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To: CSU Presidents

Supersedes: HR 2003-06

From: Gail E. Brooks  
Vice Chancellor  
Human Resources



Subject: Selection and Testing of CSU Police Personnel

Overview

**Audience:** CSU Presidents, HR Officers, Police Chiefs and campus designees responsible for employment programs

**Action Items:** Communicate updated selection and testing guidelines for CSU police personnel

**Affected Employee Groups/Units:** CSU sworn police officers and police officer cadets

Summary

The policy for the selection and testing of sworn CSU police officers, including those in the Management Personnel Plan (MPP), and police officer cadets has been updated to provide additional clarification. This policy does not apply to other public safety classifications. Key updates to the policy are provided below. Campus designees responsible for employment programs and the recruitment of CSU police personnel should review the attached policy in its entirety.

The policy on the Selection and Testing for Sworn CSU Police Personnel and Police Officer Cadets has been updated to provide additional clarification. The revised policy is provided in Attachment A. Key changes to the policy are provided below:

- I. Minimum Standards and Appointment Requirements
  - Section D: Clarification on 14-day notice requirement
  - Section E: Clarification on age requirements, reading and writing ability, and the interview
  - Section F: Clarification on training and certification requirements
  
- II. CSU Police Officer and Cadet Testing Guidelines and Hiring Procedures
  - Testing guidelines and hiring procedures were combined for ease of reference
  - Section A: Clarification on covered classifications
  - Section B: Clarification on written examinations and testing guidelines
  - Section C: Clarification on hiring procedures, background investigations, conditional offers of employment, and testing required after conditional offer of employment is made
  - Exhibit I: Updated Physical Agility Waiver

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**Distribution:**

CSU Chancellor  
Vice Presidents (all campus vice presidents)  
General Counsel

Human Resources Officers  
Systemwide Police Services  
Police Chiefs

Please note that this policy applies to sworn police officers, including those in the MPP, and police officer cadets. It does not apply to other public safety classifications. Please visit the POST Web site available at <http://www.post.ca.gov/> for POST-related information.

If you have any questions regarding this policy, please contact Human Resources Administration at (562) 951-4411.

This document is available on the Human Resources Administration Web site at:  
<http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/lf

Attachments

## Selection and Testing Guidelines for Sworn CSU Police Personnel and Police Officer Cadets

### I. MINIMUM STANDARDS AND APPOINTMENT REQUIREMENTS

The enclosed guidelines are intended to meet the related provisions of the California State University (CSU), State University Police Association (SUPA), California Peace Officers Standards and Training (POST), as well as related statutory rules and regulations outlined in Section II.

#### A. Overview

CSU police officer testing guidelines are developed to ensure selected candidates who are appointed as CSU police officers are physically, mentally, and emotionally equipped to carry out all duties of the position. Police officer applicants shall be tested for the demonstrated ability to perform all duties of the position and to determine any physical, mental, or emotional condition that might adversely affect applicants' abilities to exercise police officer powers.

To be eligible for appointment as a sworn campus police officer or cadet, an individual must be able to perform the essential functions of the job with or without reasonable accommodation. The Americans with Disabilities Act (ADA) requires that employment offers be made conditionally, prior to a medical examination. If the police officer or cadet candidate fails the medical examination, the conditional offer must be withdrawn. Campuses are advised to seek assistance from campus counsel on specific ADA or Fair Employment and Housing Act (FEHA) questions, as appropriate.

#### B. Authorities

1. State University Administrative Manual, Section 4021
2. California Government Code, Section 1031
3. California Education Code, Section 89560
4. California Penal Code, Section 830.2
5. POST (Police Officer Standards and Training) Administrative Manual, Section 1002.
6. California Government Code Section 12926.1, et seq.
7. Americans with Disabilities Act (ADA)

#### C. Classifications Covered by Guidelines

Police officer classifications covered by the testing guidelines include the following: Police Cadet, Police Officer, Corporal, and Sergeant. Police management positions in the Management Personnel Plan (MPP) include Lieutenant, Captain, Commander, Deputy Chief, and Chief of Police, and CSU Systemwide Police Coordinator.

