

# Peoria Police Department Policy and Procedure Manual

## Policy 3.14 Mentor Program



**“Our Community...  
Our Commitment”**

### I. POLICY

It is the policy of the Peoria Police Department to create a program that addresses the needs and concerns of new police recruits/officers and help them make a successful transition into their new work environment. This program establishes a standardized system of mentoring these new employees and encouraging their successful completion of the academy and continued career growth.

### II. PROCEDURES

#### A. Mentoring Sworn Police Officers

1. Administrative Responsibility - The responsibility of administering the Peoria Police Department's role in the mentoring process shall lie with the Staff Services Bureau Lieutenant or designee. This person shall be referred to as the Mentor Coordinator.

2. When new employees begin their careers with this agency, they come with many questions and concerns which include: whether they will fit in; whether they will have the opportunity to learn and grow; whether they will be challenged; how they will perform and how their performance will be measured; and most importantly, whether they will stay with the agency. As a result, it is critical for new employees to believe that the agency cares about their career development.

3. As an integral part of the recruiting, hiring and training process, each newly hired police officer will be placed into the new hire mentoring program where they will be paired with a veteran employee who has been trained in the skills of mentoring. The mentor will serve as a host, confidant, facilitator and advisor.

a. The Mentor Coordinator will review the background and skills of the mentors and select the most suitable mentor for the new hire.

b. The Mentor Coordinator will contact the mentor and provide them with the background on the new hire.

c. The Mentor Coordinator will contact the new hire and provide them with name and telephone number of the mentor.

d. Participation in the mentoring program shall be mandatory for all newly hired police recruits. Lateral officers may participate in the program but are not required to do so.

e. The initial contact between the mentor and the new hire will occur prior to the first day of the academy.

f. At minimum, the new hire will remain with the mentor throughout the academy and Field Training Officer (FTO) program, however, mentoring throughout the probationary period is highly recommended.

g. Mentors will not simultaneously be an FTO for the same new hire, unless approved by the Deputy Chief of Police assigned to the Special Services Division and only if no other FTO is available.

Form” on a monthly basis, detailing the contacts and time invested with protégés during the month.

B. Mentor Coordinator: The Mentor Coordinator is responsible for administering and overseeing the new hire mentoring program. The duties include the following:

1. Coordinate and schedule the introduction of the new hire to the mentor.
2. Recruit, train and maintain the mentor pool.
3. Maintain mentor skills/background database.
4. Schedule and conduct mentor meetings.
5. Maintain and review mentor program evaluations.
6. Troubleshoot and fine-tune the mentoring process when necessary.

**Peoria Police Department**  
**Policy 3.14 Mentor Program**  
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C. Mentors

1. The mentors are the key component to a successful mentoring process. They have been identified as individuals who have a strong desire to participate in the process and are recognized by their peers as role models. Mentors will be compensated for their services.

**APPROVED:**   
**David C. Leonardo**  
**Chief of Police**

2. Their duties include the following:

- a. Contact new hires prior to the first day of the academy and explain the mentoring function.
- b. Meet personally with the new hire and ensure a positive introduction to the agency.
- c. Answer questions and be observant of the new hire’s transition.
- d. Provide insight and an overview of academy expectations.
- e. Address potential distracters that would prevent the new hire from focusing on the upcoming academy training.
- f. Provide personal guidance and support as needed, e.g., suggested housing, school, and childcare needs.
- g. Provide feedback to the Mentor Coordinator of concerns and/or conflicts.
- h. Attend regularly scheduled mentor meetings to address concerns and to fine-tune the program.
- i. Complete a “Mentor Activity Tracking