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Approval Signature

James L Whalen

Reviewed/Revised by

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February 11, 2021

Effective Date

January 23, 2017
Recruitment and Selection of Police Division Personnel

I. Purpose: The purpose of this policy is to provide guidance to the University of Cincinnati Police Division (the “UCPD”) regarding the recruitment and selection of law enforcement personnel. For the purposes of this policy, law enforcement personnel includes 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 and diverse workforce that possesses 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 support a workplace that is inclusive of all individuals.

III. Procedure:

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

B. Equal Employment Opportunity Plan
   1. In conjunction with the Office of Equal Opportunity & Access and the Talent Acquisition and Retention Department of UC’s Central Human Resources Department, an Equal Employment Opportunity Plan (“EEO Plan”) using underutilization analysis for sworn personnel in the UCPD will be developed and maintained. The EEO 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 diverse and 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 Training Section 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 towards 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 and the minimum qualifications for all law enforcement personnel positions.
2. Revisions to any law enforcement personnel position job description will be made pursuant 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 prior to 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 in which the 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 in a uniform manner.
   d. The Selection Process as set forth in this section is a step-wise process. Applicants will only proceed to the next step in the Selection Process if they satisfy the requirements of the previous step. 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 applicants must either (1) have their Ohio Peace Officer certification, or (2) be currently enrolled in an academy to obtain their Ohio Peace Officer certification.
3. Physical Fitness Assessment for Police Officer and Security Officer Applicants
Who Meet Minimum Requirements
a. Police Officer Applicants
   a. With Ohio Peace Officer Certification: Must meet the Ohio Peace Officer required physical fitness end benchmarks as set forth on by Ohio Attorney General on its website.
   b. In Academy to Obtain Ohio Peace Officer Certification: Must meet the Ohio Peace Officer required physical fitness start benchmarks as set forth on by Ohio Attorney General on its website.
   c. Police Officer applicants will be provided notice of when and where their physical fitness assessment will occur.

b. Security Officer Applicants
   a. Security Officer applicants must satisfy physical fitness benchmarks as established by the UCPD.
   b. Security Officer applicants will be provided notice of when and where their physical fitness assessment will occur.

4. NCIC Search
   a. All law enforcement personnel applicant names will be run through NCIC to determine if there are any immediate disqualifying criteria in their background, prior to proceeding further in the Selection Process.

5. Written Examination
   a. Sworn Police Officer 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. If only one vacant position is being filled, law enforcement personnel applicants who score in the top ten (10) on the written examination will be assigned for a background investigation. If there are multiple, identical vacant positions being filled, five (5) applicants per vacant position with a minimum of ten (10) applicants will move to the Background Investigation phase depending on the number of vacant positions.

6. Background Investigation
   a. Personnel assigned or retained to conduct background investigations will receive training in employment background investigation 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 personal references;
      4) Verification of work history and performance if available;
      5) Social media account review (applicants may be required to supply account access by providing account passwords);
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6) Credit check (only completed for finalist and performed just prior to conditional offer letter);
7) Military History; and
8) Open Source check.

c. Additional review through federal, foreign or other appropriate investigative 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 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 identifies 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 as determined by the UCPD.
   b. All law enforcement personnel applicants for a position search will be administered the same truth verification examination.

8. Behavioral Assessment/Psychological Examination
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a. Applicants who successfully pass the truth verification examination are then required to take and pass a behavioral assessment/psychological examination as determined by the UCPD.
b. All law enforcement personnel applicants for a position search will be administered the same behavioral assessment/psychological examination.

9. Initial Panel Interview
   a. Law enforcement applicants who have satisfied all previous requirements of the Selection Process will participate in an initial panel interview.
   b. The Chief of Police will assemble an interview panel that will be comprised of a diverse group of students, faculty, staff, and community members, including bargaining unit representation in accordance with the applicable Collective Bargaining Agreement, if required (the “Initial Panel”).
   c. The Initial Panel will ask all the applicants the same set of prepared questions. The Initial Panel members may ask follow-up questions based on the applicant's answers in order to obtain clarification as needed.
   d. The Initial Panel will submit a list of candidates they recommend based on the applicants' performance during the interview, as well as the totality of each applicant's performance through the Selection Process, to the Chief of Police.

10. Command Panel Interview
   a. The Chief of Police will then assemble a diverse interview panel of command staff from the UCPD (the “Command Panel”).
   b. The Command Panel will interview applicants recommended by the Initial Panel.
   c. The Command Panel will make hiring recommendations to the Director of Public Safety based on each applicant's performance in the Command Panel interview as well as the totality of each applicant's performance throughout the Selection Process.
   d. The Director of Public Safety will determine which applicants, if any, the UCPD will extend a conditional offer of employment.

11. Conditional Employment Offer
   a. 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 fulfil any other conditions required by the applicable collective bargaining agreement.
   b. Medical Examination
      i. 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.
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ii. Police Officer applicants who have the Ohio Peace Officer certification, Security Officer applicants, and Emergency Communications Dispatcher applicants are not required to complete a medical examination.

F. External Lateral Law Enforcement Officers
1. In an effort to recruit a diverse and 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 service and documented work history with another OPOTA certified law enforcement agency.
2. The selection process will include at minimum a physical fitness assessment, a background investigation, a behavioral assessment/psychological examination, truth verification examination, oral interview panels and medical examination as any other potential applicant.
3. The background investigation will include a review and consideration of all the candidate’s available records of use of force training, and any history of use of force, complaints, or discipline.
4. 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 UCPD in consultation with UCHR, and will include assessments, a panel interview, and a command staff interview. The applicants will be assessed based on the essential job functions of the position description.
   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. This determination will be made by the Police Chief in consultation with UCHR based on experience and information available in the candidate’s Personal History Questionnaire.

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 hire date as a condition of employment.
2. Represented sworn applicants who must become a certified peace officer 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
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state of Ohio will be expected to pass the Ohio Peace officer Physical Fitness standards examination academy end requirements.

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

References

IACLEA Accreditation and Standards Manual, “Recruitment and Selection,”

OHIO COLLABORATIVE LAW ENFORCEMENT AGENCY CERTIFICATION, “Standards and Compliance Checklist,”