

SAN DIEGO POLICE DEPARTMENT

**BACKGROUND INVESTIGATIONS  
AND  
RECRUITING UNIT**



**OPERATIONS MANUAL**

UNIT ONLY

Nothing in this manual is intended to supersede or contradict the San Diego Police Department Policy and Procedures or any Department Order or Bulletin, which constitutes Department policy promulgated by the Chief of Police

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**2026**

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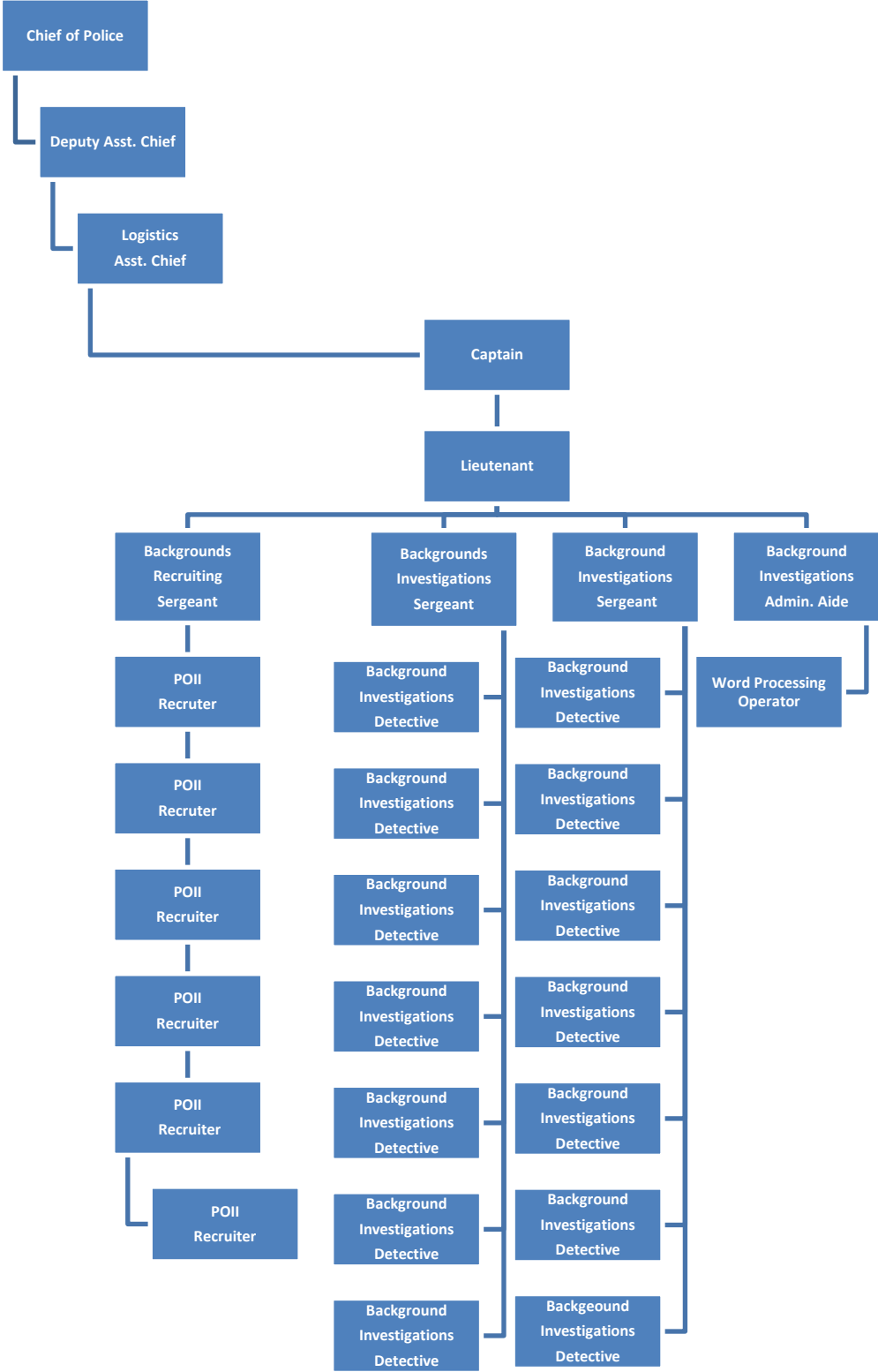
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**SECTION I:**  
**INTRODUCTION**

# CHAIN OF COMMAND



## **INTRODUCTION AND PURPOSE**

Nothing in this manual is intended to supersede or contradict the San Diego Police Department Policy and Procedures Manual or any Department Order or Bulletin which constitutes Department policy and promulgated by the Chief of Police.

It is essential that uniform procedures be established and maintained throughout the new hire selection process. The purpose of this manual is to ensure consistency among all members assigned to the Background Investigations and Recruiting Unit. "Member" will be repeated throughout this manual, which shall be defined as "all personnel assigned to Background Investigations and Recruiting Unit". It will be the responsibility of each member assigned to this Unit to be aware of and comply with all the procedures set forth in this manual. This manual may be updated, as necessary, by the Unit Lieutenant or Unit Sergeants. Each member shall ensure his or her copy is up to date. Inspections will be made periodically.

Some areas are considered confidential and are not to be copied or released to other Department members, outside agencies or the public without a supervisor's approval.

Each member shall maintain a current copy of this manual at his or her desk and insert revisions as they occur. All revisions shall be processed through a Unit Sergeant responsible for updating the Unit's Operations Manual.

## **MISSION AND GOAL**

The mission of the Background Investigations and Recruiting Unit is to conduct accurate, impartial and comprehensive background investigations on Applicants applying to the San Diego Police Department (SDPD) and to ensure that the Appointing Authority is provided with a highly qualified, diverse pool of candidates who meet or exceed established job relevant qualifications, high standards of integrity, credibility, and performance, who will not bring discredit to the Department.

As determined by the background investigation, Applicants must have demonstrated themselves to be law-abiding persons of good moral character, with outstanding interpersonal skills. Police Officer candidates must meet or exceed all Police Officer Standards and Training (POST) Job Dimensions, adhere to the Law Enforcement Code of Ethics and be intellectually, physically and psychologically capable of working as a SDPD police officer.

The Appointing Authority shall strive to bring diversity to the Department through the selection of highly successful candidates who will appreciate, support and uphold the San Diego Police Department's Vision, Values and Mission statements.

### **GOAL**

The Unit's goal is to develop and maintain a diverse Applicant pool of highly qualified police officer candidates for future hiring.

## **LAW ENFORCEMENT CODE OF ETHICS**

In accordance with the POST Administrative Manual, commission procedure C-3, as prescribed in Section 1013 of the regulations, the following Code of Ethics shall be administered at the time of appointment of new hires or during their basic training to ensure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency.

### **CODE OF ETHICS**

As a law enforcement officer, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.

**SECTION II:**  
**GENERAL OFFICE PROCEDURES**

## **GENERAL OFFICE PROCEDURES**

### **OFFICE AND WORK HOURS**

Office business hours are Monday through Friday 0700 hours to 1700.

All members must have their work hours and days off approved by his/her supervisor.

Sworn Supervisors shall work the 4/10 plan and the civilian Supervisor shall work the 36/44, 44/36, or 5/8 schedule. Supervisors shall ensure that days off are adjusted to allow for office coverage Monday through Friday. The Captain must approve switching days off.

Detectives and Recruiters shall work the 4/10 plan.

Clerical staff shall work the 36/44, 44/36, or a 5/8 schedule. Regular days off for the 36/44 or 44/36 schedule will be Saturday and Sunday and every other Monday or every other Friday. Regular days off for the 5/8 schedule will be Saturday and Sunday. The Administrative Aide I must approve any adjustments of hours or days off.

### **TELEPHONES AND FAXING**

Members shall provide their individual work telephone numbers to Applicants and customers to reduce the incoming calls to the Clerical staff.

Voice mail shall always be activated and used. Voice mail greetings shall be professional, businesslike, and cordial. Whenever a member is absent from his/her desk, the phone shall be placed on forward to voice mail. Voice mail messages shall reflect the individuals' work hours and days off. When an individual takes an additional day off or goes on vacation, the voice mail shall reflect this change and the main phone number shall be given as a referral. Changes to the voice mail must be made from home for unexpected absences.

The Duty Detective shall assist with incoming telephone calls and with walk-in traffic when Clerical staff is busy with other matters or otherwise unavailable.

When using the fax machine, a cover sheet must be used.

The Duty Detective and/or Clerical staff is responsible for checking incoming faxes throughout the day and placing any incoming faxes into the appropriate members' mailbox. Confidential faxes will be protected and secured accordingly.

## **GENERAL OFFICE PROCEDURES *cont.***

### **OPENING AND CLOSING THE OFFICE**

The first member to arrive at the office shall attend to the opening procedures. The front office door shall be unlocked at 0700 hours. All lights and copiers shall be turned on and the file room shall be unlocked.

The last member to leave shall attend to the closing procedures. He/she shall ensure the general security of the office. Any confidential material or files left unsecured will be noted and reported to a Unit Sergeant. The copy machine, lights and coffee makers shall be turned off and any food or beverages left out (unsealed) shall be disposed of. All doors shall be locked.

### **WORK AREAS**

Each member of the Unit is responsible for the appearance of the office and his/her own workspace and desk. Workspaces shall be maintained in a clean, businesslike, and professional manner. No material shall be displayed which is of questionable taste, and nothing shall be displayed which has the potential of making any person uncomfortable by its presence. A **LIMITED** number of decorative items and personal pictures may be displayed; however, they must be properly framed, neatly arranged and should enhance the overall professional appearance of the office.

No food or drinks shall be left out on any desk or table or consumed in front of Applicants.

### **CONDUCT**

Conduct in the office shall be always business-like and professional.

All members shall set a positive example, meet job related standards of performance, and strive for professional development.

Violations of Equal Employment Opportunity (EEO) policies, the City's Threat Management Policy or any other Department Policy or Regulation shall not be tolerated and must be reported immediately to a Supervisor.

### **ATTIRE**

Attire for all members will be professional, businesslike and in good taste in accordance with Department Policy D.P. 5.10.

Members may **"ONLY"** wear the Training attire, which is the black academy staff polo shirt and khaki pants on "Casual Fridays", when he or she has no interviews scheduled and when participating in the administration of the "PAT/PIQ".

Members shall **NOT** give presentations to the public, attend business meetings with other agencies or attend any function or event representing the unit in casual attire. On these occasions, members will wear a business suit or the Class "B" uniform.

Recruiting Officers shall wear Class "B" uniforms while on duty and at all recruiting events. Wearing or mixing of civilian attire and Department uniforms while on duty is **NOT** permitted.

## **GENERAL OFFICE PROCEDURES *cont.***

### **VISITORS**

Unauthorized person(s) shall **NOT** be permitted into the Detective's work area without permission or an escort. Each Detective is responsible for his or her visitor(s), Applicant(s) or guest(s). No visitor shall remain unattended in the work area where information of a confidential nature material can be heard or viewed.

Recruiters and Detectives shall announce Applicants or visitors so that confidential matters are not discussed aloud.

Confidential material, files, reports, notes, etc., shall not remain in plain view when visitors are present.

### **INTERVIEWS**

Background interviews or discrepancy interviews shall **NEVER** be conducted at the Detective's desk. If the unit's interview rooms are unavailable, another interview room must be located in the building.

On occasion, screening interviews may be conducted at the Detective's desk, if an interview room is **NOT** available, provided that the screening does not go beyond the scope of a screening and confidential or sensitive information is not discussed. In the event sensitive information is discussed or an Applicant requests privacy, the screening interview must stop immediately, and an interview room **MUST** be obtained.

The member must make other members in the office aware that they have an Applicant at their desk.

***Applicants shall NEVER be interviewed over the phone, in lieu of in-person interviews.***

Detectives may ascertain certain preliminary or preparatory information from Applicants via telephone; however, sensitive, or confidential information shall not be discussed. In all cases of telephone contacts, the Detective shall verify the Applicant's identity by requesting the Applicant verify the following personal information:

- Full Name.
- Social Security Number.
- Date of Birth; and
- Parents First Names.

Under **NO** circumstances, **SHALL** members discuss sensitive information, or ask Applicants confidential questions in hallways, rooms not designated as interview rooms or locations in the building considered inappropriate or unprofessional.

## GENERAL OFFICE PROCEDURES *cont.*

### CONFIDENTIAL MATTERS

All members assigned to this office, including full-time, part-time, and temporary employees, shall always maintain the confidentiality of all information and shall not discuss any confidential information outside this office.

Except for the Chief of Police, Deputy Assistant Chief, Logistics Assistant Chief or Training Captain, ***no one outside this office or not permanently assigned to this office, shall be permitted to review any confidential material, files and/or reports.***

The Internal Affairs (IA) Unit may review files with the approval of the Unit Captain, Lieutenant or Administrative Aide and Office Support Specialist. Due to the sensitive and confidential nature of their review, IA Sergeants shall generally arrange a private review of files directly with a Supervisor.

Information obtained or revealed from any reference (i.e., neighbors, co-workers, employers, friends, spouses, or relatives) is considered highly confidential and shall **NOT** be released or discussed outside this office. ***References provide information on Applicants with the assurance of absolute confidentiality.*** This confidentiality shall be fully protected consistent with the law and this policy.

