

UNIVERSITY POLICE DEPARTMENT HIRING PROCEDURES

SELECTION PROCESS

The Department of Human Resources will ensure applicants meet State Department of Civil Service minimum qualifications for the position. The applicant pool will then be referred to the Director for consideration.

PHYSICAL FITNESS TEST

Each candidate will be expected to sign a Release from Liability form for the Physical Fitness Test, in accordance with criteria of the Cooper Institute. The candidate must pass the fitness test to be considered for employment. The Director will appoint a member of the police department to conduct the test. The passing candidates will be forwarded to the Director.

The physical fitness assessment consists of three agility tests: push-ups, sit-ups and a 1.5 mile timed run. Physical Fitness Test requirements can be found here: <http://ulm.edu/police/forms>.

INTERVIEW PROCESS

The Director will appoint three police officers to the Interview Board. Each member of the Interview Board will review Hiring Procedures provided by Human Resources. All members of the Interview Board are required to watch the Hiring Video before interviewing candidates.

Interview questions will be selected in advance by the Director. Questions will be selected to determine the candidate's ability to perform essential functions of a police officer.

Each board member will:

- Evaluate the candidate's application materials and indicate the points awarded on the evaluation form.
- Evaluate the candidate's civilian education experience.
- Evaluate the candidate's total law enforcement experience.
- Evaluate the candidate's law enforcement training.
- Evaluate the candidate's verbal communication skills.
- Evaluate the candidate's appearance, bearing, grooming and posture.

Once all candidates are interviewed, each board member will return completed evaluation forms to the Director who will assign a numerical ranking of all candidates. The recommendation of the Interview Board and the candidates' rankings will be submitted to the Director for review.

A final interview of each candidate will be conducted by the Director. The Director will review the results of the interview board, evaluate the candidates' final interview and select the candidate of his choice.

BACKGROUND INVESTIGATION

All candidates for employment will be expected to sign a Background Screening Notification & Authorization Form which authorizes ULM or its designees to conduct background and reference checks. This release authorizes University officials to conduct employment, criminal and driving background checks and to verify educational and professional credentials.

The background screening will be conducted by the Department of Human Resources. The University Police Investigator will verify educational qualifications and contact at least three professional or personal references. References may include the candidate's current supervisor, current subordinates, former employers, or personal references.

CONDITIONAL OFFER OF EMPLOYMENT

The Director will offer a written conditional offer of employment to the candidate of his choice. The employment offer will be pending the outcome of the selected candidate's background investigation, psychological test, medical exam and drug screen.

PSYCHOLOGICAL TEST

The psychological test will be performed by a licensed organizational psychologist. The candidate must pass the psychological exam to ensure the candidate's ability to adapt and function in stressful environments or unpredictable situations.

MEDICAL EXAMINATION

The candidate must satisfactorily complete a medical exam to be employed with the department to ensure the candidate is medically qualified to perform the essential job functions for the position of police officer.

DRUG SCREEN

The candidate must satisfactorily pass a drug screen to be employed with the department as defined by ULM Drug-Free Workplace Policy and Drug Testing Policy.

RECOMMENDATION FOR EMPLOYMENT

The Director submits a recommendation for employment to the Executive Vice President and the Department of Human Resource for approval.