

COOLIDGE POLICE DEPARTMENT		
	<p style="text-align: center;">CHAPTER 32</p> <p style="text-align: center;">SELECTION</p> <p>CALEA Standard(s):</p>	<p>General Orders</p>
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CHAPTER 32 SELECTION

32.1 HIRING OF EMPLOYEES

Testing and processing of applicants varies with the position and includes a variety of testing methods. All applicants shall receive from City Human Resources a complete written description of the steps in the hiring process for the position for which they are applying, as well as an estimate of the duration of the process and any policy on reapplication for unsuccessful applicants. City HR shall ensure that only job-related criteria are used to rate applicants, and that processes are administered, scored and interpreted, and applicants are evaluated, in a uniform manner. HR shall maintain a complete record of each hiring process, including the application and testing materials for unsuccessful applicants. All selection materials (test questions, for example) shall be securely stored or disposed of in a secure manner. All applicants will receive written notice of the results of the hiring process.

Persons selected for positions shall be conditionally notified of their selection and of the need to pass a post-offer psychological examination (where required), a medical examination and a pre-employment drug test. Final hiring will depend upon the successful completion of those examinations.

Final selection decisions shall be made by the Chief.

32.2 POLYGRAPHS AND BACKGROUND INVESTIGATIONS

All applicants for police positions, sworn and non-sworn, must pass both polygraph examinations and background investigations.

A. Polygraphs. When done as part of a background investigation for hiring purposes, a copy of the polygraph examiner's report and the audio recording will be provided to the background Detective. The material shall remain with the background investigation file and will be disposed of as required by law.

Polygraphs shall comply with AZPOST requirements and shall be completed by qualified examiners. Applicants shall be advised prior to the examination of the general areas that may be covered by the questions. The results of a polygraph examination that reveals deception shall not be used as the sole determining factor in non-selection of an applicant.

B. Background investigations shall be completed by investigators trained in collecting the required information and shall include, at a minimum, the verification of qualifying credentials, the review of the applicant's criminal history and verification of at least three personal references. Background investigations are to be maintained by the Department and disposed of pursuant to the Department's records retention schedule.

32.3 AZPOST REQUIREMENTS

Applicants for sworn positions who are not AZPOST certified must meet all AZPOST requirements for peace officer certification (other than the certification itself) prior to employment as a peace officer.

32.4 PROBATIONARY PERIOD

The probationary period for sworn personnel who must initially attend an academy and become certified by AZPOST is twelve months from the date of certification. The probationary period for sworn personnel who are already AZPOST certified upon hiring, and for all non-sworn personnel, is twelve months from the date of hire. The probation period for civilian employees and for all employees, sworn or civilian, who are promoted is twelve months. Employees on probation should be closely observed and evaluated at least quarterly in writing. Unsatisfactory performance should be identified and corrected early through counseling, training or other suitable personnel actions.

32.4.1 Extending Probation Periods

Any employee who is on authorized leave (other than military leave) for more than three consecutive weeks during the probationary period shall have the probationary period extended. Any employee who is at work but is on modified or light duty shall have the probationary period extended.

Probation may not be extended for failed performance. A probationary employee whose performance does not meet the required standard shall be denied permanent status as an employee and terminated for failure to meet probationary standards.

32.5 RETENTION OF APPLICANT AND PERSONNEL RECORDS

A. All applicant files and records, including background files and files on disqualified candidates, are considered confidential to the extent permitted by law. Any medical records included in these files shall be separated and sent to Human Resources for retention pursuant to City policy and the requirements of federal law; the Department file should note that the medical records have been transmitted to City HR (for purposes of audits which may be performed by AZPOST). Applicant files and records may only be accessed by authorized personnel and shall be maintained in accordance with established records retention and destruction schedules and procedures.

1. Pursuant to A.R.S. §38-1108, the pre-employment polygraph, including the data and the report, for an officer hired by the Department shall be destroyed no later than ninety days after the third-year anniversary of the person's date of employment

B. All personnel files and records maintained by the agency (separate from City personnel records) are considered confidential to the extent permitted by law. Any medical records included in these files shall be separated and sent to Human Resources for retention pursuant to City policy and the requirements of federal law; the Department file should note that the medical records have been transmitted to City HR. Personnel files and records may only be accessed by authorized personnel and shall be maintained in accordance with established records retention and destruction schedules and procedures.