In order to protect the confidentiality of our background files, confidential information shall **NEVER** be released to anyone not authorized by law or policy. Such action invalidates the argument for confidentiality and against disclosure to other persons requesting the same information.

### FILES

Every member of this office is responsible for ensuring all files are secured and protected.

When a file is removed from the file drawer, an out card must be filled out accordingly and placed in the file's empty spot.

Files shall not be removed from the office (except when taken to the polygraph office) without a Supervisor's permission (see the previous paragraphs, "Confidential Matters", for additional information).

The captain is the Unit's "Custodian of Records".

## **GENERAL OFFICE PROCEDURES *cont.***

### **SECURITY AFTER BUSINESS HOURS**

Permanently assigned members of the Background Investigations and Recruiting Unit are authorized twenty-four (24) hour access to the office. This access shall be restricted to volunteers, temporary light duty officers, clerical pool or other employees unless the individual has a Unit Supervisor's approval.

The main door to the office shall remain unlocked during normal business hours and only if a Unit member is in the office. The office will not be left unlocked when no member is present.

Maintenance and janitorial workers **DO NOT** have access to the office after normal business hours. Arrangements have been made for janitorial staff to clean the office during normal business hours.

### **ELECTRONIC SECURITY ACCESS CARDS AND OFFICE KEYS**

Each member permanently assigned to the Unit shall be issued a personalized access security card. The card must be used in lieu of an office key. The key is a back-up in the event the electronic access system fails.

Numbered keys shall be issued to each member by the Backgrounds Sergeant. The master key number is **BB60** and is **ONLY** to be issued to permanent members. The Backgrounds Sergeant shall maintain a list of keys issued.

The Administrative Aide must immediately notify Police Human Resources when an individual is transferred from the Unit or on an extended leave of absence. Following notification, the card shall be deactivated for access to the Backgrounds office and the assigned office key will be forwarded to the Administrative Aide.

Security of the issued card and key are the responsibility of each member. Lost, stolen or misplaced cards or keys must be reported immediately to their Supervisor, regardless of the time or day. A Unit Sergeant shall notify Police Human Resources to deactivate the card and authorize a new card. After normal business hours, the member is responsible for notifying the Watch Commander's Office. Unauthorized entries or attempted unauthorized entries are recorded in the security system computer located in Police Facilities Maintenance. In addition, forced entries are also reported.

Supervisors shall hold periodic inspections of the security card and keys assigned to their personnel.

## **GENERAL OFFICE PROCEDURES *cont.***

### **CALLBACK ROSTER**

The Administrative Aide shall maintain a current master callback roster for the Unit. Copies shall be provided to each member of the unit as changes occur.

It is the responsibility of each member to notify the Administrative Aide and their Supervisor immediately of any changes to residence, home telephone number, and Department issued pager numbers and/or cell phone numbers.

The Administrative Aide shall verify with each Supervisor at every shift change or when applicable to ensure no changes are necessary.

### **ANNUAL LEAVE/DAYS OFF/SICK LEAVE**

All annual leave, days off, training days, 11-86 assignments or any other absences from work shall be approved in advance by a Supervisor. Members shall submit a "Request For Leave of Absence" form (CS-14-25A) and **IMMEDIATELY** enter the information in the electronic Red Book to be submitted to their supervisor for approval.

Sick time shall be reported by 0700 hours. Members shall contact their Supervisor to report their tardiness or absence.

If the member's Supervisor is not immediately available, the member shall inform another member of the staff and provide a daytime phone number where they may be reached. If there is no answer at the main line, a message shall be left on voice mail. ***It is the employee's responsibility to ensure the message was received.***

**SECTION III:**  
**UNIFORMS AND EQUIPMENT**

## **UNIFORMS AND EQUIPMENT**

### **UNIFORMS**

All sworn members are required to maintain a complete regulation uniform in accordance with 5.10 of the Policy and Procedures Manual. The uniform must be kept at Police Headquarters in the event of an emergency.

Recruiting Officers shall wear Class “B” uniforms while on duty and at all recruiting events.

In addition to the appropriate business attire or Training attire for Detectives, Detectives are authorized to wear their regulation uniform.

### **EQUIPMENT**

Equipment requirements are also delineated in the Policy and Procedures Manual, Section 5.10 for Detectives (authorized civilian attire) while on duty.

#### **800-MEGAHERTZ PORTABLE RADIOS**

Radios shall not be loaned to anyone outside the Unit without permission from a Unit Sergeant.

Radios that are lost or stolen shall be reported **IMMEDIATELY** to a Unit Sergeant. A Unit Sergeant shall report the loss to Police Communications immediately. The member who lost the radio shall fill out proper forms or crime reports (See Department Policy 2.1.).

Radios that are damaged must be reported as soon as practicable. An ARJIS 9 report shall be prepared, and the proper notifications will be made to have the radio repaired as soon as possible (See Department Policy 2.1.).

## **UNIFORMS AND EQUIPMENT *cont.***

### **VEHICLES**

Members assigned to the Emergency Negotiations Team (ENT), Homicide Relief and MAST Relief are authorized to use a Department take-home vehicle when they are on callback status. The member must advise their Supervisor of their callback status, the expected duration of their callback status and the vehicle they will be using.

All vehicles assigned to the unit will continue to be available during on-duty hours. The vehicles assigned to the Backgrounds/Recruiting Sergeant and Backgrounds/Volunteer Services Sergeant will continue to operate on a commuter only basis. The responsibility of responding to events, on a callback basis, to attend, or manage a scheduled function will continue with the approval of the unit Lieutenant. After prior approval of the Lieutenant, other off duty use of the vehicles will depend on several factors such as administrative callback, after-hours meeting, or other specific needs. Members taking vehicles home must get an approval from a SGT or the LT and also comply and adhere to Department Policy 1.16.

No other vehicles are authorized for take-home use without Supervisor permission.

There are four (4) detectives assigned to each vehicle. The keys to the vehicles are hanging up on the outside of the Sergeant's office.

No vehicle shall be loaned out to anyone without a Unit Sergeant's approval.

The vehicles shall be operated and maintained in accordance with Department Procedures 1.12. Members are specifically prohibited from operating any City vehicle at any time when their driver's license is expired, suspended, etc., or when their ability is impaired through medication or chemical use.

No vehicle shall be driven out of the county without prior approval from a Unit Sergeant.

Members shall ensure their vehicle and any vehicle they use, is clean and adequately fueled when returned. All vehicles shall be locked when left unattended.

Any damage to a City vehicle shall be reported immediately to a Unit Sergeant.

Vehicles assigned to Background Investigations and Recruiting Unit shall be parked in assigned spaces on P-1.

Regular maintenance should be handled by a member of the respective team.

**SECTION IV:**  
**GENERAL OFFICE DUTIES**

## UNIT CAPTAIN GENERAL DUTIES AND RESPONSIBILITIES

The Unit Captain supervises Background Investigations, the Recruiting Unit and Volunteer Services. The unit consists of one (1) Lieutenant, three (3) Sergeants, one (1) Administrative Aide, fourteen (14) Detectives, nine (9) Officers, two (2) Provisional Detectives, and one (1) Office Support Specialist.

- Supervises one (1) Lieutenant
- Supervises, evaluates and ensures all members comply with all Department Policies and Procedures. In addition, ensures all members are moving forward with the goals and the objectives of strategic planning and community policing.
- Be responsive to community leaders and become a resource to all service areas and Department members.
- Ensures the unit is in compliance with all regulations, policies and procedures, including all EEO policies.
- Approves all requests for training classes.
- Reviews monthly billing from contract Psychologists.
- In the event of an “Emergency Resource Center” activation, assumes the duties of primary “Personnel Officer”.
- Approves all requests for recruiting events, out-of-town trips and expenditures.
- Reviews and approves all “Outside Employment” requests.
- Responsible for the Strategic Plan for the Unit.
- Liaisons with other Appointing Authorities.
- Liaisons with Fiscal Management.

## **UNIT LIEUTENANT GENERAL DUTIES AND RESPONSIBILITIES**

The Chief of Police has designated the Unit Lieutenant of Backgrounds as the Appointing Authority to hire individuals applying for Police Officer Recruit (POR), Police Officer I (POI), Police Officer II (POII), Police Investigative Service Officers (PISO) and Reserve Officers.

- Supervises three (3) Sergeants and one (1) Administrative Aide.
- Conducts Appointing Authority Interviews for PORs, POI's, and POII's and hires all sworn personnel including Reserve Officers.
- Reviews and approves all completed background investigations.
- Represents the unit as the "Custodian of Records" and ensures all records and files are protected.
- Handles complaints regarding the application process.
- Is primarily responsible to ensure that all supervisors conducting POR, POI, POPII hiring interviews have the training and knowledge of current City Policies and Procedures for conducting Appointing Authority Interviews.
- Liaisons with the Academy Lieutenant.
- Liaisons with Police Human Resources Supervisors.
- Liaisons with the Pre-Employment Screening Psychologist.

## **SERGEANT GENERAL DUTIES AND RESPONSIBILITIES**

The unit has three (3) Background Sergeants who report to the Unit Lieutenant.

- Conduct evaluations on Detectives ensuring attendance, accountability, work performance and compliance with all Department Policies, including EEO policies.
- Are responsive to community policing and become a resource to community leaders in an assigned service area as well as Department members. Strive to accomplish strategic goals and objectives.
- Assist the Unit Lieutenant with Appointing Authority interviews for PORs, POIs and POIIs.
- Approve all completed background investigations.
- Ensure all members assigned to the Unit are in compliance with all regulations and laws pertaining to the hiring of Applicants.
- Assist the Unit Lieutenant on appeals.
- Approve screening reports (PIQs) from Detectives.
- Assign background cases.
- Ensure cases are completed in a timely manner.
- Provide direction and guidance on investigations.
- Provide guidance and career counseling to all Detectives.
- Provide training for Detectives.
- Monitor and coordinate the Unit's caseload for Detectives.
- Handle complaints regarding the application process.
- Conduct inspections as required per Department Policy and Procedures.
- Assume responsibility for ensuring security of the Backgrounds office and the confidentiality of the information and files therein.
- Liaison with Academy Sergeants.

## **UNIT SERGEANT GENERAL DUTIES AND RESPONSIBILITIES *cont.***

- Liaison with VIP program coordinator regarding background investigations.
- Liaison with RSVP program regarding background investigations.
- Liaison with outside law enforcement agencies regarding background investigations.
- In the event of an Emergency Response Center (ERC) activation, assumes the duties of “Volunteer Personnel Officer”.
- Assist officers with service retirements.
- Perform all other duties normally associated with Sergeant's responsibilities as established by the Department.

***In addition to the above, the following duties are the responsibility of the Unit Sergeant who supervises the Recruiting team:***

- Analyze and prepare statistical demographic data from the written exam.
- Prepare and monitor purchase orders for the Recruiting Unit.
- Monitor and maintain Recruiting Unit Equipment.
- Liaison with City Personnel, Testing Division.
- Assist with implementing and facilitating City written Police Officer Recruit exams.
- Assist with implementing and facilitating City Physical Ability Test (PAT).
- Monitor employee development for recruiting purposes.
- Work with Academy Director to facilitate orientation and graduations.
- Liaison with Media Relations to facilitate media coverage.
- Develop advertising strategies for recruiting of Officers, VIPs, RSVPs, and dispatchers.
- Develop press releases for recruiting and community events. Develop print layouts and advertisements.
- Liaison with the Community Assistants to the Chief, monitor community events and concerns for recruiting purposes. Organize presence at diverse community events.

## **UNIT ADMINISTRATIVE AIDE I GENERAL DUTIES AND RESPONSIBILITIES**

The Unit has one (1) Administrative Aide who reports to the Unit Captain.

- Strive to accomplish strategic goals and objectives.
- Conduct evaluations on civilian clerical staff ensuring attendance, accountability, work performance, and compliance with all Department Policies, including EEO policies.
- Monitors and coordinates the workload for clerical staff while ensuring assignments for clerical staff are completed in a timely manner.
- Provides direction, guidance, and training for clerical staff.
- Handles concerns, procedural improvements as they relate to Unit Administration and the clerical staff.
- As needed, answer incoming phone calls and give assistance to the public and Department members.
- Liaison with Police Human Resources Personnel, Police Fiscal Management, In-Service Training, Police Payroll, and other City Departments and City Contractors.
- Complete bi-weekly payroll and overtime reports.
- Liaison with City Personnel and other City Departments.
- Liaison with City Personnel, Certifications Unit for medical appointments and I-9 forms.
- Collect and track POR college transcripts for In-Service Training.
- Schedule medical appointments, psychological appointments and Lieutenant's Interviews for sworn Applicants.
- Track all Police Officer Recruits hired to the Department.
- Type, format, edit and mail letters/memos generated from the Unit Lieutenant.
- Maintains statistical data regarding the unit.
- Assume responsibility for ensuring security and the confidentiality of files.
- Maintain the unit's filing system.
- Maintain and order supply inventory.
- Perform all other duties normally associated with Administrative Aide responsibilities as established by the Department.

## **UNIT BACKGROUND DETECTIVE GENERAL DUTIES AND RESPONSIBILITIES**

The Unit has fourteen (14) Backgrounds Detectives who report to the Unit Sergeants.