#### D. Notice of Recruitment

When a vacancy for a sworn police officer position occurs on any campus, notice of recruitment shall be posted on all campuses for at least 14 days. This notice will be posted in the campus Human Resources Office and at a pre-determined location at each campus police department. This 14-day notice applies to recruitments for sworn (lateral) or police cadet recruitments; therefore, campuses may wish to combine recruitment efforts for these positions to ensure continuity and flexibility with subsequent reclassifications of cadets to police officer positions.

Vacant positions to be filled by cadets will not be posted. This notice may run concurrent to recruitment efforts provided that the campus does not conduct application screening or hiring consideration prior to the 14 day notice expiration.

When a vacancy for corporal or sergeant occurs on a campus, it may be filled by promotion from within campus, at the sole discretion of the President, and does not require posting of a new position (SUPA, Article 12).

Announcements for vacant police officer positions shall include notice that a drug test will be administered as part of the required medical examination.

#### **E. POST and Statutory Minimum Standards for Police Officer Candidates**

California Government Code Section 1031 mandates that to be a police officer in California, one must meet certain basic requirements which are set forth in Statute. Additionally, each CSU Police Department must adhere to the regulations and standards of the California Commission on Police Officer Standards and Training (POST) in the employment and training of university police officers. All requirements of these regulations and standards shall apply to each peace officer, regardless of the rank to which the person is appointed.

Every police officer employed by the CSU shall be selected in conformance with the following requirements:

- 1. Felony Conviction** — A convicted felon is disqualified from being employed as a police officer (Government Code Section 1029(a)(1)).
- 2. Domestic Violence Convictions** — Under federal law, any person who has been convicted of a misdemeanor crime containing the elements of domestic violence is prohibited from possessing a firearm or ammunition. This provision applies to all convictions, either prior to, or after the passage of law.
- 3. Fingerprint and Record Check** — Each police department is required to fingerprint potential police officers and search local, state, and national files to discover the existence of criminal records (Government Code Section 1030 and 1031(c)).
- 4. Citizenship** — A police officer must satisfy citizenship requirements as detailed in Government Code Section 1031(a) and 1031.5.
- 5. Age** — A police officer must be a minimum of 18 years of age (Government Code Section 1031(b)). However, CSU practices, in compliance with industry standards, require that all police officer candidates shall be at least 21 years of age by the time of appointment to a sworn position. As an example, one could theoretically begin a hiring process at age 20, have the same candidate begin the police academy at age 20.5 years, and have the same candidate re-classified to a sworn position at age 21 to successfully meet this provision.
- 6. Moral Character** — A police officer must have good moral character as determined by a thorough background investigation (Government Code Section 1031(d)).
- 7. Education** — A police officer must be a United States high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university (Government Code Section 1031(e)).

In addition to the above criteria, every peace officer candidate must successfully complete the following evaluations prior to the appointment date:

8. **Reading and Writing Ability** — Must be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability. Peace officer candidates who have completed the Regular Basic Course or the Specialized Investigator's Basic Course are not required to complete reading and writing assessments. Refer to Testing Guidelines for more information.
9. **Interview** — Must be personally interviewed prior to employment by the department head or a representative(s) to determine the person's suitability for law enforcement service, which includes, but is not limited to, the person's experience, problem solving ability, communications skills, interest/motivation, interpersonal skills, and community involvement/awareness. Refer to Testing Guidelines for Oral Interviews for more information.
10. **Physical, Emotional and Mental Condition** (post job offer) — A police officer must be free from any physical, emotional and mental condition which might adversely affect the exercise of the powers of a police officer. (Government Code Section 1031(f)). The examinations shall be conducted as prescribed in the POST Administrative Manual, Section C-2, and by a licensed physician and surgeon and psychologist or psychiatrist, as outlined. Refer to Testing Guidelines for Medical and Psychological Examinations for more information.
11. **Successful Completion of all Phases of Testing Process** — A candidate must pass successfully all testing requirements to assess one's ability to comply with the above minimum standards and those outlined in Section II – CSU Police Officer and Cadet Testing Guidelines.

#### F. Training and Certification Requirements

Entry level sworn officers must have successfully completed a POST-certified basic course or police academy and obtained a POST-certified training certificate for the basic course. These requirements must be met prior to appointment at the campus as a peace officer. The POST Basic Course Certificate is obtained upon completion of a certified police training program.

Entry level officers with more than one year of experience will possess the POST basic course certificate (or waiver) and likely possess the POST Basic Certificate (obtained only after successfully completing one year of active law enforcement experience).

