

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date</i> September 14, 2018		<i>Number</i> GO 1001
<i>Subject:</i> Selection – Professional/Legal Requirements		
<i>References:</i> CALEA Standard: 31.4.1, 31.4.3, 31.4.6		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 3
<i>Amends</i> 14 FEB 2018 Version 08 OCT 2013 Version (O.D.P)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police		Signature: Original signed document of file in Accreditation Office

1001.1 PURPOSE

The purpose of this order is to describe the selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements.

1001.2 ELEMENTS OF THE SELECTION PROCESS

A. SWORN OFFICERS

The elements and activities of the selection process include the following:

1. Application with all required forms and documents.
2. Physical agility test (Illinois POWER Test). This element is required only for selection of officers who are not already certified Illinois Law Enforcement officers (or equivalent out-of-state certification as approved by the Illinois Law Enforcement Training and Standards Board).
3. Written examination.
4. Oral interviews.
5. Background investigation.
6. Psychological evaluation.
7. Physical (Medical) evaluation, including drug screen.

B. SWORN SERGEANTS- LATERAL SELECTION- IF APPLICABLE

At the discretion of the Chief of Police, sergeants may be selected externally (lateral). The elements and activities of such a selection process, if it occurs, will include:

1. Application with all required forms and documents.
2. Written examination.
3. Assessment center.
4. Oral interview.
5. Physical (Medical) evaluation, including drug screen.
6. Psychological evaluation.
7. Background investigation.

C. **OTHER SWORN POSITIONS- LATERAL SELECTION CAPTAIN AND ABOVE**
The elements and activities of the selection process include the following:

1. Application with all required forms and documents.
2. Oral interview.
3. Physical (Medical) evaluation, including drug screen.
4. Psychological evaluation.
5. Background investigation.

D. **ALL NON-SWORN FULL-TIME POSITIONS**
The elements and activities of the selection process include the following:

1. Application with all required forms and documents.
2. Oral interview.
3. Drug screen.
4. Background investigation.

1001.3 UNIFORM ADMINISTRATION

All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification.

1001.4 SELECTION MATERIALS - SECURITY AND DISPOSITION

Selection materials shall be stored in secure areas (physically or electronically) when not being used. Whenever selection material is to be disposed of, this destruction shall be performed in a manner which prevents disclosure of the information therein.

Written examinations for police officer selection are composed, administered and scored by an outside vendor. These materials never come in to the possession of UCPD.

1001.5 DISPOSITION/RETENTION OF SELECTION RECORDS

Medical and psychological evaluations and background information shall be retained for a minimum of three years. This applies both to candidates selected and those candidates not selected.