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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 2-4**

**RECRUITMENT, SELECTION AND PROMOTION**

**SUBJECT:** Recruitment, Selection and Promotional Procedures

**PURPOSE:** To establish procedures and clarify responsibilities for the Department's recruitment, selection and promotional processes.

**POLICY:** This Department will recruit, identify, and employ the best candidates available. This strategy will result in a lower turnover rate, fewer disciplinary actions, higher morale, building community relations, and providing effective customer service to the campus community and the Department.

Promotion is the process of selecting qualified supervisors and managers who will shape the policies of the Department. Promotional processes conducted by this Department will be fair and impartial by evaluating past performance as well as testing future potential job-related duties.

**PROCEDURES:**

**I. Recruitment**

**A. Responsibilities**

1. This Department will conduct and participate in its recruitment processes to supplement the university's recruitment process conducted by Human Resources. [CALEA 31.1.1]
2. The Assistant to the Chief of Police will be the primary liaison with Human Resources for the administrative process. [CALEA 31.1.1]
3. Individuals assigned to recruitment shall receive training to be knowledgeable in personnel matters, including equal opportunity employment. [CALEA 31.1.2]

**B. Equal Opportunity Employment**

1. The University Police Department is an equal opportunity employer and will not use unfair treatment on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. [CALEA 31.2.1a]
2. This Department has a recruitment plan for sworn personnel that includes the following elements [CALEA 31.2.1a]:

- a. A statement of objectives [CALEA 31.2.2a];
  - b. A plan of action designed to achieve these objectives [CALEA 31.2.2a];
  - c. Procedures to periodically evaluate the progress toward attainment of the objectives every three years; and [CALEA 31.2.2a]
  - d. The plan will be revised and reissued as needed. [CALEA 31.2.2d]
3. The University also has an Affirmative Action Policy which contains an equal employment opportunity plan, and is intended to ensure equal opportunities for minorities and women. This plan is administered through the Office of Diversity, Inclusion and Equity in Human Resources. [CALEA 31.2.3]

C. Job Announcements and Publicity

1. This Department's job announcements and recruitment notices for all personnel will:
  - a. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements [CALEA 31.3.1a];
  - b. Advertise entry-level job vacancies through use of the university web-page, printed fliers and classified advertisements [CALEA 31.3.1b];
  - c. Advertise this Department as an equal opportunity employer; and [CALEA 31.3.1c]
  - d. Advertise official application filing deadlines. [CALEA 31.3.1d]
2. Job announcements posted through Human Resources are distributed to community service organizations. This Department will attempt to seek a broader dissemination and greater exposure of recruitment information, by distributing fliers at [CALEA 31.3.2]:
  - a. All area police academies;
  - b. The Criminal Justice Department, WoMen's Center and ROTC on campus; and
  - c. Job fairs and career days.
3. During the recruitment process the Police Department and/or Human Resources will maintain contact with applicants for all positions from initial application to final employment disposition. [CALEA 31.3.3]
  - a. All phases of the process will be expedited as much as possible to ensure the Department does not lose qualified candidates.
  - b. At the completion of each phase, those candidates who pass will be immediately contacted and have an appointment set for the next phase.
4. Applications for all positions will not be rejected for minor omissions or deficiencies that can be corrected prior to the testing or interview process. [CALEA 31.3.4]

## II. Selection

- A. All elements for the selection process for sworn positions within this Department will use only those rating criteria or minimum qualifications that are job related. [CALEA 32.1.2]
- B. All elements for the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner within the classification. [CALEA 32.1.3]
- C. At the time of their formal application, candidates for all positions will be informed, in writing, of:
  - 1. All elements of the selection process [CALEA 32.1.4a];
  - 2. The expected duration of the selection process; and [CALEA 32.1.4b]
  - 3. This Department's policy on reapplication. [CALEA 32.1.4c]
- D. Human Resources will notify in writing all candidates for positions with this Department, who are determined to be ineligible for appointment. [CALEA 32.1.5]
- E. The elements of the selection process for sworn personnel shall be as follows [CALEA 32.1.1, 32.1.2]:
  - 1. Screening of Applications
    - a. Minimum qualifications include high school diploma or GED, U.S. citizenship, 20 ½ years of age, CA driver's license.
    - b. Preference will be given to college level courses or diploma, previous law enforcement experience, and/or graduation from a P.O.S.T. basic academy.
    - c. Management (MPP) positions require a bachelor's degree. [CALEA 33.8.4d]
  - 2. Physical Agility Test
    - a. The test will consist of the current POST and CSU approved course.
    - b. All elements will be scored on a pass/fail basis.
  - 3. Written Examination
    - a. All candidates will be required to pass a POST Entry-Level Law Enforcement Test Battery to determine reading and writing ability, or provide proof of successfully passing the test within the past year.
    - b. The test will be facilitated by a member of this Department and will be scored by POST.
  - 4. Oral Board Interview
    - a. The Command Staff will appoint an oral board panel to interview qualified candidates. The oral board will be composed of at least three (3) members, to be determined by the Chief of Police.

