



Peoria Police Department	
Policy and Procedure Manual	
Policy 3.01	Recruitment and Selection



I. POLICY

It is the policy of the Peoria Police Department to identify, recruit, select, and assign the highest caliber of personnel available in a manner that is equitable, nondiscriminatory, and consistent with state and federal statutes, City policy, and Affirmative Action/Equal Employment Opportunity guidelines.

II. PROCEDURES

A. Recruitment for Sworn Police Applicants

1. Administrative Responsibility. The responsibility for administering the Peoria Police Department's recruitment process shall lie with the Staff Services Bureau Manager. Other Peoria Police Department employees are recruited as members of the Peoria Police Department's Recruitment Team and trained to assist and help coordinate this activity. (31.1.1)
2. Recruitment Guidelines
 - a. The Staff Services Bureau Manager shall initiate and maintain an active recruitment program to compete with other employers in attracting qualified personnel for actual or forecasted vacancies within the Peoria Police Department. (11.1.1)
 - b. The Staff Services Bureau Manager and Recruitment Team members assigned to the recruiting function shall be familiar with the areas of: (31.1.2)
 - (1) Equal Employment Opportunity/Affirmative Action guidelines.
 - (2) Agency salaries, benefits, and opportunities.
 - (3) Techniques of record keeping and candidate tracking.
 - (4) Applicable federal and state statutes.
 - (5) Different ethnic and cultural groups within the community.
 - (6) Recruitment programs of neighboring jurisdictions.
 - (7) Other factors that ensure a fair and unbiased recruitment process.
3. Recruitment Plan
 - a. Goal. The ultimate goal of the Peoria Police Department recruitment effort is to obtain a Department work force that appropriately reflects the composition of the citizens of the City of Peoria. (31.2.1.)
 - b. Preparation. To accomplish this goal, the Peoria Police Department has established a recruitment plan. The Staff Services Bureau Manager shall prepare the recruitment plan corresponding with the annual budget submission process. The plan should indicate the Peoria Police Department's proposed budget, including the amount and number of new positions requested, and the funds requested for specific recruitment activities. The Recruitment Plan shall:
 - (1) Outline, in quantitative terms, a proactive program of goals and objectives to be undertaken by the Peoria Police Department to ensure all applicants and employees are afforded equal opportunity to reach their full employment potential. (31.2.2.a)

“Our Community...Our Commitment”

- (2) Provide a course of action to be taken in order to achieve the Plans objectives. (31.2.2.b)
 - c. Review. This Plan will be reviewed annually, at the end of the fiscal year, by the Staff Services Bureau Manager, and updated as necessary. (31.2.2.c)
 - d. The Staff Services Bureau Manager shall ensure that contact is made with major universities, local community colleges, and other law enforcement agency recruiters regarding recruitment activities.
 - e. The Peoria Police Department encourages all department employees to assist in recruiting qualified persons to apply for positions within the department. Additionally, sworn members of the Peoria Police Department's Recruitment Team will be selected to visit college campuses and job/career fairs to further promote employment opportunities with the Peoria Police Department.
 - f. Minority personnel shall be actively solicited to join the Peoria Police Department's Recruitment Team.
4. Recruitment Process
- a. Budget request. When vacancies occur or new positions are acquired within the Peoria Police Department, Staff Services shall complete a Request to Fill Vacancy form and forward it to Management Services (Budget Section) for budgetary approval. Budget will then forward the signed Request to Fill Vacancy form to the Human Resources Department (HRD). The Staff Services Bureau will then prepare and distribute the job announcements, which shall:
 - (1) Contain a precise and accurate description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the positions to be filled. (31.3.1. a.)
 - (2) Advertise application-filing deadline. (31.3.1.d)
 - b. Job announcements. The Staff Services Bureau shall be responsible for sending the job announcement to local service organizations with a request to post the announcements. (31.3.2) The Staff Services Bureau Manager shall also ensure that the position be advertised to the mass media within the budget constraints. (31.3.1.b)
 - c. Recruitment locations. When recruiting for entry-level law enforcement positions, members of the Recruitment Team shall recruit on-site at area educational institutions. In addition, recruitment efforts will be conducted locally at appropriate locations such as high school career day activities, and through local service organizations. (31.3.2)
5. Equal Employment Opportunity
- a. The Peoria Police Department shall ensure that no person be refused employment, given preference, or otherwise discriminated against because of race, sex, age, religion, ethnicity, national origin, disability, disabled or Vietnam era veterans, or sexual orientation, unless such action is consistent with applicable federal, state or local law. (31.2.3)
 - (1) This policy relates to all phases of employment, including but not limited to advertising, recruiting, employment, placement, promotion, transfer, leave of absence, termination, rate of pay, selection for training, use of facilities, vacation, and holidays.
 - (2) Equal Employment Opportunity also applies to those with physical disabilities. Physical disabilities are disregarded unless those disabilities prevent the performance of the primary essential functions of the position. Concerns regarding equal employment opportunities may be addressed with the Peoria Police Department, HRD, or the Equal Employment Opportunity Commission for the State of Arizona. (31.2.3)
 - b. All employment applications, recruitment materials, and recruitment advertisements shall advertise that the Peoria Police Department is an Equal Opportunity Employer. (31.3.1.c) (31.2.3)
 - c. To enhance the Peoria Police Department's credibility and sincerity, recruitment literature shall depict protected classes and/or disadvantaged groups in law enforcement employment roles. (31.2.2)

