

Department of Public Safety
Police Division
Operations Policies and Procedures

<u>Title</u> Recruitment and Selection of Police Division Personnel	<u>SOP Number</u> 5.1.100
Approval Signature 	
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Recruitment and Selection of Police Division Personnel

- I. **Purpose:** The purpose of this policy is to guide the University of Cincinnati Police Division (the "UCPD") regarding the recruitment and selection of law enforcement personnel. For this policy, law enforcement personnel include sworn Police Officers, Security Officers, and Emergency Communication Dispatchers.

- II. **Policy:** It is the policy of the UCPD to recruit, both on and off-campus, and hire a qualified workforce with the skills, knowledge, abilities, and values that align with the mission of the University of Cincinnati (the "University" or "UC"). The UCPD's recruitment efforts aim to ensure equal opportunity and attract individuals who contribute to the success of the University.

- III. **Procedure:**
 - A. **Approval**
 1. The Director of Public Safety must give prior, written approval for any UCPD job posting.

 - B. **Equal Opportunity Plan**
 1. The [UC Office of Ethics, Compliance & Community Impact](#) will develop an Equal Opportunity Plan.
 2. The plan will be used to assist in the development of the UCPD's Recruitment Plan.

 - C. **Recruitment Plan**
 1. Using the EEO Plan, the UCPD will develop and maintain a [Recruitment Plan](#) for sworn positions. The Recruitment Plan will guide the UCPD in its efforts to recruit, hire, and maintain qualified law enforcement personnel. The Recruitment Plan will contain a statement of objectives and an action plan designed to achieve those objectives. The Chief of Police must provide final approval for the Recruitment Plan.
 2. The Recruitment Plan will be reviewed annually by the Community Engagement Supervisor and the Central Human Resources Recruiter assigned to the UCPD, as well as any other employee designated by the Chief of Police. The annual review will (1) assess the UCPD's progress toward the stated objectives and (2) propose any appropriate or necessary revisions to the Recruitment Plan. The annual review should be completed in writing and submitted to the Chief of Police. Any revisions to the Recruitment Plan must be approved by the Chief of Police.

 - D. **Job Descriptions**
 1. The UCPD will maintain a job description that includes the essential functions

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- and the minimum qualifications for all law enforcement personnel positions.
2. Revisions to any law enforcement personnel position job description will be made according to the applicable policies and procedures of the University's Central Human Resources Department. Revisions to a law enforcement personnel position job description should be made before the commencement of recruitment for that position.

E. Selection Process

1. Overview
 - a. For purposes of this policy, the term "Selection Process" refers to the process that UCPD follows to post a vacant position, evaluate applicants, and make conditional offers of employment to qualified, selected applicants.
 - b. All aspects of the Selection Process will be job-related and non-discriminatory.
 - c. All elements of the Selection Process will be administered, scored, and interpreted uniformly.
 - d. The Selection Process consists of many steps. Applicants will only proceed in the Selection Process if they satisfy the requirements of the previous step as outlined in this policy. Applicants who do not satisfy the requirements of a step are disqualified from the Selection Process.
 - e. The Selection Process applies to all external applicants for all position searches for law enforcement personnel, except as limited or clarified for any applicant who qualifies as an external lateral Police Officer applicant, defined in section F of this policy.
 - f. The Director of Public Safety may cancel a position search at any time during the Selection Process until an applicant has accepted a conditional offer and satisfied its corresponding conditions, except as restricted by University HR policy.
2. Application and Minimum Qualifications Review
 - a. Applicants will apply for all law enforcement personnel positions on UC's Human Resources Careers website. Applicants whose applications do not evidence that they meet the minimum requirements of the position will not progress in the Selection Process. All Police Officer 1 applicants must have their Ohio Peace Officer certification.
3. Physical Fitness Assessment for Police Officer and Security Officer Applicants who meet minimum qualifications.
 - a. Police Officer Applicants
 - 1) Police Officer Applicants with Ohio Peace Officer Certification: Must satisfy [physical fitness benchmarks as established by the UCPD](#).