Applicants who were sworn police officers in other states must receive the POST Basic Course Waiver prior to appointment at the campus. Refer to the POST Web site for information regarding the waiver process.

Applicants for police chief and/or for positions that will function at the second level of supervision or above (police management) who were sworn police officers in other states must complete the POST Basic Course Waiver process within one year of hire. An exception may be made by the campus president for extenuating circumstances such as inability to obtain required training, generally not to exceed six months. The applicant's Personal History Investigation should ascertain whether the applicant has completed successfully the minimum requirement to qualify for the Basic Course Waiver process.

Applicants who were previously sworn officers and have a three-year or longer break in service must successfully pass the POST re-qualification course prior to appointment.

Retirees who separate from an agency (with POST) and who return to sworn status must participate in the testing process and are subject to the three-year re-qualification rule.

A police officer cadet, a non-sworn individual who has not completed the POST academy or received a Basic Course Certificate, must possess a high school diploma or equivalent and eligibility to attend a certified POST basic training academy.

## II. CSU POLICE OFFICER AND CADET TESTING GUIDELINES AND HIRING PROCEDURES

### A. Testing Requirements by Classifications

Below are the required tests by classification, unless otherwise noted.

1. **Cadet/Police Officer/Corporal/Sergeant**
  - a. *Written Examination\**
  - b. *Physical Agility Examination\**
  - c. Oral Interview
  - d. Personal History Investigation
  - e. Polygraph Examination (optional)
  - f. Medical Examination (including drug testing)
  - g. Psychological Examination

*\* See conditions for waivers under appropriate section below.*

2. **Police Management (MPP)**
  - a. Oral Interview
  - b. Personal History Investigation
  - c. Polygraph Examination (optional)
  - d. Medical Examination (including drug testing)
  - e. Psychological Examination
3. **CSU Systemwide Police Coordinator**
  - a. Vitae/Resume Screening
  - b. Oral Interview

### B. Testing Guidelines

Minimum testing requirements shall apply to applicants for vacant police officer position(s), including cadets who are not currently employed in a police officer classification by the hiring campus and/or headquarters office, and the following:

- Applicants who are sworn police officers at another CSU campus;
- Applicants who are former CSU employees, including retirees/rehired annuitants;
- And, applicants who have separated or retired from other State agencies.

These testing guidelines do not apply to police officers hired from other campuses or agencies on a part-time intermittent basis to work athletic or other special events for a specific duration.

The written examination may be waived for cadet applicants if the applicant has completed and achieved a passing score on a POST or Cooperative Personnel Services (CPS) test during the preceding twelve (12)

month period. At the discretion of the police chief, the written test also may be waived if the applicant received a passing score on the Regular Basic Course or the Specialized Investigator's Basic Course and/or holds a valid and active POST Basic Certificate. This would include a POST qualified peace officer who separated in good standing from active service within the past three years.

All other candidates, including those employed as police officers on other CSU campuses, are required to complete all minimum testing requirements prescribed for each classification as noted at the end of this section.

Offers of employment are conditioned on the successful completion of all testing requirements. Applicants who either refuse or fail any required tests, or portion thereof, will not be eligible for appointment.

When a Corporal or Sergeant position becomes vacant, the campus president may appoint (promote) an officer in a lower classification/rank at the campus without posting the position (SUPA, Article 12). If the president elects to post the position and an officer from the campus applies and is considered for the position, only the written assessment and oral examination are required. In both instances, campuses are responsible for establishing testing procedures to determine if applicants meet the abilities, qualifications and performance requirements of the position.

An assessment center process may be used to determine suitability for appointment / promotion to Corporal / Sergeant / sworn MPP positions in lieu of the written examination. An assessment center process must evaluate candidates on job-related criteria such as written communication skills, oral communication skills, decision making & problem solving ability, leadership ability, initiative, computer literacy, and job knowledge.

When undertaking the process to hire a sworn police officer or cadet, the university must follow the hiring process outlined below: (Note: definitions and explanations apply to all classifications)

### **C. Hiring Procedures**

Three following steps must be followed when hiring police personnel. Please note that not all tests are required for all police personnel.