- d. The Chief of Police or designee will review all job task analysis as prepared by HRD on a periodic basis to ensure they support the Agency's recruitment strategies and procedures. (21.1.1.a, b, and c)

6. The Application Process For Sworn Positions

- a. Employment Applications are accepted for police officer positions on an ongoing basis. Applications can be downloaded from the City of Peoria's Website at www.peoriaaz.gov.
 - (1) Information regarding the application, testing and background investigation process, as well as the minimum qualifications and the Arizona Peace Officer's Standards Training (AZPOST) disqualifiers, are also contained in the City of Peoria's website.
 - (2) Applicants may also call the Peoria Police Department Hotline to receive an application and written information by mail.
 - (3) Prospective applicants, who physically come to the Peoria Police Department seeking information about job opportunities, or seeking to apply for employment, shall be advised whether or not recruitment is in process. They may be provided an application packet with appropriate instructions for its completion and advised to monitor the City of Peoria's website, Peoria Police Department Job Hotline, or to call Staff Services Recruitment to determine when applications are being accepted.
- b. Along with the application, the applicant shall be provided with a handout containing at least:
 - (1) A copy of the selection process, the expected duration of the selection process, and the application-filing deadline for the next written test. (32.1.4.a. and b)
 - (2) Written notice of the procedures for reapplication, re-testing, and re-evaluation of candidates who are disqualified during the selection process, or not appointed to probationary status. (32.1.4.c)
 - (3) A list of the areas that will be addressed during the polygraph examination. (32.2.4)
- c. The Staff Services Bureau shall maintain a copy of each application turned in for a period of two (2) years. Copies will be kept in a secured area. In addition, each applicant shall be entered into the appropriate computer database for tracking purposes.
- d. The Staff Services Bureau shall ensure periodic contact is maintained with each applicant during the entire selection process to advise the applicant of the status of their application. Applicant contacts shall be documented and logged. (31.3.3)
- e. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process. Contact should be made with the applicant to clarify any questions/concerns or to correct any deficiencies that exist on an employment application. (31.3.4)

B. Selection for Sworn Police Applicants

- 1. Administrative Responsibility: The responsibility for administering the Peoria Police Department's role in the selection process shall lie with the Staff Services Bureau Manager. Other department employees may assist and help coordinate this activity. The Staff Services Bureau shall: (31.1.1)
 - a. Be responsible for the selection, administration, and scoring of a validated written police entry-level exam.
 - b. Document any written tests used in the selection process as having validity, utility, and a minimum adverse impact.
 - c. Ensure only those rating criteria or minimum qualifications that are job related, in accordance with the job task analysis for the positions, are used in the selection process, including criterion related validation, construct validation, and content validation. (32.1.2)

