

Salisbury University Police Department

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Salisbury University Police Department

CHAPTER 32 - SELECTION

This chapter outlines the selection process designed to select the highest caliber candidate who possess the skills, knowledge and abilities to provide effective and exemplary service the University.

32.1 Professional and Legal Requirements

32.1.1 Selection Process

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. *The department also employs University students in certain capacities such as student patrols, traffic controllers, police communications officers and parking services clerks.*

- A. Applications – Sworn and Civilian positions Refer to 32.1.4
- B. Written Examination – *Sworn Officers Only*

A written examination will be given to all *non-exempt* 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 –

32.1.2 Job Relatedness

32.1.7 Selection Material Security

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

32.2.3 Records Retention Background Investigation

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

