background investigations are fair, equitable, and in compliance with EEOC guidelines.

32.2.3 BACKGROUND INVESTIGATION RECORDS

- A. A confidential record of each candidate's background investigation is maintained on file by the Professional Standards Division of the Champaign Police Department.

32.2.4 POLYGRAPH TESTING

32.2.5 POLYGRAPH EXAMINERS

32.2.6 POLYGRAPH SIGNIFICANCE

- A. Polygraph examinations are not administered as a part of the testing or application process for positions within the Department.

32.2.7 MEDICAL EXAMINATION

- A. Appointment to probationary status as a police officer is made contingent upon successful completion of a comprehensive medical examination which shall certify the general health of each candidate and ensure a minimum level of medical fitness.

32.2.8 PSYCHOLOGICAL EXAMINATION

- A. Appointment to probationary status as a police officer is made contingent upon successful completion of an emotional stability and psychological fitness examination.
- B. The psychological examination shall be performed by a qualified professional from a psychological testing service.

32.2.9 SELECTION FILE

- A. The Board of Fire and Police Commissioners maintains a report of each police officer's medical examination and psychological examination. All such records are secured and maintained in accordance with federal, state and local requirements for privacy, security and Freedom of Information Act access.

32.2.10 PROBATIONARY PERIOD

- A. Permanent status as a police officer requires completion of a probationary period of 15 months, during which time performance is regularly evaluated.

- B. The probationary period may be extended as provided in Article 28 of the Labor Agreement.
- C. Selection criteria and probationary requirements for AFSCME positions are covered in Articles 25 and 27 of the AFSCME Labor Agreement.

ISSUING AUTHORITY

A handwritten signature in black ink, appearing to read 'Anthony D. Cobb', is written over a horizontal line.

Anthony D. Cobb
Chief of Police
Champaign Police Department