- d. Maintain on file any records and data used to monitor adverse impact and validity of the selection process for a period of two (2) years.
 - e. Ensure that all elements of the selection process, whether administered internally or by a private-sector organization or vendor, meet the requirements of validity, utility, and minimum adverse impact.
 - f. Ensure that selection materials are locked and secured from unauthorized access when not in use and that any unwanted selection materials are disposed of in a manner that prevents disclosure of the information therein. (32.1.7)
 - g. Ensure that candidates are appropriately scheduled for the various testing processes, other than the written test and the physical agility evaluation, i.e., polygraph examination, psychological test and interview, medical examination, etc.
 - h. Identify the measurement criteria of the other various testing processes which will help determine the best available candidate.
 - i. Prepare an evaluation of the overall recruitment process to delineate the activities that took place and any concerns or actions which may have an impact on future recruitments. This shall be accomplished within sixty (60) days after the establishment of an eligibility list, in the form of an after-action report. (31.2.2.c)
 - j. Ensure that all elements of the selection process be administered, scored, evaluated, and interpreted in a uniform manner. (32.1.3)
 - (1) Operational elements of the selection process, such as time limits, oral instructions, practice problems, answer sheets, and scoring formulas shall be clearly set forth and carried out identically for all candidates.
 - (2) In accordance with AZPOST Rule R13-4-104. C.1., certified peace officers who resign from their agencies may be appointed to another peace officer category within the same agency without a complete background investigation if they return within no more than thirty (30) days after the date of their termination or retirement.
 - k. Ensure that members of the Recruitment Team, who are representative of the race, sex, and ethnic groups of the community, be used to carry out the selection process whenever possible.
2. The Selection Process for Police Recruits
- a. The selection process consists of the following components. (32.1.1)
 - (1) Announcement
 - (2) Application
 - (3) Written Test
 - (4) Physical Fitness Evaluation
 - (5) Oral Interview
 - (6) Background Investigation
 - (7) Fingerprint Check
 - (8) Polygraph
 - (9) Background Investigation Review
 - (10) Candidate's Interview with the Chief and Deputy Chiefs of Police
 - (11) Conditional Job Offer

(12) Psychological Test and Interview

(13) Medical Examination

(14) Final Job Offer

- b. A thorough review is conducted of information submitted in the background packet. Based on the information provided, the applicant may be declined further processing at any point.
- c. Although selection is based upon the successful completion of all of the components listed, any single component, other than the polygraph result, may cause the elimination of a candidate from further consideration.
 - (1) Any candidate not eligible for employment on the basis of any single procedure shall be notified in writing, by the Peoria Police Department within 30 calendar days. (32.1.5)
 - (2) Re-application is permitted after six months has elapsed, except for candidates disqualified for reasons of prior felony convictions, non-correctable physical problems, or other non-correctable selection criteria. (32.1.4.c)
 - (3) Records of candidates not eligible for employment shall be the responsibility of the Staff Services Bureau Manager. These records shall be securely maintained in accordance with federal, state, and local requirements. (32.1.6)
- d. There will be candidates who successfully complete selection procedures up to the contingent job offer and are not appointed due to a limited number of openings.
 - (1) Candidates who successfully complete selection procedures shall remain on an eligibility list until the next designated Police Recruit testing is conducted. Upon administration of another applicant test, the selection process will be initiated again.
 - (2) Eligible candidates not appointed to probationary status due to limited positions shall be notified of such in writing by the Peoria Police Department.
 - (3) The Staff Services Bureau shall maintain the records of all candidates eligible for employment for a period of two (2) years.
- e. The selection process is designed to allow the Peoria Police Department to obtain qualified personnel to fill specific needs. The final determination of the attributes and skills that a candidate should possess and who will be selected for employment is the responsibility of the Chief of Police.

3. The Selection Process for Lateral Police Officer Applicants

- a. The selection process for out-of-state and Arizona certified lateral police applicants is the same as for police recruits; however they are exempt from the written and physical agility testing.
- b. Out-of-state lateral employees will be provided training in the areas of firearms, pursuit driving, defensive tactics, Arizona Revised Statutes (ARS), and will be required to successfully attain Arizona police officer certification through the AZPOST Board waiver process.