Detectives assigned to Backgrounds are responsible for ensuring that the goals and objectives of the Unit are met.

- Conduct comprehensive background investigations on all Applicants (sworn and civilian) in accordance with this operation manual, POST guidelines and Department Policies.
- Be responsive to community policing and become a resource to community leaders in an assigned service area as well as Department members. Strive to accomplish strategic goals and objectives.
- Complete all cases in a timely manner.
- Maintain a case log for tracking purposes.
- Assist outside law enforcement agencies reviewing our files.
- Assist clerical staff with incoming telephone calls.
- Assume responsibility for ensuring security of the Backgrounds Office and the confidentiality of the information and files therein.
- Maintain skills in use of all Department computer resources as they apply to the Backgrounds Unit.
- Maintain uniform and all required equipment.
- Attend all required Department schools and training classes.
- Perform other functions as directed by a Unit Sergeant or Lieutenant and be available when on duty for special assignments or projects.
- Be familiar with all contents and objectives of this operations manual.
- Perform all other duties normally associated with Detective's responsibilities as established by the Department.

***\*NOTE: One Detective will be assigned as the POST Liaison for the Unit. They will attend the annual POST California Background Investigators Conference as well as keep regular contact with POST via phone and email in order to update the Unit on current POST practices.***

## **DUTY DETECTIVE DUTIES**

Each Detective shall be assigned as the Duty Detective on a rotating basis. Duty assignments shall be made and promulgated in advance by a Unit Sergeant or designated Unit member. The duty schedule shall be distributed prior to the beginning of each month. The Duty Detective shall work from 0630 to 1630 hours.

## **PRIMARY RESPONSIBILITIES**

- Assist outside law enforcement agencies with Applicant files. Ensure only authorized information is released and a valid waiver is placed in each file and logged accordingly.
- Handle phone inquiries from San Diego Police Department employees, outside agencies, prospective Applicants, and the public. Information requested by the media will be forwarded to the Unit Lieutenant or a Unit Sergeant.
- Respond to lengthy inquiries from outside law enforcement agencies regarding Applicant information.
- Meet with Applicants checking on their status or if requesting assistance with their background packet.
- Assume responsibility for ensuring security of the office and the confidentiality of the information and files therein.
- At a supervisor's direction, be available to conduct immediate records check (ARJIS, County and SUN systems) on Applicants, including out of state checks.
- At a supervisor's direction, conduct screening interviews with walk-in Applicants.
- Assist Police Human Resources with security, protection and/or assist with questions or problems they have with civilian Applicants.
- Process criminal history checks for retired SDPD officers renewing their police ID cards. In regard to HR 218 renewals, we will accept qualification shoots conducted by agencies out of state.
- Assist the Headquarters front counter officers with problems involving Applicants.
- Assist the Recruiting Unit with questions or problems regarding background issues.
- Provide break and lunch relief for the clerical staff as needed.
- Assist the clerical staff with answering the phones.
- Be available for special assignments including the gathering of statistical data or reviewing files.

## **DUTY DETECTIVE DUTIES *cont.***

### **PRIMARY RESPONSIBILITIES *cont.***

- If a Unit Sergeant, (or Acting Sergeant), Captain or Unit Lieutenant is not immediately available, and there is a police emergency involving our office or office staff, the Duty Detective will take charge of the incident or crisis and will remain in charge until relieved by a Unit Captain, Sergeant, Lieutenant, or other Department Supervisor.
- Perform other functions as directed by a Unit Captain, Sergeants, or Lieutenant.

### **GENERAL RESPONSIBILITIES**

- It is the responsibility of each Detective to mark his/her calendars in advance of their duty days. The Duty Detective shall also place the “Duty” indicator next to his or her name on the “In and Out board” to advise who has the duty.
- If the Duty Detective is not available because of a conflicting assignment or time off, they shall make arrangements with another Detective to assume the duty responsibilities in their absence. The duty roster shall be updated to reflect the change. Personal appointments shall not be scheduled on duty days.
- The duty Detective must always be available. For this reason, the duty Detective **SHALL** remain in the office. If the duty Detective leaves the office for lunch, they shall make arrangements with another Detective to assume the duty responsibilities in their absence and advise the clerical staff who that person is.
- Duty Detectives shall **NOT** conduct fieldwork, nor shall they conduct lengthy interviews on their scheduled duty days.
- When no **clerical staff is available** the **Duty Detective shall** sit in the clerical area to assist with phones and walk-in traffic.

## **DUTY DETECTIVE DUTIES *cont.***

### **RETURNING FROM MILITARY DUTY (**Over 90 days**) BACKGROUNDS CHECK**

Have the employee give you a copy of his or her most recent DD214 or military orders that shows when his or her duty ends.

There are envelopes labeled “Returning Military” on the grey bookshelf located under the front counter in the clerical area. These envelopes contain all the required forms and a detailed instruction sheet to assist you with the background process.

Remove the following from the envelope:

1. Modified PIQ
2. Sample Report
3. Background Investigation Criminal History and Records Check Form
4. Military Criminal Request Form

Have the employee complete the Modified PIQ at the office (The PIQ **must not** leave the office). After completing the PIQ, the employee has the option to complete the Modified PHS (3-page version) and the Green CIU Control Sheet at the office or take them home and return them later along with the **notarized** “Authorization to Lease Information Waiver”.

For Reference Questionnaires purposes, the PHS **must** include the name, phone number and email of his or her supervisor and 2 co-workers from the latest military assignment.

### **AFTER RECEIVING THE “AUTHORIZATION TO RELEASE INFORMATION WAIVER” FROM THE EMPLOYEE, DO THE FOLLOWING:**

- A criminal history check using the “Investigator’s Green Work Sheet
- Send reference questionnaires to military supervisor and co-workers
- Fax military criminal check
- Once all these things are complete, tell H.R. whether the person is cleared or not to resumes his or her normal duties with our department
- **\*\*NOTE\*\*** Due to the length of time it takes to get the results of the Military Criminal Check, it is okay to clear the employee with H.R. prior to receiving the results
- Document your work in a report (**See sample report in packet**)
- Give the completed package to Clerical so he or she can create a folder and turn into the supervisor for approval

### **RETURNING FROM MILITARY DUTY (**Under 90 days**) DOES NOT REQUIRED A BACKGROUNDS CHECK **UNLESS** CONCERNS ARE NOTED.**

**IF CONCERNS ARE NOTED, YOU SHOULD FOLLOW THE SAME BACKGROUNDS CHECK PROCEDURE AS A RETURNING FROM MILITARY DUTY (**Over 90 days**).**

## POLICE RECRUITER DUTIES

The unit has seven (7) Police Officer Recruiters who report to the Recruiting Sergeant.

Officers assigned to Recruiting are responsible for ensuring that the goals and objectives of the unit are met.

### GENERAL DUTIES AND RESPONSIBILITIES

- Facilitate aggressive recruitment of highly qualified applicants through effective community partnerships and identifying community needs.
- Be knowledgeable about the organization and provide accurate information as it relates to the hiring process, physical fitness, available opportunities, the promotional processes, salary information and retirement benefits.
- Facilitate and assist recruiting seminars and other recruiting events.
- Facilitate pre-orientation, retention, and orientation for PORs and lateral hires.
- Assist the Backgrounds Unit with screenings, computer checks, and neighborhood checks as time permits and/or on an as-needed basis. Police Recruiters must have prior authorization from the Recruiting Sergeant and the Unit Lieutenant when performing Background Detective functions.
- Assist City Personnel and Testing Division with the Police Officer written test and Physical Abilities Test (PAT).
- Facilitate weekly CAMP sessions and monthly Academy Readiness Assessments.
- Maintain uniforms and all required equipment, including that all recruiting informational resources are current and adequately stocked.
- Maintain an acceptable level of fitness to be able to demonstrate and perform the PAT during practice sessions as well as during regular testing sessions. ***NOTE\* If a recruiter has a leave of absence of over 30 days from the Unit, they are required to successfully demonstrate the PAT prior to returning to full duty.***
- Coordinate, set up, and facilitate the PAT practice sessions conducted at NTC on a weekly basis.
- Return messages left on voice mail or via email in a prompt and courteous manner.
- Assist walk-in candidates, officers, and incoming telephone calls with recruiting questions when available.
- Distribute pertinent recruiting information via mail, walk-in, email, or website.
- Perform other functions as directed by a Unit Sergeant or Lieutenant and be available when Recruiting on duty for special assignments or projects.
- Conduct Police Recruiting Assistance Team (PRAT) training to sworn personnel interested

in assisting the Recruiting Unit at events, tests, and CAMPs.

- A Backgrounds and Recruiting Unit supervisor or immediate supervisor may sign the overtime slip for personnel working a recruiting assignment.

## **OFFICE SUPPORT SPECIALIST**

The Unit has one (1) Office Support Specialist who reports to the Administrative Aide.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- Strive to accomplish strategic goals and objectives.
- Assume responsibility for ensuring security and the confidentiality of files.
- Answer incoming phone calls and assist walk-in traffic with backgrounds processes and recruiting information.
- Accepts all incoming PIQs and PHSs. Prepares incoming files by recording appropriate information on file folders, completing data entry into the Backgrounds Database, and routes to appropriate members.
- Type and mail letters generated from the Sergeants and Lieutenant, to include Conditional Job offers.
- Process completed cases from Unit Supervisors, to include, ensuring appropriate signatures were acquired, findings/disposition codes entered, updating the Backgrounds Database, notate disposition information on file front, format and mail out appropriate letters, and files cases into the appropriate file cabinets.
- Administer civilian Pre-Investigative Questionnaires, provide civilian background packets, and assign civilian backgrounds to Detectives in the database.
- Maintain front counter logs (i.e., Civilian Background Log).
- Electronically organize and distribute PAT Log to Recruiting Unit and City Testing on a monthly basis.
- Data entry all volunteer, civilian and sworn Applicants into the Backgrounds Database.
- Maintain a continuous updated status on all Applicants' background status.
- Collect and distribute Unit mail on a daily basis.
- Ensure supplies are adequately stocked.

- Liaison with City contractors to maintain the unit's office machines.

### **OFFICE SUPPORT SPECIALIST DUTIES *cont.***

- Print Department of Justice (DOJ) fingerprint results from DOJ email and distribute to Background Detectives on a daily basis.
- Process incentive cards, incentive memos and outside employment applications.
- Purge, scan, and electronically archive civilian, non-select POR, and Academy files on a bi-annual or on an "as-needed" basis.
- Type and mail civilian reference letters; and non-select, disqualified, rescinded job offers to police officer Applicants.
- Perform all other duties normally associated with OSS responsibilities as established by the Department.

## **DETECTIVE TRAINING AND DEVELOPMENT**

### **SCHOOLS AND TRAINING**

All members are encouraged to improve their professional knowledge through attendance at Department approved schools.

All permanently assigned Detectives must attend the POST Background Investigations Basic Course and job-related computer classes.

Supervisors will provide or arrange training sessions on a quarterly basis, ranging from Background Investigation techniques, procedures or policies, updates on officer safety issues, and/or any other job-related skills.

A Unit Sergeant and Unit Lieutenant must approve all requests for schools/training classes.

### **TRAINING NEW DETECTIVES**

The following procedure applies to newly assigned Detectives.

A checklist has been developed to remind and assist supervisors to ensure the new member is properly introduced and help provide the essential information needed for an easy transition into the work group and environment.

#### **WEEK ONE (1)**

The new member will be scheduled for the first available POST Background Investigations thirty-two (32) hour course.

On the first day, the new Detective will meet with their supervisor and expectations will be discussed. A Performance Plan will be given to all new members and new members will sign the Unit Confidentiality Agreement.

In addition, responsibilities, goals, objectives, duties, job standards, attendance, work hours, and other related tasks would be discussed. A copy of the Operations Manual and two (2) sample case files (non-select and viable) will be provided.

The new member shall read and have a basic understanding of the information contained in the Operations Manual.

The supervisor will provide a tour and introduce the new member to all unit personnel.

On the third and fourth day the new member will spend the entire two (2) days with the Duty Detective.

## **DETECTIVE TRAINING AND DEVELOPMENT *cont.***

### **WEEKS TWO (2) AND THREE (3)**

During the next three (3) weeks, the new member will be assigned to a Detective (one who has expressed interest in training new members) for training purposes.

A checklist has been developed to ensure the necessary skills have been introduced.

For example, refresher training on Live Scan fingerprinting, attending a Background Orientation [Pre-Investigative Questionnaire (PIQ) session], attending a Physical Abilities Test, assisting with training the Detective on screening PIQs, sitting in on at least three (3) different Detective panel pre-investigative screening interviews, five (5) background interviews, watching at least three (3) polygraph examinations and two (2) discrepancy interviews.

The following checklist on the next two (2) pages will be used.

