



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 82	Subject: Selection	Effective Date: 03/02/2000
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to outline the procedures for the selection and hiring of police officers for the University of Pennsylvania Police Department (UPPD).

II. Policy

The process of selecting and hiring highly qualified individuals for the position of police officer is a shared responsibility between the University of Pennsylvania Division of Human Resources and the Chief of Police. All components of the process shall be documented as having validity; utility and minimum adverse impact and shall be administered consistently and uniformly for all candidates in the selection process.

III. Scope

This directive shall affect all UPPD employees involved in the selection and hiring process.

IV. Procedures

A. Selection Process Defined

1. Upon notification by the Chief of Police of the need for the development of a viable pool of highly qualified candidates for the position of police officer, the University's Division of Human Resources will develop in concert with the Chief of Police a job announcement which will include a description of duties, responsibilities, requisite skills, educational requirements and physical requirements of the position.
 - a) The job announcement will be posted for a minimum of ten working days, with the application deadline clearly stated on the announcement.
2. The job announcement will be published in mass media publications as determined by the Division of Human Resources and the Chief of Police.

- a) To facilitate the successful recruitment of minorities and women, every effort will be made to ensure that advertisements are directed to publications with widespread circulation to include these particular classes of potential candidates. Additionally, the department will seek the assistance of community leaders and community organizations in an effort to achieve broader dissemination and greater exposure of recruitment information. All advertisements will include information clearly identifying the University of Pennsylvania as an Equal Opportunity Employer.
3. The UPPD will receive all applications for police officer positions. In addition, the Division of Human Resources will maintain records separate and apart from the employment application that will identify the race/sex of applicants for use in tracking selection rates and for measuring any adverse impact that may occur in the process.
4. The Recruiting Officer will review all applications, and each candidate will be given an opportunity to correct any omissions or deficiencies that may exist in the application prior to the selection process.
5. The Recruiting Officer will maintain contact with applicants for police officer positions from the initial application to the final employment disposition. Applicants will be periodically informed of the status of their applications. Any contacts with applicants by the UPPD will be documented.
6. The Recruiting Officer will schedule interviews for all applicants who meet the minimum standards stated on the job announcement (excluding physical requirements). When candidates are notified in writing of the interview schedule, they will also be informed of the other components of the selection process. The candidates shall also be informed of the expected duration of the selection process. Any candidate who does not meet the minimum requirements or is not selected for employment will be so notified in writing by the department.
7. The oral interview will be scored based on the guidelines agreed upon by the UPPD and the Division of Human Resources. The Recruiting Officer will advise each applicant in writing if they have qualified to continue in the process and the schedule for the next step in the process. If a candidate does not successfully pass the oral examination, he/she would be eligible to re-apply during the next hiring process.
8. The background investigation will be conducted by the Detective Unit, assigned to detectives trained in conducting background investigations. The background investigation will include verification of a candidate's qualifying credentials, as well as a review of the candidate's criminal history and verification of at least three personal references of the candidate.
9. Those candidates who complete the selection process will be placed on an eligibility list. If a vacancy exists, the Chief of Police will select a candidate from among the highly qualified candidates on the eligibility list.

10. All elements of the selection process will only involve the minimum qualifications that are job related.
11. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner. Operational elements of the selection process will be clearly set forth and carried out identically for all candidates.

B. Probationary Employees

1. The probationary period for an employee who is certified under Act 120 at the time of employment shall be a period not to exceed twelve months from the date of employment (unless specific and articulated performance issues are evident. Newly hired experienced officers will be in probationary status for six (6) months. Experienced is defined as having one year of full time service or three years of part time service with a recognized police force. Probationary periods for these officers cannot be extended without just cause. Any extension of the period beyond six (6) months is subject to the grievance procedure as defined in the Collective Bargaining Agreement (CBA). Employees in probationary status who do not possess previous police experience as defined in this directive and in the CBA may be disciplined or discharged without recourse to the grievance procedure. The Chief of Police shall make any exceptions to the probationary period (i.e. injury or illness occurring during training) on a case by case basis.

C. Administrative Practices

1. Disposition of Records of Ineligible Candidates
 - a) The Recruiting Officer will maintain and dispose of all ineligible applicants' information consistent with the policies of the University of Pennsylvania. The Division of Human Resources and the UPPD will comply with federal, state, and local requirements regarding the privacy, security, and freedom of information of all candidate records and data.
2. Retention of Background Information
 - a) The UPPD shall maintain a secure file on the background information obtained for all candidates involved in the selection process. Such information shall be retained in the office of the Vice President for Public Safety, and shall be disposed of in accordance with the policies of the University of Pennsylvania.
3. Retention of Medical/Psychological Examination Results
 - a) A report of each physical examination and psychological fitness examination for each candidate hired by the UPPD shall be included in the personnel file of the officer. The reports for those candidates not hired by the UPPD will be retained in the candidate's file forwarded to University Archives, and will be retained per the department's Records Retention schedule.

4. Security of Selection Materials

- a) All selection materials shall be securely stored within the office of the Recruiting Officer. Access to these materials is limited to the Recruiting Officer or designee.
- b) Should it be necessary to destroy any selection materials, the materials will be destroyed in a manner that prevents disclosure of the information to any unauthorized persons.

D. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

E. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.