- b. Candidates will be required to respond to a pre-determined set of interview questions that are asked of all candidates.
  - c. The panel will forward to the Chief, the names of a pre-determined number of candidates for further consideration. The Chief of Police will determine the amount of qualified applicants to be considered.
- 5. Chief's Interview
  - a. Candidates will be interviewed by the Chief of Police utilizing a uniform set of predetermined questions.
  - b. Candidates forwarded for further consideration will be given a background package to complete and will be photographed and fingerprinted for DOJ clearance.
- 6. A background investigation will be conducted and the applicant will be required to provide the background investigator with all the necessary documentation as noted in General Order 2-17, Background Investigations.
- 7. A Conditional Offer of Employment will be extended by the Chief of Police on the condition of successful completion of the background investigation, psychological and medical physical examinations.
- 8. Polygraph Examination
  - a. The police polygraph exam is conducted by a polygraph examiner who asks questions, and is a technical operator of the device.
- 9. Psychological Examination [CALEA 32.2.7]
  - a. Peace Officers candidates shall be examined by a licensed professional to determine if they are free from job-relevant psychopathology, including personality disorders.
  - b. The examination will consist of a minimum of two psychological tests and a clinical interview.
- 10. Medical Examination [CALEA 32.2.7]
  - a. Peace Officer candidates shall receive a medical suitability examination that is performed by a licensed physician.
  - b. The medical examination shall include general health, drug screening, vision, and hearing tests.
- F. The selection process for dispatchers shall be as follows [CALEA 32.1.1]:
  - 1. Screening of applications to meet minimum qualifications
    - a. Minimum qualifications include graduation from high school or GED, and experience using radio or telephone communication systems.
    - b. The completion of a POST approved dispatcher course is preferred.

2. All candidates will be required to pass a POST Entry-Level Law Enforcement Battery to determine reading and writing ability, or provide proof of successfully passing the test in the past year.
  3. Oral Board Interview
    - a. The oral board will be composed of at least three (3) members, to be determined by the Chief of Police.
    - b. Candidates will be required to respond to a predetermined set of interview questions that are asked of all candidates.
    - c. The panel will forward to the Chief of Police, the names of the best qualified candidates for further consideration. The Chief of Police will determine the amount of qualified applicants to be interviewed.
  4. Chief's Interview
    - a. Candidates will be interviewed by the Chief of Police utilizing a uniform set of predetermined questions.
    - b. Candidates forwarded for further consideration will be given a background package to complete and will be photographed and fingerprinted for DOJ clearance.
  5. Background Investigation - A background investigation will be conducted and the applicant will be required to provide the background investigator with all the necessary documentation as noted in General Order 2-17, Background Investigations.
  6. Conditional Offer of Employment will be extended by the Chief of Police on the successful completion of the background investigation and the medical examination. The medical examination shall include general health, drug screening, vision, and hearing tests.
- G. The selection process for other non-sworn full-time personnel shall be as follows [CALEA 32.1.1]:
1. Screening of applications to meet minimum qualifications.
  2. Oral board interview utilizing a uniform set of questions.
  3. Chief's interview utilizing a uniform set of questions.
  4. Background investigation consisting primarily of verification of qualifying credentials, a criminal history check, DMV check, reference checks with previous employers and verification of at least three personal references.
  5. Polygraph Examination
- H. Oath of Office [CALEA 1.1.1]
1. All Police Officers shall take and abide by an oath of office to defend, enforce, and obey, the Constitution and Laws of the United States and the State of California.
  2. A signed copy of this oath shall be maintained in the Police Officer's personnel file.

3. Police cadets are required to attend the POST Basic Police Academy, will be sworn in as a Police Officer after successful completion of the academy.

I. Probationary Period [CALEA 32.2.10]

1. All employees shall serve an initial probationary period of twelve months of continuous full-time credited service.
2. The time required to complete the POST Basic Police Academy or equivalent training will not count towards the completion of the probationary period.

J. Maintenance and Disposition of Selection Materials [CALEA 32.1.6]

1. Human Resources maintain the original copies of all applications, in their secure archives. When a process is complete, copies of all recruitment documents are retained in Human Resources for one year and then sent to archive storage for an additional five years.
2. Testing materials will be secured in locked drawers in the Chief's office and will be forwarded to Human Resources to store in their secure archives at the completion of the process. [CALEA 32.1.7]
3. The medical physician who conducts the physical and psychological examinations will provide a letter indicting the results to the Department. This will be placed in the candidate's background file. [CALEA 32.2.9]
4. Background packages on successful candidates will be sealed and become part of the employee's personnel file. Background packages on unsuccessful candidates will be sealed and maintained in the secure Police Department archives for a period of five years. [CALEA 32.2.9]

III. Promotional Processes

- A. Promotion to corporal or sergeant from within the bargaining unit on a campus shall be based on the abilities, qualifications and performance of an employee, at the sole discretion of the Chief of Police, and shall not require posting a new position. [CALEA 34.1.1]
- B. Should a competitive process be instituted, the process will be designed and/or approved by the Chief of Police. Human Resources will review and approve all promotional processes before they are instituted. [CALEA 34.1.1, 34.1.2]
- C. The Chief of Police or a designee will facilitate promotional processes. [CALEA 34.1.1, 34.1.2]