**BACKGROUNDS UNIT  
NEWLY ASSIGNED MEMBER TRAINING LIST**

<b>New Member</b>		<b>I.D. #</b>
<b>Today's Date</b>	<b>Unit Supervisor's Name</b>	<b>Training Member Assigned By Supervisor</b>

- Met with Supervisor and Lieutenant (expectations)
  - \_\_\_ Days off, work hours, supervisor, duties, vehicle assignment, etc.
  - \_\_\_ Goals and objectives of the unit, including goals of strategic planning
  - \_\_\_ Discussed and signed Fraternalization Policy
  - \_\_\_ Confidentiality Policies
  - \_\_\_ Review Employee Performance Plan (update plan)
  - \_\_\_ Overtime policy, sick leave procedures, time off procedures
  - \_\_\_ Added to call back roster (verify cellphone number, home phone)
  - \_\_\_ Issued security access card and office key. Key No. \_\_\_\_\_
  
- Provided Operations Manual \_\_\_\_\_
- Scheduled for POST Backgrounds Course (submitted training request form) \_\_\_\_\_
- Introductions to Administrative Aide (civilian supervisor) \_\_\_\_\_
- Introduction to unit members \_\_\_\_\_
- Tour of office (equipment, file room) \_\_\_\_\_
- Location of forms, copier, supplies, etc., \_\_\_\_\_
- Code 100 Procedure/Earthquake/Emergency Procedures
- Fingerprint training (Live Scan) \_\_\_\_\_
- Attended PIQ sessions Date \_\_\_\_\_ Date \_\_\_\_\_
- Attended PAT test Date \_\_\_\_\_
- Screened PIQs with training Detective      How many PIQs reviewed \_\_\_\_\_

**BACKGROUNDS UNIT**  
**NEWLY ASSIGNED MEMBER TRAINING LIST I (cont.)**

<b>New Member</b>		<b>I.D. #</b>
<b>Today's Date</b>	<b>Unit Supervisor's Name</b>	<b>Training Member Assigned By Supervisor</b>

- Detective Pre-Investigative screening interviews \_\_\_ 1X \_\_\_ 2X \_\_\_ 3X
- Background Interviews \_\_\_ 1X \_\_\_ 2X \_\_\_ 3X \_\_\_ 4X \_\_\_ 5X (Different B.I.s)
- Polygraph \_\_\_ 1X \_\_\_ 2X \_\_\_ 3X
- Discrepancy Interview \_\_\_\_\_
- Field follow-up with other Law Enforcement agencies \_\_\_\_\_
- Neighborhood Check \_\_\_\_\_
- Criminal History checks with ARJIS, County and SUN [at least ten (10) green sheets] \_\_\_\_\_
- Submitting a case in proper format \_\_\_\_\_
- Job Fair \_\_\_\_\_
- Recruiting Events \_\_\_\_\_
- Other \_\_\_\_\_

New Member: \_\_\_\_\_  
Signature Date

Training Detective: \_\_\_\_\_  
Signature Date

Supervisor: \_\_\_\_\_  
Signature Date

## **RECRUITER TRAINING AND DEVELOPMENT**

### **TRAINING NEW RECRUITERS**

The following procedure applies to newly assigned Recruiters.

A checklist has been developed to remind and assist supervisors to ensure the new member is properly introduced and help provide the essential information needed for an easy transition into the work group and environment.

#### **WEEK ONE (1)**

On the first day, the new Recruiter will meet with their supervisor and expectations will be discussed. A Performance Plan will be given to all new members and the new member will sign the Unit Confidentiality Agreement.

In addition, responsibilities, goals, objectives, duties, job standards, attendance, work hours, and other related tasks would be discussed. A copy of the Operations Manual will be provided.

The new member shall read and have a basic understanding of the information contained in the Operations Manual.

The supervisor will provide a tour and introduce the new member to all unit personnel including Police Human Resources.

#### **WEEKS TWO (2) AND THREE (3)**

During the next three (3) weeks, the new member will be assigned to a Recruiter (one who has expressed interest in training new members) for training purposes.

A checklist has been developed to ensure the necessary skills have been introduced. The following checklist on the next two (2) pages will be used.

#### **Candidate Assistance Mentoring Program (CAMP)**

**CAMP** is designed to prepare police officer recruit candidates for the physical and mental rigors of the police academy. Designed by police academy core trainers, **CAMP** participants will be exposed to strenuous exercise and close-order drill. SDPD Recruiters will induce stress upon the participants, while fostering as environments of teamwork and excellence. **CAMP** participants form strong bonds with each other, which is vital for academy success.

**CAMP** is offered every Tuesday and Thursday, three Saturdays every month, and two Wednesday evenings. Time and locations will be given to candidates when they are in the background process.

**Candidates must currently be in the background process to attend.**

For additional information, call (619) 531-COPS or emailing [SDPDrecruiting@pd.sandiego.gov](mailto:SDPDrecruiting@pd.sandiego.gov)

**RECRUITING UNIT  
NEWLY ASSIGNED MEMBER TRAINING LIST**

<b>New Member</b>		<b>I.D. #</b>
<b>Today's Date</b>	<b>Unit Supervisor's Name</b>	<b>Training Member Assigned By Supervisor</b>

- Met with Supervisor and Lieutenant (expectations)
  - \_\_\_ Days off, work hours, supervisor, duties, vehicle assignment, etc.
  - \_\_\_ Goals and objectives of the unit, including goals of strategic planning
  - \_\_\_ Discussed and signed Fraternization Policy
  - \_\_\_ Confidentiality Policies
  - \_\_\_ Review Employee Performance Plan (update plan)
  - \_\_\_ Overtime policy, sick leave procedures, time off procedures
  - \_\_\_ Added to call back roster (verify cellphone number, home phone)
  - \_\_\_ Issued security access card and office key. Key No. \_\_\_\_\_
- Provided Operations Manual \_\_\_\_\_
- Introductions to Administrative Aide (civilian supervisor) \_\_\_\_\_
- Introduction to unit members \_\_\_\_\_
- Tour of office (equipment, file room) \_\_\_\_\_
- Location of forms, copier, supplies, etc., \_\_\_\_\_
- Code 100 Procedure/Earthquake/Emergency Procedures
- Attended PIQ sessions Date \_\_\_\_\_ Date \_\_\_\_\_
- Attended PAT test Date \_\_\_\_\_
- Job Fair \_\_\_\_\_
- Recruiting Event \_\_\_\_\_
- Other \_\_\_\_\_

New Member: \_\_\_\_\_  
Signature Date

Training Recruiter: \_\_\_\_\_  
Signature Date

Supervisor: \_\_\_\_\_  
Signature Date

## FRATERNIZATION POLICY

It is essential that a policy be established and maintained regarding fraternization with Applicants for employment with the San Diego Police Department.

Any member of the unit who socializes with an Applicant, or prospective Applicant, either on duty or off duty, cannot be expected to evaluate the Applicant properly and fairly through the application process.

This type of relationship is a conflict of interest per City Administrative Regulation 95.60 and a violation of Department Policy 5.3

In the course and scope of a member's duties, while assigned to Backgrounds or Recruiting, members **will not** fraternize, date, socialize or conduct business, on or off duty, with any person who has filed or intends to file an application for employment with the Department.

It is not the intent of this policy to preclude employees from recruiting friends, neighbors, relatives, or individuals with whom they have a pre-existing relationship. Nor is it the intent to prohibit members from mentoring potential candidates. It is the member's responsibility to notify the Unit Lieutenant of the existence of this relationship prior to the person applying.

Each member assigned to this unit will sign an acknowledgement of this policy, where it will be placed in the member's divisional file during the duration of their assignment in Background Investigations and Recruiting Unit.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

## **BACKGROUND FILES**

The Custodian of Records for the unit is the Unit Lieutenant.

### **SECURITY**

All information maintained within our office, such as background files, Unit records and database records, are to be considered highly confidential and are to be always treated as such.

All files will be protected and secured at all times. When a file is removed from the file drawer, an out card shall be placed and filled out accordingly by the person removing the file.

Files should never be removed from the office except when taken to the polygraph office.

If necessary and with the support of a supervisor, the assigned Detective may take a file into the field for follow-up work. However, the file must be secured and protected at all times.

Every background file containing a goldenrod top sheet, regardless of the disposition, must be routed to a Unit Sergeant for approval. The file will be routed to the Unit Lieutenant for review and signature.

Clerical staff will be responsible for scanning, filing; routing, tracking, and purging of all background files (see Clerical Duties for more detailed procedural information).

### **VIALE CASES**

Completed viable cases must be routed to a Unit Sergeant for approval.

If additional follow-up work is needed or corrections are required a Unit Sergeant will not sign the report and will return the file to the assigned Detective. If a Unit Sergeant approves the case, he or she will sign the "goldenrod top sheet" and the case will be routed to the Lieutenant for approval. Once approved, the Lieutenant will route the file to the clerical staff by placing it in the appropriate file drawer. Viable Applicants will be called to schedule an Appointing Authority Interview. If an Applicant successfully passes the interview the Applicant will be given a Conditional Job Offer letter and the file will be placed in the appropriate Academy file drawer. If the Applicant is non-selected at the interview, clerical staff will mail a non-select letter and the file will be placed in the appropriate file drawer. In both cases, Clerical staff will update the Backgrounds Database as necessary.

Files placed in the "Pool" drawer located in the Unit Lieutenant's office and may remain there up to six (6) months before an updated investigation will be needed (see updates). Pool Applicants may be purged from this file at any time and should always be purged at the end of the Applicant's certification period. The Unit Lieutenant will conduct the purging.

## **BACKGROUND FILES *cont.***

### **HIRED FILES**

Files for PORs who have been given a conditional job offer, including laterals, will be placed in a file cabinet located in the Backgrounds office. Each Academy file cabinet shall be labeled with the appropriate Academy class number. Clerical staff shall be responsible for tracking, maintaining, and shifting Academy and Lateral files.

### **RESERVE APPLICANT FILES**

Clerical staff shall process these files following the same procedures as POR, POI and POII files.

## CIVILIAN TYPES OF INVESTIGATIONS

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

## TYPES OF CIVILIAN INVESTIGATIONS

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

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**REDACTED**

## **TYPES OF CIVILIAN INVESTIGATIONS**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

## RELEASE OF FILE INFORMATION

The Custodian of Records for the unit is the Unit Lieutenant.

### SECURITY

All information contained in our office, such as background files, unit records, and database records, is to be considered **HIGHLY CONFIDENTIAL** and is to be treated as such at all times. All files will be protected and secured at all times. When a file is removed from the file drawer, an out card must be placed and filled out accordingly by the person removing the file. The file card will be removed from the file drawer when the file is returned.

### RELEASE OF FILE INFORMATION

In order to protect the confidentiality of our files and records ***no information should ever be released to anyone who is not authorized by law or by Department policy.*** Giving any **UNAUTHORIZED PERSONNEL** the right to see confidential files/records, relinquishes the protection against disclosure to any other person who requests the same information. For this reason, all files and records will be protected and secured at all times.

With the exception of the Chief of Police, Deputy Assistant Chief, Logistics Assistant Chief or the In-Service Training/Human Resources Captain, no one outside this office or not permanently assigned to this office, will be allowed to review any confidential files, material and/or reports without prior approval from a Unit Supervisor or in accordance to this Operations Manual.

### GUIDELINES

The law protects reference questionnaires. Our logic not to release certain information to Applicants is based on the similar practice of the protection of test material. The value of comparing previously acquired information to a more recent application to test for integrity and credibility is an important aspect of our selection process. For example, the Pre-Investigative Questionnaire (PIQ) is always given to all Applicants and may be given more than once.

In any instance where an Applicant is not satisfied with the explanation the Applicant will be directed to a Unit Supervisor.

# OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS

## OPEN CASES

When possible, appointments should be made with the Detective who is currently assigned to the case or had completed the case within the last three (3) months and not the Duty Detective.

If the request is made on a police officer Applicant, the Backgrounds Sergeant and Unit Lieutenant must be notified immediately of the request prior to permitting the outside Background Investigator access to the open POR file.

## CLOSED CASES

The Duty Detective will facilitate closed case requests if the case has been closed for three (3) months or longer.

## FILE RELEASE PROCEDURES

Information contained in background files (hired or other, sworn, or civilian) will be released to other background Detectives from other agencies only under the following conditions:

- The outside agency Detective is a sworn officer from a recognized law enforcement agency possessing valid law enforcement identification (**BADGE AND I.D. CARD**) or an authorized private investigator that has valid identification and possesses a valid law enforcement **NOTORIZED WAIVER** from the **APPLICANT**. If there are any concerns regarding the validity of the request, the Detective must call the law enforcement agency and verify the waiver and confirm the private investigator's authorization to conduct the background investigation. *A Unit Supervisor must also be notified when conducting business with a private investigator.*
- The outside agency requestor must be conducting a "pre-employment background investigation" and no other type of investigation.
- The outside agency requestor presents and provides a valid **NOTORIZED** Authorization to Release Information form (waiver) which has been signed and dated by the Applicant within one (1) year from the date of the request.
- The outside agency requestor signs the Applicant File Review Logbook.
- The Background Investigation Non-Disclosure Agreement is signed by the outside agency requestor.

## **OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS *cont.***

### **WAIVERS (AUTHORIZATION TO RELEASE INFORMATION)**

Under the above conditions, the Unit Detective assisting the outside agency requestor will carefully read the “Authorization to Release Information” form (waiver) to ensure legitimacy, prior to releasing any information. The waiver must be **NOTORIZED**. An **ORIGINAL** waiver must be submitted **OR** if the waiver is a photocopy, it must state a copy is to be considered an original. In addition, the waiver ***must specifically authorize*** the Detective and/or agency to review “***Background Files***” or specifically authorize the review of, “***Any and all files, including those of a confidential nature.***”

Any question regarding the validity of a waiver form should be directed to a Unit Sergeant or the Lieutenant for determination.