C. Sworn Police Applicants Eligibility Requirements

- 1. The minimum qualifications for appointment as a peace officer in the State of Arizona are established by the AZPOST Bureau and the Arizona Administrative Code R13-4-105 (A).
- 2. Applicants may be disqualified for any of the following items:
 - a. Falsification of information provided on the employment application or background investigation questionnaire.
 - b. Excessive drug use.

- c. A history of conduct that would jeopardize public trust in the law enforcement profession.
- d. Conviction of a felony or any offense that would be a felony if committed in Arizona.
- e. Dishonorable discharge from the United States Armed Forces.
- f. Illegal sale, production, cultivation or transportation of marijuana or any other dangerous drug or narcotic.
- g. Illegal use of marijuana for any purpose within the past three (3) years.
- h. Illegal use of dangerous drugs or narcotics other than marijuana, for any purpose within the past seven (7) years.
- i. Illegal use of dangerous drugs, narcotics, or marijuana other than for experimentation. The use of an illegal drug is presumed to be not for experimentation if:
 - (1) The use of marijuana exceeds a total of 20 times, or exceeds 5 times since the age of 21 years.
 - (2) The use of dangerous drugs or narcotics other than marijuana exceeds a total of 5 times, or exceeds 1 time since the age of 21 years.
- j. Pattern of abuse of prescription medication.
- k. Conviction, adjudication of violation of traffic regulations governing the movement of vehicles with such frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three (3) years.

D. Selection Procedures for Sworn Police Applicants

1. Application. See Section A.6 for details of the application process.
2. Written Aptitude Test
 - a. The test administered shall be a validated written entry-level selection test.
 - b. Candidates must achieve a passing score which will be determined by the number of applicants.
 - c. Candidates who fail to achieve a passing score shall be disqualified from further processing in the current recruitment; however, these candidates may reapply in six months.
 - d. While taking the written test, candidates shall be disqualified for looking at another's test, discussing questions or answers, or attempting to obtain answers in any other manner.
3. Physical Assessment.
 - a. A physical agility evaluation exercise shall be administered and scored as pass/fail.
 - b. Applicants must be able to successfully complete the physical fitness evaluation prior to entering the police academy.
4. Oral Interviews
 - a. The oral interview shall be conducted in an oral board format (applicant and interviewers).
 - b. Results of the oral interview shall be recorded on standardized forms and shall be maintained on file for a period of two (2) years.
5. Background Investigation. A thorough background investigation, as outlined by AZPOST, shall be performed on each candidate by an employee who has been trained in this area and assigned as the investigator by the Chief of Police. This check of each candidate's personal history shall be based upon information supplied by the candidate in the background packet, and shall be conducted prior to the candidate's appointment to probationary status. (32.2.1.a)

- a. Only personnel trained in collecting the required information shall be used to conduct background investigations. (32.2.2)
 - b. The background investigation shall include:
 - (1) Verification of information supplied on the application and on the Peoria Police Department supplemental background questionnaire addendum "A" and "B".
 - (2) Verification of the candidate's qualifying credentials (32.2.1.a)
 - (3) A review of the candidate's criminal history, if any, through the Arizona Crime Information Center/National Crime Information Center (ACIC/NCIC), and contact with law enforcement agencies in prior states of residence. (32.2.1.b)
 - (4) A review of the candidate's driving record from all states of residence.
 - (5) Verification of at least three personal references of the candidate. (32.2.1.c)
 - (6) Contact with police agencies in cities and towns where the candidate has lived.
 - (7) A review of the candidate's employment history.
 - (8) A review of the candidate's polygraph, psychological, and medical examinations.
 - (9) Personal contact, whenever possible, with references, neighbors, family, school administrators, etc., of the candidate.
 - c. Background investigators shall use whatever legal means are at their disposal, including teletype, computers, agency records, phones, personal contacts, etc., to thoroughly verify and investigate information. Investigators shall follow leads and information to further the scope of the investigation, and are not limited by the information supplied on the application.
 - d. Verification of all information shall be supported by written notations. Background investigators who assist each other in the scheduling of tests shall provide written notification of their action to the background investigator assigned the background packet.
 - e. A record of each candidate's background investigation shall be securely maintained on file for at least two years. (32.2.3)
 - (1) Background files of successful candidates shall be securely maintained in the employee's personnel file. Additionally, AZPOST, and medical files shall be maintained within the secured files located in Administration.
 - (2) Background files of unsuccessful candidates shall be maintained in a secure area.
6. The background investigator assigned to complete the investigation shall ensure that all AZPOST requirements have been met and documented.
 7. Fingerprint Check: All applicants are fingerprinted when the background investigation is begun. Fingerprints shall be checked through the Federal Bureau of Investigation (FBI) and Arizona Department of Public Safety (AZ DPS) and the results included in the background file. (32.2.1.b)
 8. Polygraph Examination
 - a. The polygraph examination shall be administered only by persons licensed by the State of Arizona. (32.2.5)
 - b. The results of the polygraph, by itself, shall not be used as a determinant of employment. (32.2.6)
 - c. An admission during pre-test, test, or post-test interviews, coupled with other information gathered in the selection process, may be sufficient to disqualify a candidate.

