


<p>Accreditation Standards: 31.3.3., 31.4.1, 31.4.2, 31.4.3, 31.5.1 ,31.5.2, 31.5.3, 31.5.4, 31.5.6, 31.5.7; CFA 9.05; IACLEA 5.2.4</p> <p>Revisions: 08/97; 06/01; 03/05; 06/07; 04/15; 02/20; 07/20;9/23</p> <p>References: Chap. FSS 119, 257</p>	<p>University of Florida Police Department</p>  <p>Department Standards Directive</p>	<p>Responsibility: Personnel</p> <p>Pages: 5</p> <p>Related Documents: None</p>
<p>TITLE: JOB APPLICANT SELECTION PROCESS</p>		

2212 Job Applicant Selection Process

2212.1 Purpose. The purpose of this directive is to establish the guidelines for a job-related, consistent, and non-discriminatory selection process for entry-level job applicants.

2212.2 Discussion. The selection process is a major determinant of the operational effectiveness of a law enforcement agency. The selection process shall strive towards identifying applicants that possess the skills, knowledge and abilities required for the position. The selection process should identify applicants in a fair and consistent manner.

2212.3 Policy. The University of Florida is an equal opportunity employer. The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. This commitment applies in all areas to students, staff, sworn and non-sworn. The department shall comply with all federal and state laws as well as University System rules pertaining to selection.

The Chief shall designate a Human Resources Manager as the department's liaison with the University's Human Resources (HR). The Human Resources Manager shall coordinate the selection and hiring process with the University's HR. The Human Resources Manager shall be thoroughly familiar with the selection procedures set forth by HR. Each element of the selection process will be administered and evaluated in a uniform and consistent manner. The Chief shall be the final hiring authority.

2212.4 Procedure. This procedure governs the selection of job applicants for all sworn and civilian positions in the department, whether paid or unpaid.

A. Selection for Interview.

1. The Department shall submit vacant positions to be posted to Human Resources.

2. All persons interested in employment with the Department must submit an employment application through the University's online application process, except for reserve law enforcement officers and OPS who shall submit an application directly to the Department.
3. Human Resources shall review all applications, determine eligibility, and place the appropriate candidates in an applicant pool for the Department's consideration.
4. The Human Resources Manager and/or other authorized member(s) of the Department will review all of the applicant information provided by Human Resources.
5. The Human Resources Manager and/or other authorized member(s) of the Department will select for interview those applicants who appear most qualified.
6. The Human Resources Manager will schedule initial interviews for the selected applicants.

B. Initial Interview.

1. An initial interview will be conducted by the person(s) appointed by the Chief. The purpose of the initial interview is to determine if the applicant possesses the necessary job-related experience, skills, and abilities.
2. At the time of the initial interview, the applicants are informed in writing regarding all elements of the selection process. The information contains the expected duration of the selection process and the department's policy on re-application, re-testing, and re-evaluation of applicants not selected. Applicants not chosen for hire may reapply at any time and will be reconsidered. Applicants disqualified during the pre-employment interview or background investigation will only be reconsidered if the passage of time changes the individual's eligibility.
3. Job-related informational targets will be evaluated during the interview.
4. Upon determination that the applicant's candidacy for employment will continue in the selection process, the background investigation phase of the selection process should begin.
5. Upon determination that the applicant's candidacy for employment will not continue, the interview should end.
 - a. Applicants who are not selected for continued candidacy shall be notified in writing within 30 days of the date of the interview.
 - b. Applicant files shall be maintained in a secure file separate from other personnel records.
6. The Human Resources Manager shall keep a list of those applicants interviewed and the status of their applications.

7. All selection material related to the hiring process will be kept in a secured filing cabinet maintained by the Human Resources Manager.

C. Preparation for The Background Investigation.

1. The Human Resources Manager shall provide the applicant with a personal history statement form and instructions for completion of the form.
2. The Human Resources Manager shall forward the entire personal history statement to the background investigator for investigation.

D. Applicant Disqualifiers.

An applicant may be disqualified at any time due to incomplete information; untruthfulness; false or disqualifying written or spoken statements; disqualifying information obtained during the background investigation; or an unacceptable drug screening, physical examination, or psychological evaluation result.

E. Background Investigation. Background investigations must meet the minimum guidelines established by the CJSTC for sworn position applicants. Civilian positions are subject to the same selection process as sworn positions except for the neighborhood check. Background investigators shall be trained in conducting law enforcement background investigations. Training should include all local, state, and federal requirements and provide the investigator with the knowledge, skills and abilities to conduct a quality investigation. During the course of the background investigation, all materials relating to an applicant will be maintained in a secured area.

1. After review of the personal history statement with the applicant, the background investigator shall conduct an investigation to include employment verification, neighborhood inquiries (applicants for sworn positions only), criminal history checks, credit history, driver license verification and history, verification of qualifying credentials, and verification of personal and professional references.
2. As an investigative aid, the background investigator may arrange for a detection of deception examination, whether Polygraph or Eye Detect.
 - a. The Eye Detect screening shall be used for all applicants.
 - b. The Department shall also use Polygraph examinations for detection of deception examinations of law enforcement, those requiring security clearance, those with financial responsibilities or any other applicant that may have access to confidential information.
 - c. If polygraph examinations or other instruments for the detection of deception are used in the selection process, the administration of examinations and the evaluation of results are conducted by personnel certified in these procedures.

- d. The results of the detection of deception examination will not be the single determinant of employment status.
 - e. The administrator will inform the applicant of the requirements for taking the examination and provide a list of areas from which the questions will be drawn, prior to such examination.
3. Upon completion of the background investigation phase, the investigator shall prepare an overview of the background investigation to be submitted to the Chief or designee.

F. Conditional Selection.

- 1. When the Chief has granted approval, the Human Resources Manager will contact the applicant and extend a conditional offer of employment and an anticipated date of employment.
- 2. The offer of employment is conditioned on the applicant's successful completion of the pre-placement health assessment.

G. Medical Examination (Pre-Placement Health Assessment).

- 1. All sworn applicants and applicants for uniformed positions will undergo a pre-placement health assessment to evaluate their general health and determine their ability to perform the essential job functions of the position.
- 2. A psychological fitness examination will be a part of the medical examination of all applicants for sworn positions.
- 3. A drug screening, as required by the CJSTC, will be a part of the pre-placement health assessment of all applicants for sworn positions. A similar drug screening pre-placement health assessment will be performed for all Police Communications Operator positions.
- 4. All pre-placement health assessments for employment with the department will be conducted and assessed by qualified professionals.

H. Final Evaluation. The Human Resources Manager will evaluate the results of the pre-placement health assessment.

- 1. For those applicants recommended for employment by the qualified medical professionals, if the Chief approves hiring the applicant, the Personnel Section will contact the applicant to confirm start date and other appropriate information.
- 2. For those applicants not recommended for employment by the qualified medical professionals, the Personnel Section will ensure that the applicant is notified in writing within thirty (30) days that they will not be hired.

I. Records Retention.

1. All information pertaining to an applicant's selection process (other than the Human Resources Manager's log) will be kept with, and considered a part of, the applicant's file. Each background investigation is maintained on file in accordance with the provisions of the State of Florida General Records Schedules.
2. For applicants not hired, all documentation relevant to the application process shall be kept in compliance with the provisions State of Florida General Records Schedules in a locked secure file.

J. Reserve Police Officer Positions.

1. Applicants for the Reserve Officer Program submit applications directly to the University of Florida Police Department.
2. Reserve officers must meet the same selection criteria as that for permanent officers.

2212.5 Glossary. None

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Approved: _____
Bart Knowles, Chief

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