1. Conduct Testing Required Before Conditional Offer of Job Employment
2. Make Conditional Offer of Employment
3. Conduct Required Testing After Conditional Job Offer of Employment

#### **STEP 1. Conduct Testing Required Prior to Conditional Job Offer of Employment**

The following tests are required prior to making a conditional job offer of employment. Guidelines regarding each individual test are provided, as indicated.

1. **Application Screening**
2. **Written Examination**

Procedures for completing the required written exam shall be in accordance with current POST standards or the most current format from Cooperative Personnel Services. The CSU will follow the POST recommended minimum passing of T-42 on the POST basic examination. Candidates having previously and successfully completed the POST regular basic course are not required to take a written examination as noted above.

### **3. Physical Agility Examination**

A Physical Agility Examination is required for Cadet candidates and optional for lateral candidates.

Specified applicants will be required to complete satisfactorily all portions of the prescribed Physical Agility Examination, which shall consist of a POST approved Physical Agility Test, prior to consideration for appointment. Procedures for completing the test are in the POST Physical Conditioning Manual. Each campus is responsible for setting timeframes for completing components of the physical agility test. The applicant must sign a waiver prior to taking the Physical Agility test. A sample hold harmless agreement is attached with noted testing areas. See Exhibit 1.

Physical agility tests are not considered medical examinations and are permitted prior to offering a job. It is unlawful to ask an applicant whether he or she is disabled, or about the nature or severity of a disability, or to require the applicant to take a medical examination before offering that applicant a position. Applicants may be asked questions about their ability to perform job-related functions, as long as the questions are not phrased in terms of a disability and are asked of all applicants. Applicants can be required to demonstrate how, with or without reasonable accommodations; they will perform job-related functions. It is not appropriate to inquire as to any medical problem or medication that might interfere with or endanger an applicant taking the physical agility test.

### **4. Oral Interview**

The oral examination shall be conducted in accordance with established personnel practices including ADA compliance and, as appropriate, SUPA collective bargaining agreement requirements. The interview shall not include disability related questions. Additionally, no inquiries regarding lawful drug use or extent of past illegal drug use prior to conditional offer of employment should be made. This phase shall consist of an oral panel (SUPA, Article 12) and one conducted by the department's head (POST regulation 1002 (a) (8)).

### **5. Personal History/Background Investigation**

All applicants shall be subject to a Personal History Investigation prior to being considered for appointment to a vacant police officer position. Procedures for completing the required personal history investigation shall be in accordance with current POST standards (includes a fingerprint, records check, and drug testing). Required forms, waivers and templates can be found on the POST website at [www.post.ca.gov](http://www.post.ca.gov).

### **6. Polygraph (optional)**

If a polygraph examination is conducted before a conditional offer of employment is made, it is not permissible to ask applicants if they have any physical impairment that might be affected adversely by the emotional stress of the polygraph examination, or to inquire as to whether or not the applicant is taking any prescription medications. Polygraph operators are not permitted to make any medical inquiries at this pre-offer stage. This includes questions about the extent of prior illegal drug or alcohol use, worker's compensation history, history of mental health problems, etc. All questioning about these issues must be deferred until the post-offer stage.

While the polygraph examination involves measurement of physiological responses, it is not considered a medical examination. Pre-offer questions must be limited to those necessary to determine if the polygraph result is valid. It is permissible to ask questions at this pre-offer stage that would not require applicants to reveal disabilities such as: "Are you currently in pain?" "Did you get enough sleep last

night?" "Have you eaten a meal today?" "Have you taken any medication or other substance for the purpose of affecting these test results?"

## **STEP 2. Conditional Offer of Employment**

The offer of employment must be a legitimate, bona fide offer, conditioned upon the applicant's successful completion of medical and psychological examinations. It is important to determine whether the applicant has the appropriate abilities to do the job before any consideration is given to the person's medical and psychological condition. A full background investigation, without medical information, must be conducted prior to making the conditional employment offer. The CSU employer should have evaluated all relevant non-medical information, which, from a practical and legal perspective, could have been analyzed reasonably prior to extending the offer.

An offer of the job should be conditioned upon the successful results of the medical and psychological examinations. Once the applicant successfully completes these exams, the job offer automatically becomes effective; therefore, send only the number of applicants for an exam as there are available job openings.

An example of a Conditional Offer of Employment is in Exhibit 2.