- d. The applicant will be given a list of the areas to be addressed by the polygraph examiner. (32.2.4)
 9. Background Investigation Review: The Staff Services Bureau Manager will review the background investigation packet, approving or disapproving hire, and make recommendations to the Chief of Police or designee. The final hiring decision rests with the Chief of Police or designee.
 10. Interview with the Chief/Deputy Chiefs of Police/Commanders: Candidates who have successfully completed the background investigation process and who have been recommended for hiring consideration by the Staff Services Bureau Manager, shall be scheduled for an informal interview with the Chief of Police, Deputy Chiefs' of Police, and/or Commanders. This interview shall not receive a written score.
 11. Conditional Job Offer: The conditional job offer is not a guarantee of employment, but rather a promise to be considered in the most qualified applicant pool upon completion of all components of the background process.
 - a. This letter is provided to the applicant after the interview with the Chief/Deputy Chiefs/Commander.
 - b. It is signed by the Chief of Police or designee and the applicant and becomes a part of the background file.
 12. Examination of Emotional Stability and Psychological Fitness (32.2.8)
 - a. Only qualified professionals shall assess the emotional and psychological condition of a candidate, using valid, useful, and nondiscriminatory procedures.
 - b. A battery of psychological tests shall be administered to each candidate prior to appointment to probationary status.
 - c. A record of the results of the test shall be securely maintained on file at the Peoria Police Department. (32.2.9)
 13. Medical/Physical Examination: An AZPOST medical examination shall be given to each candidate to check for general health, fitness, and conditioning. Results shall be evaluated based on procedures that are valid, useful, and nondiscriminatory. Examinations will be conducted prior to appointment to probationary status. (32.2.7)
 - a. A drug screening examination to fairly determine the recent use of illegal drugs shall be administered.
 - b. A record of the results of the test shall be securely maintained on file at the Peoria Police Department. (32.2.9)
 14. Final Job Offer: The Chief of Police, based upon the results of the selection process and personal interviews, shall make the final hiring decision. The Chief of Police or designee will normally advise the applicant of a positive hiring decision and provide a final job offer letter documenting the terms and conditions of employment.
 - a. A personnel action form will be completed and signed by both the Chief of Police or designee and the applicant. The form will indicate the start date, starting salary, and other pertinent information needed by HRD and the Peoria Police Department to process the applicant as a new employee.
 - b. HRD will also be contacted to coordinate a City Orientation for the applicant on their start date or shortly thereafter.
 - c. All newly hired recruits and lateral officers shall meet with Staff Services Bureau personnel, receive a Peoria Police Department orientation, and be assigned a mentor (optional for lateral officers), prior to beginning assignment at the Academy or starting the Field Training Officer (FTO) Program.
- E. Appointment to Probationary Status for Sworn Police Employees
1. Duration of Probation: Candidates employed by the Peoria Police Department shall remain on probation for a period of no less than twelve months as follows: (32.2.10)
 - a. For the period of time the employee is in training at the Police Academy, they will be on "Police Recruit" status.

