



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Pre-Employment Candidate Files

Eff. Date 01/15/2020

Purpose

The Madison Police Department (MPD) maintains information on all candidates competing for employment within the MPD pursuant to State of Wisconsin Statutes and City of Madison Ordinance.

The purpose of this standard operating procedure is to identify and clarify specific categories of records contained within these files that specifically relate to candidates that are hired. **These files have restricted access. Access to portions of these files may be denied due to exceptions noted in Wisconsin State Statutes §§19.31-19.39 and §103.13.** Accordingly, not all portions of an employee's pre-employment file will be available to the employee. In addition, there may be a reasonable charge for providing copies of records.

File/Definition

These files are stored in the Master Personnel Records room at Headquarters in separate folders within a secured area. These files can only be accessed by the Human Resources Coordinator and the Chief's Administrative Assistant. Documents referenced within the file categories below are representative of the types of documents that may be found therein but are not inclusive lists. Document types within the identified categories will vary between commissioned and non-commissioned employees.

PRE-EMPLOYMENT APPLICATION FILE (MANILA)

(Maintained by the Human Resources Coordinator ONLY if the applicant is hired)

- Preliminary Application (includes responses to essay questions on the application, education diplomas, education transcripts, copy of birth certificate, copy of drivers license, applicant photo)
- Biographical Information (Applicant Data Sheet)
- Letters of Recommendation (if submitted with application)
- Military Service Records (if submitted with application)
- Resume (if submitted with application)
- Pre-Employment Contract (Agreement to Reimburse Costs and Expenses)
- Statement of Commitment

PRE-EMPLOYMENT TESTING FILE (GRAY)

- Written Test Score Sheet
- Written Essay
- Physical Agility Test Score and Waiver
- Oral Board Questions/Response Evaluations

PRE-EMPLOYMENT BACKGROUND FILE (RED)

- Personal History Statement (includes biographical information, education/employment/military history, family members, past residences) and references that were requested as part of the background process)
- Authorization for Release of Information
- Criminal/Financial History Checks
- FTO Ride-a-long Overview
- MPD Background Summary

INTERN FILE

(Maintained by the Public Information Officer)

Rules and Guidelines**RETENTION OF RECORDS**

- Medical test results after a conditional offer of employment are to be stored in the Medical file within the Personnel File Records of an employee, which includes a cover sheet medically clearing the applicant and drug screen results.
- Pre-employment Application, Pre-Employment Testing and Pre-Employment Background files have very limited access, generally restricted to the Human Resources Coordinator and the Chief's Administrative Assistant.
- If the candidate is hired, all documents listed above, will be stored for at least eight (8) years after separation from service (consistent with the contents of their Personnel File Records, although these records are not considered a part of their Personnel File).

Hiring process records and background files for individuals who were not hired by the MPD will be retained for at least three (3) years after the related hiring process. For commissioned positions, the Captain of Training and/or his/her designee are responsible for maintaining and purging these records. For candidates in a civilian position process, the respective Civilian Managers and/or his/her designees are responsible for maintaining and purging these records. The Public Information Officer is responsible for intern process and background records for individuals who were not later hired by the MPD. Associated intern records will be retained for at least three (3) years after the document's origin date. The Public Information Officer is responsible for maintaining and purging these records.

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