All requests for review of file information, whether made in person, by mail or by phone/fax, will be documented in the control log maintained in the Unit front counter area. A copy of the waiver must also be placed in the Applicant’s file. If the file has already been scanned or an Applicant file does not exist, the copy of the waiver will be placed in the designated file drawer for waivers (also located in the Unit front counter area).

### **GUIDELINES FOR RELEASING AUTHORIZED INFORMATION**

Whenever possible, appointments should be made with the Detective who is currently assigned to the case and not the Duty Detective. The Detective will prepare the file for review and will assist the visiting Detective.

If an outside Detective visits our office ***without an appointment*** the Duty Detective will be responsible for assisting the visiting Detective and handling all requests for information.

If the visiting Detective is requesting more than one (1) file, the clerical staff will assist the Duty Detective in locating the files. The Duty Detective will assist the visiting Detective.

If the file is currently being worked, the Duty Detective will notify the assigned Unit Detective either in person or by a note, that the file is being reviewed by an outside agency.

It is our policy that if the case is currently being worked or was completed within the last three (3) months and the case Detective is in the office and not conducting an interview, he or she will greet the Detective and offers any assistance pertaining to their assigned case, even though the Duty Detective is handling the inquiry. It is a great opportunity to exchange case and Applicant information and/or develop or maintain a good resource.

## **OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS *cont.***

### **GUIDELINES FOR RELEASING AUTHORIZED INFORMATION *cont.***

If the request for file information is by mail or fax the Duty Detective will complete the request if the questionnaire is general in nature and the case has been closed for over six (6) months. Otherwise, for unusual circumstances such as a unique turn of events regarding the Applicant, or if the case is currently open, the request will be forwarded to the Detective who handled the case or is currently working the case.

It is the responsibility of the assisting Detective to ensure the file is returned to the file drawer at the conclusion of the review. Clerical staff can assist by pulling the files for the Detective and accepting the file from the Detective when the visiting Detective is done reviewing the case. However, the ultimate responsibility to ensure the file has been returned to its proper location and the contents of the file have not been compromised falls on the Detective assisting the outside agency.

### **AUTHORIZED INFORMATION (FOR RELEASE TO REQUESTING AGENCY)**

If the case is pending litigation a supervisor first must review the file before any release. Otherwise, the following are the guidelines for releasing information for **NON-SELECT** and **HIRED** files to outside agencies:

1. Any written letters, statements, or resumes submitted by the Applicant.
2. All personal documents submitted by the Applicant.
3. Personal History Statement (PHS).
4. Pre-Investigative Questionnaire (PIQ).
5. Goldenrod and B.I. report.
6. DMV response.
7. Military Response.
8. Questionnaires to other law enforcement agencies; and
9. Psychological cover sheet.

## **OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS *cont.***

### **UNAUTHORIZED INFORMATION (NOT FOR RELEASE TO ANY PARTY)**

Under no circumstances would any confidential or privileged background investigative reports, polygraph reports, psychological reports, Pre-Investigative Questionnaire's (PIQ), Detective's notes, Reference Questionnaires, Interview Rating sheets, criminal history rap sheets, computer inquires, arrest reports, fingerprint results, green sheets, goldenrod top sheets, waivers from other agencies, and similar items ever be released.

Our logic not to release certain information is based on the similarity protection of test material. The value of comparing previously acquired information to a more recent application to test for integrity and credibility is an important aspect of our selection process. The PIQ will always be given to all Applicants that apply and may be given more than once.

In any instance where an Applicant is not satisfied with the explanation, the Applicant will be directed to a unit supervisor.

Regardless of the status the following information **WILL NOT** be released:

1. The names or identity of any confidential source that provided confidential information.
2. Criminal history information, rap sheets, FBI and DOJ responses (illegal to do so).
3. Reference questionnaires.
4. Credit reports or credit information.
5. Detective's confidential background notes.
6. Confidential notes or internal reports from any Backgrounds staff or Supervisors.
7. Appointing Authority Interview Rating sheets or Interview Questions.
8. Legal opinions from City legal advisors.
9. Appeal information.
10. Pending lawsuit information.
11. Medical information; and

## **OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS *cont.***

### **UNAUTHORIZED INFORMATION (NOT FOR RELEASE TO ANY PARTY) *cont.***

12. Information from References or other Confidential Sources.

References provide information on Applicants with the ***assurance of absolute confidentiality***. This confidentiality will be fully protected consistent with the law, Department and Unit policy.

- a. Information obtained or revealed from references, such as, personal references, neighbors, co-workers, employers, supervisors, secondary references, spouses or relatives, and Department employees, etc., is **NEVER** to be released or discussed outside this office.
- b. If the Detective feels it is important for that agency to know about important information obtained from references, then it would be acceptable to direct or present a lead to that Detective to contact someone, without giving out any specifics. For example: "During your investigation, you may want to contact Mr. Bob Jones a neighbor of the Applicant." or "During your investigation, you may want to interview Ms. Tell, the Applicant's aunt."

### **REQUESTS MADE BY PHONE, MAIL, FAX, OR E-MAIL (REQUESTING AGENCY)**

The policy and procedures will remain the same as above.

The Detective assisting the outside agency **MUST** confirm that the outside agency requestor (if unknown to the Detective) requesting the information is authorized to obtain the information and is conducting a pre-employment background investigation. In addition, the Unit Detective will obtain a callback number of the outside agency to verify the identity of the requestor seeking information. The type of information released or provided by mail is slightly different.

Prior to releasing any information over the phone or by fax the "Authorization to Release Information" (waiver) must be in the hands of the Detective and must meet the standards of the Background Unit.

***Extreme caution should always be taken when providing information over the phone.*** In all cases only the following general information will be given to the outside agency:

1. Confirmation that the Applicant applied and what position, including dates, etc.
2. Confirmation when the background packet was submitted.
3. Confirmation a background investigation was conducted (i.e., screening, limited or full B.I); and
4. The current status of the case: Active, inactive, or closed with the disposition.

## **OUTSIDE LAW ENFORCEMENT AGENCY BACKGROUND FILE REQUESTS *cont.***

### **REQUESTS MADE BY PHONE, MAIL, FAX OR E-MAIL (REQUESTING AGENCY) *cont.***

General information may be given as a lead such as “You may want to talk to his previous supervisor if you haven’t already.” Specific facts obtained directly from the Applicant may also be released such as the Applicant listed “ten (10) speeding citations” on his PHS.

If information is in the file, which could be vital to their investigation, the Detective should tell the Detective that it would be in their best interest to come to our office to review the information.

Most requests by mail are conducted by a customary POST Standardized Questionnaire. In these cases, the questions are very general and can be responded to without further inquiry, if a waiver accompanies them.

## APPLICANT BACKGROUND FILE REQUESTS

### AUTHORIZED INFORMATION (FOR RELEASE TO APPLICANTS)

All requests for information from Applicants should be directed to a Unit Sergeant.

*Certain information is never released to an Applicant.* Applicants sign and date several background documents informing them that certain forms and documents submitted become Department property and will not be returned. They are also told that confidential information revealed or received by the Detectives pursuant to the background investigation will not be disclosed to them (see “Authorization to Release Information” form (waiver), “Pre-Investigative Questionnaire” and instruction sheet).

For this reason, information gathered or revealed in the background investigation that is considered confidential or any other confidential reports, material, forms, questionnaires, notes, etc., will **NOT** be released to the Applicant.

### APPLICANTS REQUESTING INFORMATION OR DOCUMENTS

If an Applicant is requesting information or documents, the following procedures must be followed:

1. The Applicant must make a written formal request (must be signed and dated), addressed to a Unit Sergeant.
2. The letter must be notarized, acknowledging the signature.
3. The letter must specify exactly what they are requesting.
4. Written requests will be sent to a Unit Sergeant for evaluation; and
5. If the Applicant lives out of town, the Applicant must request in his or her letter that the information requested “*may be mailed*” and must provide a specific address.  
*Information will NOT be faxed, even if requested by the Applicant.*

### APPLICANTS LIVING WITHIN 100 MILES

Releasing any information *must be done by appointment*. The Unit Detective will make an appointment after determining the location of the file i.e., C.D., storage, active or recently filed and making the copies. A supervisor will notify the duty Detective to handle the task. The Applicant **MUST** bring valid identification. The information cannot be released to anyone other than the Applicant.

## **APPLICANT BACKGROUND FILE REQUESTS *cont.***

### **OUT OF COUNTY APPLICANTS**

The same procedures will be followed as “Applicants Living within 100 Miles” with the following modifications: The Applicant must request in his or her letter that the information requested “*may be mailed*” and must provide a **SPECIFIC** address. *Information will NOT be faxed, even if requested by the Applicant.*

### **AUTHORIZED INFORMATION (FOR RELEASE TO APPLICANTS)**

1. Personal History Statement(s).
2. Credit Report (Under the Fair Credit Act).
3. Any resumes or personal documents, i.e., Birth Certificate, DD214 form, etc.; and
4. Any written statements or letters the Applicant wrote and submitted.

## **OTHER BACKGROUND FILE REQUESTS**

### **COURT ORDERS**

The Custodian of Records for the office is the Unit Lieutenant. Any court order will be forwarded to the Unit Lieutenant **IMMEDIATELY**. If the Unit Lieutenant is unavailable [three (3) or more days] the court order should be directed to a Unit Sergeant.

*Court orders for access to any information contained in background files will be sent to the Legal Advisor for review prior to releasing any information.*

Only that information requested by the court order would be provided. No other information will be given up voluntarily.

If the court order was sent to the Pitchess Officer in Internal Affairs, the same process applies.

The Unit Captain will contact the Legal Advisor immediately. If approved by the Legal Advisor, the file may be released to the Pitchess Officer, however, copies will be made, and the Pitchess Officer must sign for custody of the file or information. The Unit Lieutenant may instead, at his/her choice; appear in court as the Custodian of Records with the file, along with the Pitchess Officer.

### **INTERNAL AFFAIRS REQUESTS**

The Internal Affairs Unit may review information contained in the files of hired personnel. Due to the confidential nature of the investigations conducted by IA, their requests will not be discussed or shared with anyone, including the fact they requested such information. The reasons for review will only be shared with the In-Service Training/Human Resources Captain and/or Background Investigations Lieutenant.

The following procedures shall be followed:

1. The request to review a file should be made directly with the In-Service Training/Human Resources Captain or Backgrounds Lieutenant.
2. The review of the file should take place privately and without anyone's knowledge; and
3. The file will not leave the office, unless a written request documenting the reason to remove the file is presented to the Unit Lieutenant. In those cases, a copy will be made of the entire file or the specific contents they wish to review, and the original will remain in the office.

## **OTHER BACKGROUND FILE REQUESTS *cont.***

### **MEDIA INQUIRIES**

All inquiries made by the media will be forwarded to the Unit Lieutenant or Unit Sergeant. *No information will ever be given out to the media without a supervisor's approval.*

### **DEPARTMENT EMPLOYEE REQUESTS**

Current Department employees may review certain information in their background files; however, it must be by appointment and must be approved by a Unit Sergeant or Unit Lieutenant.

The following procedures shall be followed:

1. An appointment must be made, especially if the file is on microfiche or on CD.
2. The Duty Detective or Unit Supervisor must facilitate this request. Generally, the employee's request should take no more than two (2) working days. If there is a delay beyond the normal two (2) working day wait, a Supervisor shall explain the reason for the delay to the employee.
3. The employee may only review selected portions of their background investigation. The Duty Detective/Unit Supervisor will prepare selected photocopies of the employee's background file and the employee will be contacted when this has been completed. Copies of the below information shall be made for employee review:
  - Personal History Statement (PHS).
  - Credit Report.
  - Any written statements or letters the employee has written or submitted; and
  - Any personal documents, such as DD214, High School diploma, etc., may be reviewed.
4. The employee **MUST** fill out the review log.
5. If the employee wants photocopies (of the above information **ONLY**) for their personal record, Backgrounds personnel shall make the photocopies for the employee. Employees requesting this information **WILL NOT** be permitted to make their own photocopies, nor will the originals be permitted to leave the office.

## **UNAUTHORIZED INFORMATION (NOT FOR RELEASE)**

The following information **SHALL NOT BE RELEASED**:

1. Confidential or privileged Background Investigative Reports.
2. Polygraph Reports.
3. Psychological Reports.
4. Pre-Investigative Questionnaire's (PIQ).
5. Detective's Notes.
6. Reference Questionnaires.
7. Interview Rating Sheets; and
8. Similar items.

## **PURGING FILES**

### **PURPOSE**

Applicant files are kept for specified periods of time. The purpose of purging files is two-fold: to reduce the volume of stored paperwork kept by the Unit and to prep files for electronic archiving.

Background Detectives are responsible for ensuring files are purged according to policy.

### **PROCEDURES**

The Administrative Aide will notify the Unit Sergeants when files should be purged. Each Sergeant will schedule a workday for their Detectives to purge files. Once files have been purged, the clerical staff will begin the electronic archiving process.