- b. Once graduated from the police academy, their status is changed to police officer and they are placed on probationary status. The probationary officer will enter an orientation phase and then be placed in an FTO program. During this phase of training the employee is referred to as an Officer in Training (OIT).
 - c. Upon successful completion of the FTO program, the officer will be assigned appropriately for the remainder of the probationary period.
2. Extension of Probation (32.2.10)
- a. The twelve month probationary period may be extended for:
 - (1) Need of remedial or continued training.
 - (2) Personal problems, provided counseling or other means of correction are actively being pursued and resolution is anticipated.
 - (3) Disciplinary problems that appear to be correctable.
 - (4) Extensive use of sick leave or other extensive leaves of absence.
 - b. Supervisors or Field Training Officers who feel that an extension of probation is necessary shall forward a written recommendation containing full details and documentation needed to justify the extension to the Chief of Police, through the chain of command. The recommendation shall be processed in accordance with the City's Administrative Regulations.
3. Expectations of Probationary Employees. Employees on probation must successfully:
- a. Attend and complete an approved police academy if basic certification from AZPOST is not already held.
 - b. Successfully complete the Peoria Police Department Field Training Program.
 - c. Function in a proficient and professional manner to the satisfaction of Peoria Police Department management.
4. Probationary Evaluations. Employees on probationary status shall be evaluated as follows:
- a. While in the Field Training Program, in accordance with the FTO Manual.
 - b. Upon completion of the FTO Program, the officer will be evaluated for a period of 12 weeks by their immediate supervisor. This evaluation will be done on the Post FTO Form.
 - c. Once out of the Field Training Program, in accordance with the Peoria Police Department's employee evaluation standards.
 - d. Probationary employees shall be allowed to appeal an overall 1 or 2 annual performance rating by following the procedures outlined in the City of Peoria's Performance Appraisal System.
5. Appointment to Full Status. Employees successfully completing probation shall be appointed to full status.

F. Recruitment for Civilian Personnel

1. Administrative Responsibility. The responsibility for administering the Peoria Police Department's role in the selection process shall lie with the Staff Services Bureau. Other Peoria Police Department employees may assist and help coordinate this activity, as well as act as liaisons with HRD when recruitment responsibilities are shared.
2. HRD and the Staff Services Bureau shall work together to:
 - a. Ensure that all elements of the selection process be administered, scored, evaluated, and interpreted in a uniform manner.

- (1) Operational elements of the selection process, such as time limits, oral instructions, practice problems, answer sheets, and scoring formulas shall be clearly set forth and carried out identically for all candidates.
 - (2) All candidates, regardless of previous employment or experience, shall be subject to the same selection process. The Chief of Police can grant exceptions to this policy for previous employees who have been resigned from the Peoria Police Department for no more than six months and are eligible for rehire.
- b. Ensure that candidates are scheduled for any other required testing applicable to the position for which they are applying, i.e., polygraph examination, psychological test and interview, medical examination, etc.
 - c. Ensure that personnel who are representative of the race, sex, and ethnic groups of the community be used to carry out the selection process whenever possible.
- G. The selection process for civilian employees is the same as for sworn employees with the following exceptions:
1. AZPOST medical exams are required for certain civilian positions
 2. Psychological examinations are required for certain civilian positions.
- H. Application Procedures For Civilians
1. No Positions Open: Prospective applicants who come to the HRD seeking information about job opportunities or seeking to apply for employment shall be provided a list of the eligibility requirements as well as information regarding methods of job announcement and the job hotline number.
 2. Positions Open
 - a. Prospective applicants coming to HRD or the Peoria Police Department (depending on the position) in response to advertised openings shall be given an application packet with appropriate instructions for its completion.
 - b. HRD or the Peoria Police Department (depending on the position) shall maintain a copy of each application returned for a period of two years.
 - c. The Staff Services Bureau shall ensure periodic contact is maintained with each applicant during the entire selection process to advise the applicant of the status of their application. Applicant contacts shall be documented and logged. (31.3.3)
 - d. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process. Contact should be made with the applicant to clarify any questions/concerns or to correct any deficiencies that exist on an employment application. (31.3.4)
 3. Appropriate Aptitude Tests
 - a. The test administered shall be a validated entry-level selection test.
 - b. Candidates must achieve a passing score.
 4. Oral Interviews
 - a. Results of the oral interview shall be recorded on standardized forms.
 - b. Oral Review Board. The interview panel shall consist of at least two (2) to three (3) employees whose position is at least equal to the position for which the applicant is being interviewed. One member shall be appointed to chair the panel for each group of candidates.
 - (1) Once impaneled, the review board shall remain intact to complete the review of all candidates (unless an emergency prevents the same board from remaining intact).
 - (2) The officer/employee conducting background investigations may participate in the interview but shall not score the candidate.

