

CHAPTER 32 - SELECTION

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CHAPTER 32 - SELECTION

The Chief of Police shall be the appointing authority for all sworn and civilian employees of the University Police Department. The Administrative Commander, with the assistance of the Office of Human Resources, shall be responsible for administering the department's selection process which will include all phases of testing (written examinations, oral interviews, search committee coordination, etc.)

The selection process and the search committee composition will be monitored institutionally by the Office of Human Resources and the Fair Practices Officer to ensure that any potential bias or unfairness is eliminated. Civilian employees include security guards, police communications officers, office associates, and so forth.

A. Applications – Sworn and Civilian positions Refer to 32.1.4

B. Written Examination –

A written examination will be given to all applicants who must achieve a minimum passing score of 75% in order to continue to the oral interview board. Applicants for exempt positions are not required to participate in the written examination process.

C. Oral Interview –

All selection materials will be stored in the Office of the Administrative Commander in a locked filing cabinet, a secure area, or the Office of Human Resources. I

The results of the background investigation will be kept on file in the Office of Human Resources for at least three years for those not appointed to a position. The background investigation of those candidates selected for employment at the police department