### **PURGING SWORN FILES**

#### **1. Hired Files**

Due to annual POST inspections, Academy files shall be purged no later than one (1) calendar year from the start of the Academy (to include employees who have resigned or failed probation). Lateral files shall be purged on an “as-needed” basis and will be checked for purging annually by the Sr. Clerk.

**ONLY** miscellaneous notes may be purged from the hired files. All other contents of hired files are to be electronically archived to a compact disc and shall **NEVER** be disposed of or destroyed.

#### **2. Non-Hired Files**

Non-select files, waivers, etc. shall be evaluated for purging bi-annually or on an “as-needed” basis.

Non-select cases over two (2) years (from the date the file was completed) shall be electronically archived to a compact disc.

In some instances, Applicants will have two (2) or more background files. The most recent file should be placed on top and shall dictate the disposition of all the files for any given Applicant. If the most recent file is active, or has been closed less than two (2) years the file shall not be electronically archived to a compact disc.

## **PURGING FILES *cont.***

### **PREPARATION**

If the file contains unique or unusual information, or is pending litigation, a Unit Sergeant will determine whether it should be retained in hard copy or purged.

The purging preparation of all files include, removing all staples, paper clips, and other items which may create a jam when scanning. All contents, paperwork and documents are to be shredded **EXCEPT** for the following:

1. **Sworn (Hired, Non-Select, Disqualified, Waiver, and Constructive Waivers)**
  - Notice of Confidential File Information
  - Goldenrod(s) or Blue
  - Detective's Background report(s)
  - Personal History Statement (PHS)
  - Pre-Investigative Questionnaire (PIQ)
  - Notice of Test Results
  - Psychological (Cover Letter Only)
  - Polygraph Report and Polygraph Waiver
  - Lieutenant Interview Notes
  - Fingerprint Results (DOJ/FBI/Child Abuse Index)
  - Firearms Eligibility
  - DMV Driving Record and Inquiry
  - Local and Out of State Criminal History Records Check
  - Financial Credit History Inquiry
  - Military Inquiry
  - Personal References
  - Employment References
  - Other Law Enforcement Agencies' Inquiries
  - One (1) Authorization to Release Information form (waiver)
  - All personal documents such as birth certificate, high school diploma, marriage certificate, etc.
  - Non-Disclosure Agreements prepared by other agencies
  - Written statements prepared by the Applicant
  - Any document that is considered essential, significant, or important to the file if the Applicant re-applies in the future or any supporting document used to non-select the Applicant.

***The Unit Lieutenant must approve any deviation from this procedure.***

## **PURGING FILES *cont.***

### **PREPARATION *cont.***

#### **2. Civilians and Volunteers**

- Blue rod
- Detective's Background Report(s)
- Personal History Statement (PHS)
- Pre-Investigative Questionnaire (PIQ)
- Polygraph Report and Polygraph Waiver
- Employment References
- One (1) Authorization to Release Information form (waiver)
- Non-Disclosure Agreements prepared by other agencies
- Written statements prepared by the Applicant
- Any document that is considered essential, significant, or important to the file if the applicant re-applies in the future or any supporting document used to non-select the applicant (i.e., arrest reports, etc.).

***The Unit Lieutenant must approve any deviation from this procedure.***

## FILE RECORD DISPOSAL

All records shall be disposed of in accordance with the records disposition schedule adopted by the City Council on January 17, 1989. A copy of the schedule is available in Police Human Resources (City Document No. RR-272688).

Item number per City Document No. RR-272688

		<b>HIRED</b>	<b>NOT HIRED</b>
186	Background Investigation Reports	Fifty (50) years	Three (3) Years
195	Fingerprint Logs	Fifty (50) years	Three (3) Years
206	Interview Rating Sheets	Fifty (50) years	Three (3) Years
	Polygraph Reports	Fifty (50) years	Three (3) Years
	Psychiatric	Fifty (50) years	Three (3) Years

Other documents:

202	Office Management Files	Three (3) Years
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In the event an employee resigns, retires, or terminates employment, the file may be disposed of, in accordance with the Records Disposition schedule adopted. However, it is our policy **NOT** to dispose of any hired file.

Compliance with POST certification procedures requires *background investigation reports* be maintained during the period of employment for sworn officers, reserve officers and police dispatchers. After resignation or termination, POST does not require background files be maintained.

## **CASE MANAGEMENT REVIEW**

To balance the workload, and hold each Detective accountable for their cases, a monthly printout will be conducted of all open cases.

### **PROCEDURES**

Each Sergeant will print out a monthly account of all open cases for each Detective assigned to their team.

The Sergeant will review each case with their Detectives to verify each case is still open and ask for an update status.

Cases that are delayed will be discussed with the Detective to determine the cause of the delay.

The Sergeant will make any necessary notations on the printout and save the information until the next printout to compare information.

A Sergeant will make a monthly report and route it to the Lieutenant.

## **FLAG FILE**

### **PURPOSE**

Background Investigations utilize information from a variety of sources to investigate viable Applicants for the San Diego Police Department (SDPD). These sources include, but are not limited to, other law enforcement agencies, former spouses, employers, co-workers, neighbors, friends, relatives, former girlfriends, or boyfriends, SDPD officers, City employees, roommates, and anonymous persons.

When information appears reasonable and valid such information can be used as a lead in the background investigation or could be supported by other evidence. If this background information renders the subject unsuitable to be a Police Officer or unsuitable for other Department positions, such information shall be kept for future reference in a confidential file labeled "Flag File".

### **PROCEDURES**

The Flag File will be listed alphabetically by the subject's last name and maintained electronically in the G: Drive/Backgrounds/Flag File.

Detectives receiving information of interest will check the Backgrounds Database to see if the person has ever entered the Backgrounds process.

If our records show an Applicant is not on file, the information will be documented on the "Flag File Form" and placed in the binder by the Detective. It is advantageous to retain and document the information if the subject does become an Applicant. Once the flag file sheet is filled out the form should be routed to a Unit Sergeant for evaluation. A Unit Sergeant will initial the form and, in most cases, pass on the information at line-up.

If our records show the person was an Applicant and the file is closed, it will be brought to the attention of a Unit Sergeant and the case Detective. The information will be placed in the case file for future reference in the event the Applicant reapplies.

If the case is open and active the information will be immediately forwarded to the assigned Detective's Sergeant.

### **PURGING THE INFORMATION**

No information should be purged from the flag file without approval of the Unit Captain. If a form (name) is removed the information must be shredded.

**FLAG FILE *cont.***

**DETECTIVE'S RESPONSIBILITIES**

It is the responsibility of Detectives to review the flag file list for each case assigned to them, once when the investigation is initiated and once more prior to the conclusion of their investigation.

Detectives will not disqualify an Applicant strictly on the information provided in the flag file. The information is to be used only as a lead in their investigation and must be corroborated.

At the conclusion of the investigation, the Detective must check the appropriate box on the Goldenrod report indicating that the flag file has been checked.

## **APPLICANT PARKING**

Parking at Police Headquarters is extremely limited and onsite parking for Applicants and visitors are not always available. Since many appointments last two (2) to three (3) hours Applicants coming to the office for an appointment should be advised that metered parking is available, and they should bring ample change (preferably quarters).

When an Applicant arrives at the office Detectives will remind the Applicant of the metered parking time limits and allow them time to feed the meter as necessary.

In addition, Applicants should be advised that non-metered parking might be available, in some areas, away from the building, such as 2100 Broadway or in the lower lot.

While it may be possible to interrupt a background interview to attend to a parking meter, it may not be possible for the Applicant to be excused from other processing, such as the polygraph examination.

Parking citations incurred by Applicants are their sole responsibility. Detectives will not attempt to have parking citations voided or dismissed.

**SECTION V**

**SWORN BACKGROUND PROCEDURES**

## **BACKGROUND PROCESS CHRONOLOGY**

### **WRITTEN EXAM AND CITY APPLICATION**

The City's Personnel, Testing Division schedules and administers the written exam for Police Officer Recruit. Conducted on a monthly basis, each examination session is designed to accommodate approximately 150 Applicants on a first come, first serve basis.

The written exam is pass or fail. At the written exam Applicants are informed if they fail the exam City Testing will contact them via a telephone call, email or in person at the offsite testing, prior to the Physical Abilities Test (PAT). Applicants who do not wish to receive a telephone call have passed and will be required to take the PAT scheduled on the Saturday after the written exam. Applicants who fail the written exam will receive a notice of test results indicating they failed. Applicants who fail the written exam, may reapply immediately and retest 30 days after.

If the Applicant passed the test, a notice of test results will be mailed which will indicate they passed and will reflect an expiration date (2 years).

Written examinations for out-of-state/out-of-town Applicants shall be scheduled via mail by City Personnel Testing and will generally be conducted on specific dates that coincide with a scheduled Physical Abilities Test (PAT).

### **PHYSICAL ABILITIES TEST (PAT)**

Applicants who have passed the written exam will take the PAT, generally scheduled the following Saturday after the last written exam of the month. The PAT is a pass or fail test that is administered by City Personnel, Testing Division with the assistance of the Background Investigations and Recruiting Unit. The applicants **MUST** successfully complete the PAT prior to entering the academy. Results of the PAT are generally emailed to the Backgrounds Unit by City Personnel within two (2) working days of the test. The results are good for two (2) years from the certification date.

### **ADMINISTRATION OF THE PRE-INVESTIGATIVE QUESTIONNAIRE (PIQ)**

On the same day as the PAT, Applicants will complete the Pre-Investigative Questionnaire (PIQ) and receive instructions on how to complete their Background Packets. The packet contains an instruction sheet on how to download the Personal History Statement (PHS) from the SDPD website along with other pertinent documents. Applicants are provided with a specific date, via phone call by his or her assigned detective, of when their PHS and other pertinent documents must be returned into the Backgrounds office (generally two (2) weeks).

The "Authorization to Release Information Waiver Form," which is included in their Background Packet, **MUST** be completed in front of a licensed Notary and NOTARIZED.

Applicants are allotted two (2) hours to complete the PIQ. *Upon completion* of the PIQ, a detective will sign out applicants on a sign out sheet and their PIQ assigned a number corresponding to the signature line on the sign-out sheet.

## **BACKGROUND PROCESS CHRONOLOGY *cont.***

### **PIQ AND BACKGROUND PACKET REVIEW**

At the conclusion of the PAT, Recruiters shall bring the completed PIQs and the sign-out sheet to the Backgrounds Office and place them in a Sergeant's office.

Upon receipt of the PIQs, the Sergeants shall conduct a preliminary review of the document to determine which Applicants are disqualified and which are viable for case assignments. The Detectives assigned each case are listed on both the sign-in sheet and on the front page of the PIQ.

The PIQs are routed to clerical staff for data entry into the Backgrounds Tracking System, creation of a file folder, and assignment to appropriate Detective.

### **BACKGROUND INVESTIGATIONS**

Once a case has been assigned, a background investigation will be initiated. Areas of interest include, but are not limited to - criminal history, traffic history, military history, financial history, employment history, educational background, social media activity and National Decertification Index (NDI). Appropriate records will be checked, reviewed, examined, and verified. In addition, personal references, secondary references, as well as past and present supervisors, co-workers, neighbors, relatives, acquaintances, and other references will be contacted.

Information provided by the Applicants on their PHS and PIQ, as well as other documents submitted by the Applicant will be verified and confirmed. Applications to other law enforcement agencies will also be reviewed. Fingerprint inquiries to the FBI, Child Abuse Index, DOJ Firearms eligibility clearance return, and Department of Justice will be conducted.

### **BACKGROUND INTERVIEW**

The background interview is a critical component of the hiring process and is conducted after the Detective has examined an Applicant's PIQ, PHS and other documentation provided by the Applicant and/or their references. During this interview, Detectives attempt to ascertain as much information as possible about an Applicant's integrity, history and overall viability as a Police Officer Recruit or Lateral Officer candidate.

This interview allows the Detective to question responses provided by the Applicant on their PHS, PIQ, and other forms. On occasion, these responses reveal obvious discrepancies, traits of selective recall or blatant dishonesty.

The opportunity to review an Applicant's entire personal history with them permits the background investigator a chance to speak personally with an Applicant and observe him/her directly. After this interview if there are any discrepancies, inconsistencies or contradictions discovered a follow up interview or discrepancy interview will be scheduled.

## **BACKGROUND PROCESS CHRONOLOGY *cont.***

### **POLYGRAPH INTERVIEW**

The polygraph interview is a valuable tool to the Backgrounds Detective which verifies an Applicant's honesty regarding specific issues, such as past criminal activity, illegal drug use and other concerns. This interview is generally scheduled after the background interview. After the polygraph interview is completed, a confidential report detailing the findings is forwarded to the Detective. If deception is noted or suspected during the polygraph test, the Applicant will be referred back to the Detective to resolve the problem. If a Detective elects to conduct a discrepancy interview with an Applicant to clear up concerns associated with a polygraph, that interview **WILL** include another Detective to act as a witness.

### **LIVE SCAN**

Local applicants (within a 30-mile radius of the San Diego Police Department) shall be live scanned after he or she completes and passes the polygraph exam, in most cases. Out of Town Applicants will be live scanned when they come for the screening and pre-polygraph interview with their assigned detective, in most cases after the polygraph exam.