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- 2) Police Officer Apprentice Applicants: Must meet the Ohio Peace Officer required physical fitness start benchmarks as set forth by the Ohio Attorney General on its website.
- 3) All Police Officer Applicants will be provided notice of when and where their physical fitness assessment will occur, and must provide a medical clearance to participate in the assessment signed by a physician.
- b. Security Officer Applicants
 - 1) Security Officer applicants must satisfy [physical fitness benchmarks as established by the UCPD](#).
 - 2) Security Officer Applicants will be provided notice of when and where their physical fitness assessment will occur, and must provide a medical clearance to participate in the assessment signed by a physician.
4. Initial Background Check
 - a. All law enforcement personnel applicants' information will be checked through NCIC, RCIC, LEADS, FBI, and BCI to determine if there are any immediate disqualifying criteria in their background, before proceeding further in the Selection Process.
5. Written Examination
 - a. Police Officer Apprentice and Emergency Communication Dispatcher applicants who meet the minimum qualifications, pass the NCIC search, and satisfy the physical fitness assessment, if applicable, will have an opportunity to take a written examination as determined by the UCPD.
 - b. Law Enforcement Apprentice applicants who score in the top ten on the written examination will be assigned for the background investigation. ULEO1 and ULEO3 applicants are exempt from the written test due to demonstrating competency by obtaining OPOTA certification.
6. Background Investigation
 - a. Personnel assigned or retained to conduct background investigations will receive training in employment background investigations that is determined appropriate by UCPD.
 - b. The background investigation will include, but not be limited to:
 - 1) Verification of qualifying credentials;
 - 2) Criminal history check;
 - 3) Verification of at least three professional references;
 - 4) Verification of work history and performance, if available;
 - 5) Social media account review (applicants may be required to supply account access for the background investigator to review content);
 - 6) Military History; and
 - 7) Open-Source check.
 - c. Additional review through federal, foreign, or other appropriate investigative

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resources will be made for any candidate who has lived or worked outside the United States.

- d. The Background Investigator will complete a background investigative summary that provides a brief overview of the facts of the background investigation. The summary will not make a hiring recommendation.
 - e. The Background Investigator will also complete the [Form 23 Background Investigation Checklist](#) for each applicant and submit it to the Recruitment Process Supervisor.
 - f. The Recruitment Process Supervisor will review each completed background investigation and the Form 23 Investigation Checklist. Based on their review, the Recruitment Supervisor will approve background investigations that meet the appropriate standards set forth by UC and submit a supervisor summary for all approved background investigations that identify any [disqualifying criteria](#) discovered during the background investigations to the Command Staff for their review. Command Staff will make the final determination as to whether an applicant has passed their background investigation.
 - g. In addition, the UCPD will not hire applicants who have been discharged or resigned following a criminal or administrative determination that they have engaged in acts of dishonesty, excessive force, or racial profiling with any law enforcement agency.
 - h. All other elements of the background check process in UC Central Human Resources Policy 16.17 ("Policy 16.17.") will be followed in all aspects not specifically stated in this SOP, including but not limited to an applicant's ability to dispute information found in the background investigation. Where there is a conflict between this SOP and Policy 16.17, Policy 16.17 must be followed.
7. Truth Verification Examination
- a. Law enforcement personnel applicants who pass the background investigation will be required to take and pass a truth verification examination.
 - b. The truth verification examination shall be administered by a qualified examiner, as determined by the UCPD.
 - c. All law enforcement personnel applicants for a position search will be administered the same truth verification examination.
8. Behavioral Assessment/Psychological Examination
- a. Applicants who successfully pass the truth verification examination are then required to take and pass a behavioral assessment/psychological examination.