5. Background Investigations are conducted on civilian applicants in accordance with the standards and component processing used for sworn applicants, except for the drug standards, up to and including the final job offer stage.
 - a. The following drug use standards apply to civilian employees:
 - (1) Marijuana Use: No use within the last three years
 - (2) Dangerous and Other Drugs: No use in the last five years
 - (3) Hallucinogenic Drugs: No more than twice, and not in the past 10 years
 - b. The candidate's driving record from all states of residence will be reviewed.

I. Appointment to Probationary Status for Civilian Employee

1. Duration of Probation: Candidates employed by the Peoria Police Department shall remain on probation for a period of no less than twelve months.
2. Extension of Probation
 - a. The twelve month probationary period may be extended for:
 - (1) Need of remedial or continued training.
 - (2) Personal problems provided counseling or other means of correction are actively being pursued and resolution is anticipated.
 - (3) Disciplinary problems that appear to be correctable.
 - (4) Extensive use of sick leave or other extensive leaves of absence.
 - b. Supervisors who feel that an extension of probation is necessary shall forward a recommendation containing full details and documentation needed to justify the extension to the Chief of Police through the chain of command. The recommendation shall be processed in accordance with the City of Peoria's Administrative Regulations.
3. Expectations of Probationary Employees. Employees on probation must successfully:
 - a. Attend and successfully complete any training requirements identified for the position.
 - b. Function in a proficient and professional manner to the satisfaction of Peoria Police Department management.
4. Probationary Evaluations – Employees on probationary status shall be evaluated as follows:
 - a. If in structured training, in accordance with that training program, i.e., Communications Specialist.
 - b. Once the training program is completed, in accordance with the Peoria Police Department's employee evaluation standards.
 - c. Probationary employees shall be allowed to appeal an overall 1 or 2 annual performance rating by following the procedures outlined in the City of Peoria's Performance Appraisal System.
5. Appointment to Full Status – Employees successfully completing probation shall be appointed to full status.

J. Employee separation from employment.

1. Types of Separation – Five common types:
 - a. Retirement
 - b. Medical/Early Retirement

- c. Resignation
 - d. Administrative Suspension
 - e. Termination
2. Any time an employee is being separated, or when an employee notifies a supervisor of an intended separation, the receiving supervisor shall notify the Staff Services Bureau Manager and/or the Professional Standards Unit Lieutenant (notification depending on availability).
- a. The Professional Standards Unit Lieutenant shall be notified of all employee separations by the Staff Services Bureau Manager.
 - b. Once a supervisor receives the written intent to separate employment from an employee, the supervisor shall:
 - (1) Sign and date the written notice provided by the employee, acknowledging that the document was received.
 - (2) Notify the Professional Standards Unit Lieutenant or, if unavailable, the Staff Services Bureau Manager.
 - (3) Notify their immediate supervisor or the duty commander as soon as possible.
 - 3. The Professional Standards Unit Lieutenant or the Staff Services Bureau Manager shall be responsible for contacting the Property and Evidence Unit Supervisor to obtain the employee's original Equipment Receipt Form.
 - 4. The Professional Standards Unit Lieutenant or the Staff Services Bureau Manager shall ensure that the supervisor assigned to the out processing function is provided with the original Equipment Receipt Form and the Employee Separation Checklist.

Peoria Police Department
Policy 3.01 Recruitment and Selection
Original Issue Date: 01/01/03
Last Revision Date: 04/06/07
Next Review Date: 02/28/08
Office of Primary Responsibility: SSB
Editor: D. Marcum
Reviewed By: S. Lekan

APPROVED: 
Larry J. Ratcliff
Acting Chief of Police