### **COMPLETION OF THE BACKGROUND INVESTIGATION**

After the Detective completes the backgrounds investigation, compiled all pertinent information and documents and contacted all available sources, the Detective will complete a confidential background narrative report. The entire background file and reports shall be submitted to their Sergeant for review and approval. When approved, the file is routed to the Unit Lieutenant for review and approval. Viable applicants shall be scheduled for an Appointing Authority Interview. Non-viable applicants are non-selected and shall be notified by letter.

### **NEW: CLOSING OF SWORN APPLICANT FILES**

At the closure of a file, clerical must scan the PDF file on the Backgrounds G-drive under the appropriate file, separated by year. (Ex: 2011 PDF PURGING FILE)

### **APPOINTING AUTHORITY INTERVIEWS**

Appointing Authority interviews are conducted by an interview panel consisting of the unit Lieutenant and two (2) unit Sergeants. If any person is unavailable, a trained replacement may conduct the interview. Applicants considered qualified or highly qualified may be given a conditional job offer or placed on the Applicant Pool list. The Applicant Pool is a list of qualified Applicants who may be given contingent job offers as subsequent openings occur.

## **BACKGROUND PROCESS CHRONOLOGY *cont.***

### **SELECTIONS**

When an approval to hire is received, the Unit Lieutenant will select the **MOST** qualified candidates available from the Applicant Pool and make conditional job offers, contingent on the Applicant passing a medical examination and a psychological screening interview.

### **MEDICAL EVALUATIONS**

All medical inquiries must be held until after a conditional job offer has been made. The conditional job offer is contingent on the Applicant passing a city medical exam. Selected Applicants are scheduled for a medical examination by the clerical staff and provided a medical questionnaire to be filled out prior to the actual exam. Notifications of medical clearances, holds or failures are emailed to the clerical staff via the Medical Clerk from City Personnel, Certifications Division. A copy of this e-mail will be placed in the Applicant's file by the assigned Detective as verification for medical clearance. City Personnel also mails each Applicant the results of their exam.

### **PSYCHOLOGICAL PRE-EMPLOYMENT SCREENING**

Applicants will complete a psychological questionnaire for the Department's contracted psychologist prior to their appointment with the psychologist. Detectives shall schedule this directly with the applicant. Afterwards, a Backgrounds Sergeant is responsible for contacting the Department's contracted psychologist directly to make the psychological pre-employment screening interview. This screening interview provides the Applicant an opportunity to be tested, interviewed and evaluated by the Department's contracted psychologist.

Upon completion of the test and interview, a confidential report will be forwarded to the Backgrounds Lieutenant. The contracted psychologist will either recommend or not recommend the Applicant. The recommended or not recommended report shall be placed in the Applicant's file by their assigned Backgrounds Detective. The confidential detailed report will be stored in a locked file by the unit supervisor.

## **BACKGROUND PROCESS CHRONOLOGY *cont.***

### **SECOND AND THIRD PSYCHOLOGICAL OPINIONS:**

If an applicant is not recommended for hire based on the first evaluation, the applicant is entitled to appeal the findings. The applicants may seek out and personally schedule a second opinion by a qualified POST evaluator. This will be at the applicant's own expense. For a list of qualified evaluators, see the California POST website at the following link:

<https://post.ca.gov/psychological-evaluators-list.aspx>

Once the results of the second opinion are provided to the hiring authority, an applicant *may* be given the opportunity for a third evaluation. If a third evaluation is offered, the Department will schedule it and cover the expense. A recommendation for hire at the second opinion does not guarantee the applicant will be given a third evaluation. The second opinion is reviewed as additional suitability information, and its decision is not binding. Further evaluation and consideration for hire is solely the discretion of the hiring authority.

### **ORIENTATION WEEK**

One week prior to the start of the Academy, recruits will start their employment with the City by attending a series of orientation days also known as "Pre-Orientation, Mentorship/Family Day, Retention Day, and Orientation." These are full, 10-hour workdays.

Orientation Week shall be organized and facilitated by a Recruiter to familiarize police officer recruits and laterals with employee benefits, Academy expectations, uniform and equipment requirements, and to facilitate Human Resources administration (i.e., Department I.D. cards, signing up for benefits, etc.). An academy physical readiness assessment will be completed to determine if the candidate is meeting the academy physical fitness standards set forth by the Academy Core Instructor. On Orientation Day, the recruits will meet with the Chiefs and command staff.

## **BACKGROUND INVESTIGATIONS**

### **PURPOSE**

California Government Code Section 1031(d) mandates a thorough background investigation is conducted on all peace officer candidates, including lateral Applicants.

The background investigation is an extremely vital part of the selection process for evaluating the qualifications and moral character of a San Diego Police Department Police Officer Applicant. Relevant information concerning the Applicant's integrity, moral character, past behavior, motor vehicle operation, lawful and unlawful activities, performance in previous jobs, related education and experience and other topics are explored to assess an Applicant's qualifications and suitability for a law enforcement career. The investigation centers on those factors, which bear a demonstrable relationship to the Applicant's fitness for employment. A background investigation will not be conducted unless assigned by a Sergeant.

When more than six (6) months has passed since completion of the initial Background Investigation an update investigation will be conducted.

### **CALIFORNIA COMMISSION ON POST MINIMUM STANDARDS**

In California, minimum selection standards for peace officers are established by the California Commission on Peace Officer Standards and Training regulations (POST) and codified in the California Government Code. Agencies that disregard these standards risk losing POST certification and fiscal support.

#### **POST Regulation 1002. Minimum Standards for Employment (Peace Officers)**

- **FELONY DISQUALIFICATION:** Government Code section 1029(a)(1), prohibits employment of convicted felons as peace officers.
- **MISDEMEANOR CONVICTIONS:** Misdemeanor convictions are not, in and of themselves, automatically disqualifying for peace officers. However, any conviction should be carefully examined about its relevance to the candidate's suitability for appointment, especially the impact on eligibility to possess a firearm pursuant to Penal Code Section 12021 (c) or Title 18 U.S. Code 922 (d) and (g). Convictions under these sections make it unlawful for a person to possess a firearm for a period of ten (10) years after their date of conviction. This would make them ineligible to be peace officers in the State of California for a period of ten (10) years.
- **FINGERPRINTS:** California Government Code sections 1030 & 1031(c) require fingerprints and search of local, state, and national fingerprint files to reveal any criminal records.

## **BACKGROUND INVESTIGATIONS *cont.***

### **CALIFORNIA COMMISSION ON POST MINIMUM STANDARDS *cont.***

- **AGE:** Government Code section 1031(b) requires minimum age of eighteen (18) years [the City of San Diego requires minimum age of twenty (20) to apply].
- **BACKGROUND CHECK:** Government Code section 1031(d) requires good moral character as determined by a thorough background investigation. The background shall be conducted as prescribed in the POST Administrative Manual Section C-1 and must be completed on or prior to the appointment date.
- **EDUCATION:** Government Code section 1031(e) requires a U.S. high school graduation or passage of the GED or attainment of a two (2) year or four (4) year degree from a college or university accredited by the Western Association of Colleges and Universities. When a GED is used, an examinee must earn a standard score of forty (40) or higher on each of the individual sub-tests and a total standard score of 225 or higher. If the individual tested before July 21, 1984, he or she must have earned a standard score of thirty-five (35) on the individual tests and a total standard score of 225 or higher.
- **MEDICAL AND PSYCHOLOGICAL:** Government Code section 1031(f) requires an examination of physical, emotional, and mental conditions and suitability. The examinations shall be conducted as prescribed in the POST Peace Officer Psychological Screening Manual.
- **INTERVIEW:** Applicants must be personally interviewed prior to employment by the Department head or a representative to determine the person's suitability for police service, which includes, but is not limited to, the person's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the Department participating as a member of the person's oral interview panel.
- **WRITTEN EXAM:** Applicants must be able to read and write at the levels necessary to perform the job of a peace officer as determined using the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.

All requirements of section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless otherwise waived by the Commission.

The Department shall not construe the minimum standards outlined above to preclude the adoption of additional and/or more stringent standards.

To establish a rational link between areas of the background inquiry and successful peace officer performance, POST facilitated an extensive job analysis of California peace officers. The study resulted in the establishment of the following ten (10) job dimensions, which represent the critical areas of job performance in entry-level law enforcement.

## **BACKGROUND INVESTIGATIONS *cont.***

### **MORAL CHARACTER:**

1. **Integrity**
  - Honesty
  - Impartiality
  - Trustworthiness
  - Protection of Confidential Information
  - Moral/Ethical Behavior
2. **Impulse Control/Attention to Safety**
  - Safe Driving Practices
  - Attention to Safety
  - Impulse/Anger Control
3. **Substance Abuse and Other Risk-Taking Behavior**

### **HANDLING STRESS AND ADVERSITY**

4. **Stress Tolerance**
  - Positive Attitude and Even Temper
  - Stress Tolerance and Recovery
  - Accepting Responsibility for Mistakes
5. **Confronting and Overcoming Problems, Obstacles and Adversity**

### **WORK HABITS**

6. **Conscientiousness**
  - Dependability/Reliability
  - Personal Accountability and Responsibility
  - Safeguarding and Maintaining Property, Equipment, and Belongings
  - Orderliness, Thoroughness, and Attention to Detail
  - Initiative and Drive
  - General Conscientiousness

## **BACKGROUND INVESTIGATIONS *cont.***

### **INTERACTIONS WITH OTHERS**

7. **Interpersonal Skills**
  - Social Sensitivity
  - Social Interest and Concern
  - Tolerance
  - Social Self-Confidence/Persuasiveness
  - Teamwork

### **INTELLECTUALLY BASED ABILITIES**

8. **Decision-Making and Judgment**
  - Situation/Problem Analysis
  - Adherence to Policies and Regulations
  - Response Appropriateness
  - Response Assessment
9. **Learning Ability**
10. **Communication Skills**
  - Oral Communication
  - Written Communication

These job dimensions are extremely important components of the selection process and will be discussed in greater detail in the POST Job Dimensions section of this manual. Detectives will be guided by EEOC and DFEH guidelines, the POST Administrative manual, California Government Code, Labor Code, City of San Diego Personnel Manual and the San Diego Police Department's Vision, Values and Mission Statement. Detectives will comply with the precepts of the American with Disabilities Act (ADA) and other relevant legislation and will respect the rights of each Applicant. Every Applicant will be treated fairly and consistently. It is very important that Detectives remain always remain objective and leave a favorable impression upon those contacted during the background investigation. Detectives will exhaust all leads and evidence to carefully assess and evaluate all information developed.

All information provided by the Applicant in the PHS, PIQ, information provided by the Applicant and/or other person(s) during the investigation will be considered private and confidential. At no time should any portion of the investigation be revealed to persons other than those authorized by law or policy.

## **BACKGROUND INVESTIGATIONS *cont.***

### **CALIFORNIA COMMISSION ON POST MINIMUM STANDARDS *cont.***

Since California law favors the privacy rights of persons who provide confidential information for investigative or employment purposes over the rights of the person about whom the information is provided, the Department bears the burden of demonstrating confidentiality and the need for non-disclosure. To that end, the most prudent practice is to clearly document as “Confidential” all information received in confidence and never to release information except as prescribed by law or policy.

## AREAS OF INVESTIGATION

The POST Background Project identified the following areas to be covered in the investigation:

- Personal Information
- Relatives/References/Acquaintances
- Education
- Residences
- Experience and Employment
- Military
- Legal
- Motor Vehicle Operation

The PHS and PIQ are structured around these areas and are the first indication the Detective has regarding the Applicant's suitability for the position of a police officer. Communication skills and problem-solving ability are tested by the neatness, clarity and completeness of both documents. People with poor judgment under pressure, unwillingness to confront problems or lacking *integrity and credibility as a witness in court* are frequently screened out of the process for using "selective recall" forgetting to list significant information that is later discovered during the investigation or during the screening of the PHS and PIQ.

POST recommends that the following four (4) conditions are met before making inquiry into other topics:

- Existence of a relatedness, or probability of relatedness, between non-recommended area(s) and one (1) or more of the job dimensions (nexus).
- Information leading to the need for inquiry into non-recommended area(s) resulting from a routine investigation.
- There is a reasonable chance of discovering relevant information, and
- Documentation is made of the lead, the reason(s) for inquiring into non-recommended areas and limitations of the intended investigation.

## **AREAS OF INVESTIGATION *cont.***

### **PERSONAL INFORMATION**

Personal information is primarily sought for the purpose of verifying the Applicant's identity. Background Detectives will verify, identify, facilitate future contacts and verify age requirements, to include any names/aliases ever used by the Applicant. Although the law permits the use of any name(s) or alias(es) so long as the change is not made for fraudulent purposes, the Applicants shall only be hired under their legal name. A certified copy of the Applicant's birth certificate is required, as well as naturalization documents if applicable. Physical descriptions are used only for the purpose of verifying identity. Questions concerning religious preferences are never asked. An Applicant should never be required to submit a photograph because it could violate Government Code sections 12940(d), prohibiting non-job-related inquiries which express, either directly or indirectly any specification to race, religion, creed, physical handicap, national origin, or ancestry, etc. A photograph is very useful for identification purposes during the actual background investigation. For this purpose, a photograph may be solicited on a voluntary basis. However, the photograph should be used as a last means of identifying the Applicant to a reference. Applicants should be informed as to where and when the photograph may be used.