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- b. The Behavioral Assessment/Psychological Examination shall be administered by a licensed psychologist or psychiatrist, as determined by the UCPD.
 - c. All law enforcement personnel applicants for a position search will be administered the same behavioral assessment/psychological examination.
9. Panel Interview
- a. Law enforcement applicants who have satisfied all previous requirements of the Selection Process will participate in a panel interview.
 - b. The Recruitment Process Supervisor will assemble an interview panel that may be comprised of a group of the following representatives:
 - 1) Three Command Staff representatives
 - 2) A bargaining unit representative (per the applicable Collective Bargaining Agreement, if required)
 - c. The Panel will ask all the applicants the same set of prepared questions. The panel members may ask follow-up questions based on the applicant's answers to obtain clarification as needed.
10. Conditional Employment Offer
- a. The Director of Public Safety will determine which applicants, if any, the UCPD will extend a conditional offer of employment.
 - b. Applicants extended a conditional employment offer must pass the required medical examination, if applicable, and toxicology screening, satisfy the I-9 verification process, complete the new-employee orientation, and fulfill any other conditions required by the applicable collective bargaining agreement.
 - c. Medical Examination
 - 1) Police Officer applicants who are in the academy to obtain the Ohio Peace Officer certification must be approved by a licensed medical practitioner to perform the requirements of the position and must complete and submit the OPOTA Student Health Data form.
 - 2) Police Officer applicants who have the Ohio Peace Officer certification, Security Officer applicants, and Emergency Communications Dispatcher applicants are required to complete a medical examination.

F. External Lateral Law Enforcement Officers

- 1. To recruit a skilled workforce, UCPD may recruit candidates currently certified as peace officers by the Ohio Peace Officers Training Academy (OPOTA) for the State of Ohio and who have at least three years of active full-time service and documented work history with another OPOTA-certified law enforcement agency.
 - a. Lateral entry ULEOs meeting these criteria will start as a ULEO 3 and will serve a one-year probationary period and receive the probationary

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- ULEO 3 rate of pay.
 - b. Upon completion of the probationary period, the officer will receive the APR rate of pay for a ULEO 3.
 - c. Seniority for lateral entry ULEOs will be based on their time served as a ULEO with the University of Cincinnati Department of Public Safety.
 - d. Lateral entry ULEOs will not be eligible for a specialty assignment until they have served two full years.
 - e. Lateral entry ULEOs will not be eligible for promotion for two years after their start date.
2. The selection process will include, at a minimum, satisfying [physical fitness benchmarks established by the UCPD](#), a background investigation, a behavioral assessment/psychological examination, a truth verification examination, oral interview panels, and a medical examination, as with any other potential applicant.
 3. All lateral Police Officer Applicants will be provided notice of when and where their physical fitness assessment will occur, and must provide a medical clearance to participate in the assessment signed by a physician.
 4. The background investigation will include a review and consideration of all the candidates' available records of use of force training, and any history of use of force, complaints, or discipline.
 5. For vacancies for the rank of Police Captain or above, internal candidates will receive full consideration; however, the Director of Public Safety reserves the right to conduct an external search for qualified candidates.
 - a. The selection process for Captain or above will be determined by the Chief of Police in consultation with UCHR.
 - b. For external candidates for the position of Police Captain or above, the process will include a Personal History Questionnaire and Background Investigation. The process may also include additional steps.

G. Police Academy and Field Training Program

1. Newly hired represented sworn police officers are required to successfully complete an Ohio Police Academy and a Field Training Program of the Division's choosing within one year of the hire date as a condition of employment.
2. Represented sworn applicants who must become certified peace officers in the state of Ohio to obtain a position will be expected to pass the Ohio Peace Officer Physical Fitness standards examination academy start requirements within ninety (90) days of the academy start date.
3. Represented sworn applicants who are already certified peace officers in the state of Ohio will be expected to satisfy physical fitness benchmarks established by the UCPD.

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H. Training

1. The UCPD will provide recruitment training to the appropriate employees.

References

IACLEA Accreditation and Standards Manual, "Recruitment and Selection,"

<http://www.iaclea.org/visitors/PDFs/IACLEAStandardsManual-Ed1.4-Sept2016.pdf>

OHIO COLLABORATIVE LAW ENFORCEMENT AGENCY CERTIFICATION, "Standards and Compliance Checklist,"

http://www.ocjs.ohio.gov/ohiocollaborative/links/completed_Ansonia_Final_Report.pdf

Exiger Recruitment and Hiring Recommendations, "Review of Officer Recruitment, Hiring, Promotion, and Retention," 1-3 November 8, 2016