## **STEP 3. Testing Required After Conditional Job Offer of Employment**

After a conditional offer of employment is made and prior to commencement of employment duties, the CSU employer shall require that an applicant take a medical examination that includes a psychological evaluation. The medical evaluation will assess mental and physical impairments and will include appropriate blood tests for alcohol and drugs.

### **1. Medical Examination (including drug testing)**

All applicants shall have their physical and psychological condition evaluated by a licensed professional as outlined in Government Code Section 1031(f) after receiving a conditional offer of employment. The selection of appropriate professional and specific requirements of the physical examination shall be as outlined in the POST Medical Screening Manual for California Law Enforcement.

Required applicants shall submit to and pass a drug test. Applicants who either refuse or fail the required drug test will not be appointed. Procedures for completing the required drug test shall be in accordance with POST guidelines.

POST guidelines require that at minimum the completed background investigation packet include an official statement that the candidate has successfully completed the medical screening process.

### **2. Psychological Examination**

The required psychological evaluation shall be in accordance with current POST standards and conducted by a licensed professional after conditional offer of employment is made.

The Police Chief will screen psychological evaluations to determine the candidate's suitability to serve as a peace officer. POST guidelines require that only the recommendation form from the psychologist be included in the background packet.

### 3. Background Investigation Follow Up

Campuses will address discrepancies and conflicts with background investigations that are revealed during the post-conditional offer testing phase.

\* Note: if optional areas are invoked, such practices shall be done consistently and objectively.

## PHYSICAL AGILITY WAIVER

The Physical Agility Examination is comprised of five events. These events are strenuous and physically demanding. You will be asked to:

1. Run a 99-yard obstacle course consisting of several sharp turns, a number of curb height obstacles and a 34-inch high obstacle that must be vaulted.
2. Run 5 yards to a 6-foot chain link fence, climb over the fence, and continue running another 25 yards.
3. Lift and drag a 165 pound lifelike dummy 32 feet.
4. Run 500 yards (equivalent to 1 lap plus 60 yards of a standard running track).
5. Run 5 yards to a 6-foot solid fence, climb over the fence and continue running for another 25 yards.

I HAVE CAREFULLY READ THIS WAIVER AND FULLY UNDERSTAND THAT BY COMPLETING THE PHYSICAL AGILITY EXAMINATION THAT THERE IS A RISK OF INJURY OR DEATH. I UNDERSTAND THAT PASSING THE EXAMINATION IS A CONDITION OF MY PROSPECTIVE EMPLOYMENT WITH THE California State University.

I UNDERSTAND BY SIGNING THIS AGREEMENT THAT I AM RELEASING THE California State University, ITS EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM LIABILITY OF ANY KIND. I AM AWARE THAT THIS AGREEMENT IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE California State University AND ITS RESPECTIVE EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS. THIS AGREEMENT IS SIGNED ON MY OWN BEHALF OF MY OWN FREE WILL.

I CERTIFY THAT THIS AGREEMENT, IT'S SIGNIFICANCE AND THE ASSUMPTION OF RISK HAS BEEN EXPLAINED AND UNDERSTOOD BY ME.

Applicant:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## EXAMPLE CONDITIONAL OFFER OF EMPLOYMENT

Name: \_\_\_\_\_

This offer of employment is conditioned upon your successfully completing the following steps and meeting the established standards for the position of \_\_\_\_\_. These standards are contained in applicable federal and state statutes as well as CSU regulations. The steps to be completed are as follows:

1. The remaining parts of the background investigation, conducted according to guidelines established by the CSU for Police Department employees.
2. A psychological screening to determine job suitability conducted and interpreted by a licensed psychologist.
3. A comprehensive medical examination, conducted by a licensed physician retained by the CSU for this purpose, to be administered according to guidelines established by the CSU for its Police Department employees.

Any significant discrepancies in the information you give during any of the steps above or the failure to pass any of the above described examinations can be the basis for your removal from the eligibility list.

If you successfully complete the above requirements, you may receive a final offer of employment and be hired immediately, or you may be placed in a pool of qualified applicants. If you are placed in a pool, you will be informed of your relative standing. You also may be informed of later changes in your standing due to changes in the qualified applicant pool.

**THIS IS NOT AN OFFER OF IMMEDIATE EMPLOYMENT. DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB, OR RELOCATE.**

I have read and fully understand the nature of this conditional offer of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date