

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The employment policy of the Peoria shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status or gender, and shall not show partiality or grant any special favors to any applicant, employee or group of employees in conformance with Title VII of the Civil Rights Act of 1964, the guidelines issued by the Equal Employment Opportunity Commission and Arizona law. The rules governing employment practices for this department are maintained by the Peoria Human Resources Department.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence and experience.

1000.3 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, the special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. The Peoria Human Resources Department maintains standards for all positions.

AZPOST statutorily prescribes minimum standards for employment and a pre-employment investigation of a sworn candidate's background (AAC § R13-4-105).

1000.4 OFFICER SELECTION PROCESS

Entry-level Officer Positions:

Applicants for entry-level officer positions will apply to the City Human Resources Department and are required to:

- Meet qualifications of AZPOST (AAC § R13-4-105) and the Department as required by this policy.
 - Pass a written examination.
 - Pass a physical agility test.
 - Pass a structured oral interview board.
- Candidates who meet the above criteria will be required to successfully complete the following:
 - A background investigation that meets the requirements of AZPOST (AAC § R13-4-106).
 - A polygraph test process that meets the requirements of AZPOST.
- Candidates meeting department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:

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- Physical examination that meets the standards of AZPOST (AAC § R13-4-107).
- Drug testing.
- Psychological testing.
- Final approval by the Chief of Police or his/her designee.
- Successful completion of a law enforcement academy.
- Regular employee status may be granted upon:
 - Successful completion of police officer training, and
 - Successful completion of probation.

1000.4.1 LATERAL TRANSFER OFFICER SELECTION PROCESS

Lateral applicants are those that are currently employed fulltime with other agencies with a minimum two years fulltime, full authority law enforcement experience.

- Applicants for lateral officer positions will apply to the City Human Resources Department and are required to:
 - Meet qualifications of AZPOST (AAC § R13-4-105) and the Department.
 - Obtain an acceptable passing score from a structured oral interview board.
- The passing candidates based on the above criteria will be required to successfully complete the following:
 - A background investigation that meets the requirements of AZPOST (AAC § R13-4-106).
 - A polygraph test process that meets the requirements of AZPOST.
- Candidates meeting department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:
 - Physical examination that meets the standards of AZPOST (AAC§R13-4-107).
 - Drug testing.
 - Psychological testing.
 - Final approval by the Chief of Police or his/her designee.
 - Successful completion of the AZPOST waiver test (if required).
- Regular employee status may be granted upon:
 - Successful completion of field training, and
 - Successful completion of probation.

1000.5 NON-SWORN SELECTION PROCESS

Applicants for all non-sworn positions will apply to the City Human Resources Department and are required to:

- Meet minimum qualifications.
- Obtain an acceptable passing score from a structured oral interview board or other validated testing process.
- Successfully complete a background investigation.

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- Successfully complete a polygraph test process

Candidates meeting Department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:

- Psychological examination (if required)
- Physical examination
- Drug test
- Final approval by the Chief of Police or his/her designee.

Regular employee status may be granted upon:

- Successful completion of training, and
- Successful completion of probation.

1000.6 MANAGEMENT POSITIONS

Experienced applicants for management and supervisory positions can be considered internally, externally or both. These individuals must meet, or previously have met, the Department employment criteria for sworn or non-sworn employment, as appropriate to the position. If applicable, the selection process for the position may additionally include:

- Successfully complete a specialized employment examination.
- Successfully complete an assessment center process.
- Obtain an acceptable score from a staff interview and/or board.
- Successfully complete a background investigation.
- Successfully complete a polygraph test process

Candidates meeting Department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:

- Psychological examination (if required)
- Physical examination.
- Drug test.
- Final approval by the Chief of Police or his/her designee.

Regular employee status may be granted upon:

- Successful completion of training, and
- Successful completion of probation.

1000.7 TECHNIQUES, TOOLS AND RECORDS

1000.7.1 DECEPTION DETECTION DEVICE

If a polygraph is used in the selection process, the operator will be licensed in the use of the instrument.

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1000.7.2 BACKGROUND INVESTIGATIONS

Background investigations are conducted on all Department employees prior to the final hiring decision. Relevant information regarding the candidate's qualifications, integrity, lawful and unlawful past behavior, previous work performance, driving record, financial responsibility, patterns of conduct, decision making sound moral judgment, and additional relevant information are included in the background package questionnaire. This information is used to make an informed decision on the candidate's suitability for employment (AAC § R13-4-106).

Background investigations shall be conducted by members of the Department who have been trained in conducting background investigations.

1000.7.3 RECORDS

All selection materials for those individuals hired, including the background investigation, will be filed in the employee's personnel file in Human Resources. Employee selection materials will be sent to Human Resources and maintained there for the length of the time required for personnel files under the records retention schedule.

All selection materials for those individuals not hired will be maintained for a minimum period established by the records retention schedule.