- D. When an opening occurs, the Chief of Police will determine if the position will be advertised to the CSU Police Departments or outside Police Departments. Lateral entry is permitted for corporal, sergeant, lieutenant, and captain. All positions will be advertised for a minimum of fourteen days. [CALEA 34.1.3g, 34.1.1]
- E. All promotional opportunities will be posted on the board in briefing and on the university web-page and a timeline will be given. [CALEA 34.1.5]
- F. All promotional materials will be securely maintained in the office of the Chief of Police until the day of the process. [CALEA 34.1.3h]
- G. The Chief of Police or a designee will post specifics on the promotional process after the advertisement period has closed. [CALEA 34.1.1]
- H. The following are the phases utilized when promotional processes for sworn positions are conducted:
1. Screening of applications to determine qualifications. [CALEA 34.1.3a]
    - a. All candidates for advertised openings must complete a university employment application. This includes both in-house and lateral entry candidates.
    - b. All applications will be screened by Human Resources and the Chief of Police to determine if the candidate meets the minimum qualifications for the position. [CALEA 34.1.1]
    - c. If a large pool of candidates exists, only the candidates with the most desirable qualifications (experience, education, and training) will be selected to move forward in the process.
    - d. A Management (MPP) position requires a bachelor's degree or it must be obtained within one year of appointment. [CALEA 34.1.1, 33.8.4d]
  2. Panel Interview
    - a. The oral board will be composed of at least three members, to be determined by the Chief of Police.
    - b. The panel will evaluate the candidates' performance in several exercises, which may include written essay questions, oral presentations, behavioral interviews, group exercises, etc. (abbreviated assessment centers). [CALEA 34.1.3c]
    - c. The process will include uniform questions and rating scales that will assess a defined set of personal attributes. The results will be recorded on a standardized form.
    - d. The candidates will be evaluated on job-related criteria such as written communication skills, oral communication skills, decision making/problem solving, leadership ability, interpersonal skills, initiative, and job knowledge.
    - e. At the conclusion of the interview, the panel will rank the candidates and will submit to the Chief of Police the names of the top three candidates. [CALEA 34.1.1]

3. Chief's Interview [CALEA 34.1.3d, 34.1.1]
  - a. The Chief will interview the top candidate utilizing a standardized list of questions.
  - b. The Chief will evaluate the candidate's responses to the questions utilizing job-related criteria.
  - c. The final determination as to who will be promoted rests with the Chief of Police.
  
- I. All elements used to evaluate candidates for promotion are job-related and nondiscriminatory. [CALEA 34.1.4]
  1. The processes are specifically designed to measure the skills, knowledge, abilities and traits needed to perform the job.
  2. Prior to the process being instituted, Human Resources will review all elements to certify job-relatedness and ensure they are nondiscriminatory.
  
- J. Procedures for review and appeal of results of promotional elements. [CALEA 34.1.3e]
  1. All candidates have the right to review the results of the process with the Chief of Police or the individual who served as the facilitator of the process.
  2. A candidate shall be allowed to review and appeal scores and evaluations related to their performance only.
  3. Appeals may be reduced to writing and forwarded by the candidate to Human Resources.
  
- K. Because of the infrequency of promotional opportunities, eligibility lists will rarely be utilized, unless there is an additional opening anticipated within 12 months of the completion of the process.
  1. A new process will be instituted for additional openings that occur more than twelve months after a process. [CALEA 34.1.6d]
  2. Eligibility lists will consist of the ranking established by the interview panel and the Chief of Police. [CALEA 34.1.6b]
  3. When one individual is selected from the top three for promotion, the next individual on the list will be considered in the top three for the next opening. [CALEA 34.1.6e]
  
- L. Any candidates not selected for promotion may reapply when there is another opening, and their application will be given due consideration. [CALEA 34.1.3f]



M. In accordance with the SUPA Agreement, all sworn candidates who are promoted must satisfactorily complete a 12--month probationary period in their new position. Management personnel, Captains, Lieutenants and Chief of Police, are subject to the management personnel policies that require no probationary period. California Code of Regulations, Title 5, Section 42723(a), states that management employees serve at the pleasure of the appointing authority. [CALEA 34.1.7]

IV. Maintenance and Retention of Selection and Promotional Files

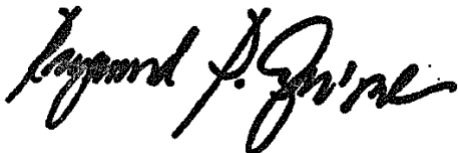
- A. All records of selection and promotional processes will be forwarded to Human Resources and will be maintained in their secure files.
- B. Eligibility lists from processes can only be maintained for twelve months from the date of the recruitment.
- C. All completed processes will be maintained in the archive files at Human Resources and access is limited to these files.

Attached: Promotion and Special Assignment Protocol

REVIEWED BY:

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