### **RELATIVES/REFERENCES/ACQUAINTANCES**

Anyone who knows an Applicant is a potential source of job-relevant information and Background Investigators should make every effort to contact such sources. A former teacher may be more likely to know about the Applicant's learning ability and a landlord may know more about an Applicant's reliability, etc. All references and relatives listed by the Applicant will be contacted. In addition, these references may supply names of secondary references that may have pertinent information about the Applicant. These references have often proven to be more candid than references listed by the Applicant. Spouses and former spouses will always be contacted, if located. Although it is common practice to send reference questionnaires to these references, personal contacts should always be attempted.

### **EDUCATION**

Inquiries into the Applicant's educational background can lead to information concerning the Applicant's integrity, learning ability, desire for self-improvement, educational achievements, character and career potential. Teachers, counselors, and classmates are good sources of information. POST also requires Applicants to have a U.S. high school diploma or an equivalent. The original diploma or a certified transcript is required. Applicants educated in a foreign country will be required to provide proof of equivalency or take a GED. When a GED is used an examinee must earn a standard score of forty (40) or higher on each of the individual sub-tests, with a total standard score of 225 or higher. If the individual tested before July 21, 1984, he or she must have earned a standard score of thirty-five (35) on each individual test and a total standard score of 225 or higher.

## **AREAS OF INVESTIGATION *cont.***

### **RESIDENCES**

The main purpose of checking past and present residences is to verify an Applicant's whereabouts and gather job related information from current or former neighbors, landlords or apartment managers to gather job-related information about the Applicant's qualifications. The Applicant's style of living, housekeeping habits and appearance of the residence should not generally be of concern unless the condition(s) violate local health or municipal ordinances or are otherwise unlawful. No conclusions should be drawn from the mere fact of the Applicant owns, rents or lives with relatives since this information alone is not job-related.

### **EMPLOYMENT**

An Applicant's work history, or lack thereof, is relevant to their dependability, maturity, integrity, as well as other POST job dimensions. Not only should an Applicant's employment be verified, but also current and past supervisors and co-workers should be contacted as sources of job-related information.

### **MILITARY**

An inquiry into the Applicant's military history can lead to many job relevant items of information. Commanding Officers and military acquaintances should be contacted if the Applicant was recently in the service. A request for military records and information will be requested using the appropriate forms signed by the Applicant. Applicants who have served in any military service must also provide a copy of their military separation papers (DD214 long form). If applicable, Applicants will be asked for verification of draft registration.

Any military disciplinary action must be disclosed and will be evaluated on the facts of the incident and not solely on the type of discipline imposed. Reenlistment codes indicating that the Applicant was not recommended for retention will be evaluated.

### **FINANCIAL**

Inquiries into the Applicant's financial history and the management of his or her finances are relevant to the qualifications of a peace officer. Although the amount of indebtedness itself will not be used in evaluating an Applicant's qualifications, the behavior exhibited in meeting his or her financial obligations will be scrutinized. The Applicant's financial status and credit history are directly related to integrity, problem solving ability and dependability. The actual circumstances surrounding any financial problem must be evaluated in terms of the Applicant's control over the situation, their response to it, the amount in question and duration of the problem. An Experian credit report will be obtained to verify the Applicant's statements regarding his or her finances.

## **AREAS OF INVESTIGATION *cont.***

### **LEGAL**

The legal section examines a wide range of areas and issues including criminal convictions and arrest records of potential Applicants. In addition, other areas of concern include more complex issues such as detentions, juvenile offenses or arrests, regardless whether the records were sealed, or the charges dismissed. Civil proceedings, as well as past and pending lawsuits should also be examined.

With rare exception, Applicants convicted of a felony in this state or any other state or convicted of any offense in any other state that would have been a felony if committed in this state, cannot be a peace officer in California. This is true even if the conviction was later sealed or expunged. Two (2) exceptions to this standard include a pardon by the Governor or a conviction as a minor under the federal Youthful Offender Act.

If the Applicant has been convicted of a misdemeanor their integrity or credibility as a witness in court may be impaired. It is therefore imperative the Detective address those issues in addition to the specifics of the offense. In addition, questions regarding an Applicant's illegal activity are specifically relevant to the Applicant's integrity, credibility as a witness in court, and moral character which may reflect directly on the Applicant's suitability as a peace officer. Although California Labor Code (432.7) allows the circumstances of an arrest (not convictions) to be considered in determining an Applicant's suitability for employment, an arrest without a conviction will not be the sole consideration in a hiring decision.

Copies of arrest reports or incidents of criminal activity will be requested of all Applicants. All criminal activity will be evaluated on the facts of the incident. Although detentions themselves are not cause for disqualification, Background Detectives must thoroughly evaluate the circumstances to determine if there is a pattern of committing undetected crimes which would reflect on his or her overall credibility as a witness in court.

Applicants may be disqualified for juvenile crime if that activity would have been a crime had the Applicant been an adult or the incident impacts their credibility as a witness in court. In addition, it should be noted that any juvenile treated as an adult for their crimes and convicted of a felony are ineligible for employment as a peace officer.

Illegal drug or narcotic use, falls under the legal section since its use and/or possession is against the law and is therefore criminal activity that reflects negatively on the Applicant's integrity and or credibility as a witness in court. Limited youthful experimentation may not be disqualifying but may be an indication of the Applicant's attitude toward respect for the law. To be consistent, established Departmental drug standards shall be utilized to evaluate an Applicant's viability for the position of police officer.

## **AREAS OF INVESTIGATION *cont.***

### **MOTOR VEHICLE OPERATION**

Operation of a motor vehicle is an essential skill for the position of police officer. An Applicant's driving record not only reveals past behaviors or patterns of conduct that demonstrate disregard for public safety, but also reflects on the Applicant's observational skills, dependability and credibility as a witness in court. Since the operation of a motor vehicle is a requirement for entry level and lateral positions, possession of a valid California driver's license is a required condition of employment. In addition, Applicants must comply with other California Vehicle Code requirements including, but not limited to, assuring their vehicles properly registered and insured. Because traffic collisions and repeated traffic violations create the potential for immense civil liability for the Department, the facts and circumstances of any citations or vehicle collisions will be thoroughly investigated

Incidents of failure to appear (FTA) and traffic warrants relate directly to the Applicant's dependability and integrity. As such, all FTAs should be confirmed with the appropriate court. Applicants with outstanding traffic warrants at the time of application will not be considered for employment until all existing warrants are cleared. Applicants are required to list all traffic citations received during the last ten (10) years with the expectation they remember the incidents and approximate dates on their current driving record. As the repository for state driving records, DMV currently maintains records of minor traffic violations for thirty-six (36) months. More serious violations, such as hit and run, reckless driving, and manslaughter with a vehicle are retained for five (5) years from the violation date. The following offenses, with violation dates since January 1, 1982, are maintained for ten (10) years: DUI, Speed contest and reckless driving. Failure to list all citations or accidents by the Applicant demonstrates a lack of integrity.

## POST JOB DIMENSIONS

### POST REQUIREMENTS

Except for statutory requirements of the California Government Code contained in POST regulation 1002, POST has not set specific criteria to disqualify Applicants. Each case must be decided on an individual basis. For example, whether someone used an illegal substance such as marijuana three (3) or six (6) times or has three (3) or six (6) speeding citations is not nearly as significant as the circumstances of the incidents. The age of the Applicant at the time, how recent the event was, and the Applicant's more recent performance must be considered, as must the Applicant's present attitude toward the past activity or behavior. It is possible, therefore, that an Applicant with a greater number of undesirable factors could be hired, while one (1) with a lesser frequency of similar actions, would not be hired. In every case, integrity or credibility of the Applicant is the most important factor when deciding what action to take.

The POST Job Dimensions provide the Detective a variety of factors upon which to judge the Applicant's qualifications for the position of Police Officer, or Police Officer Recruit. When recommending an Applicant to be "Non-Selected" or "Disqualified" from further consideration for employment, investigators will use the following POST Job Dimension as guidelines in formatting their assessment of the Applicant's qualifications.

### MORAL CHARACTER

#### 1. Integrity

Integrity involves maintaining high standards of personal conduct, consisting of attributes such as honesty, impartiality, trustworthiness and abiding by laws, regulations, and procedures. This includes:

- Not *abusing the system* nor *using one's position for personal gain*; not yielding to temptations of bribes, favors, gratuities, or payoffs.
- *Not bending rules* or otherwise trying to *beat the system*.
- Not sharing or *releasing confidential information*.
- Not engaging in *illegal or immoral activities* - either on or off the job.
- *Honest and impartial* in dealings with others both in and outside the agency.
- Not condoning or ignoring *unethical/illegal conduct* in others; and
- *Truthful and honest* sworn testimony, affidavits and in all dealings with others.

## POST JOB DIMENSIONS *cont.*

### INTEGRITY INDICATORS

#### *Dishonesty in the hiring process, including:*

- Deliberately misstating or misrepresenting identifying information or qualifications, whether orally or in writing,
- Misleading any person involved in the pre-employment screening process by misstating, misrepresenting, or failing to completely answer questions.
- Inaccuracies or deliberate omissions in applications, Personal History Statements, or any other documentation required as part of the pre-employment process used to help determine the candidate's suitability for employment.
- Any other act of deceit or deception.
- Lying about past mistakes or oversights.
- Fraudulently reporting or other abuses/misuses of employer leave policies (e.g., sick leave, vacation, bereavement leave).
- Abuses privileges and benefits of the job (e.g., overtime, use of supplies, equipment, internet access).
- Involved in the sale or distribution of illegal drugs.
- Engages in inappropriate sexual activity (e.g., prostitutes, sex with minors, etc.)
- Evidence of perjury, signing of false affidavits in any criminal or civil proceeding, falsification of official reports including statements, narratives, property documents, evidentiary documents, giving incomplete or misleading information to supervisors.
- Cheating, plagiarism, or other forms of academic dishonesty.
- Attempting to induce others to give false information.
- Association with those who commit crimes or otherwise demonstrate unethical/immoral behavior.
- Commits illegal or immoral activities that would be offensive to contemporary community standards of propriety.

## **POST JOB DIMENSIONS *cont.***

### **INTEGRITY INDICATORS *cont.***

- Commits crimes against employers such as arson, burglary, stealing (goods, money, or services) which would amount to a felony.
- Conviction(s) of any criminal offense classified as a misdemeanor under California Law, especially as an adult.
- Having an outstanding warrant of arrest at time of application for job or throughout the hiring process.
- Admission of having committed any act amounting to a felony under California Law, as an adult.
- Admission of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, indecent exposure [except acts of consensual unlawful intercourse accomplished between two (2) minors, unless more than four years difference in age existed at the time of the acts].
- Actions resulting in civil lawsuits against the candidate or his/her employer.
- Committing acts that, had they been detected, would have resulted in prosecution and conviction and would have automatically disqualified the candidate.

### ***While employed in a position of public trust:***

- Conviction of any offense classified as a misdemeanor under California Law while employed as a peace officer (including military police).
- Admission of administrative conviction of any act while employed as a peace officer, including military police, involving lying, falsification of any official report or document, or theft.
- Admission of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.
- Accepting or soliciting any bribe or gratuity while in a position of public trust.
- Embezzlement of money, goods, or services while in a position of trust.

## **POST JOB DIMENSIONS *cont.***

### **INTEGRITY INDICATORS *cont.***

#### **2. Impulse Control/Attention to Safety**

Impulse control and attention to safety is to avoid impulsive and/or unnecessarily risky behavior to ensure the safety of oneself and others. This includes thinking before acting, taking proper precautions, keeping one's impetuous, knee-jerk reactions in check, and behaving in conscious regard for the larger situation at hand.

#### **IMPULSE CONTROL/ATTENTION TO SAFETY INDICATORS**

##### ***Unsafe Driving Practices***

- Receipt of multiple moving violations (especially for potential life-threatening acts such as reckless driving, speed contest, etc.).
- Driver in multiple chargeable collision.
- Numerous moving and non-moving violations, at-fault accidents; and
- Instances of road rage, driving recklessly and/or at excessive speeds.

##### ***Inattention to Safety***

- Fails to take proper precautions to minimize risks associated with hazardous activities.
- Takes unnecessary or foolish risks; and
- Disregards risk to self or others.

##### ***Poor Impulse/Anger Control***

- Overreacts when challenged or criticized.
- Unnecessarily confrontational in interactions with others.
- Reacts childishly or with anger to criticism or disappointment.
- Disciplined by any employer as an adult for fighting in the workplace.
- Admission of any act of domestic violence as an adult.
- Use of verbal or physical abuse or violence toward others.

## **POST JOB DIMENSIONS *cont.***

### **IMPULSE CONTROL/ATTENTION TO SAFETY INDICATORS *cont.***

- Violent assault upon another, including spousal battery, sexual battery, or other acts of violence.
- Admission of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state civil rights laws; and
- Instances of reprimands, counseling, terminations, suspensions for poor behavioral control at work.

### **3. Substance Abuse and Other Risk-Taking Behavior**

Substance abuse and other risk-taking behaviors involves engaging in inappropriate, self-damaging behaviors which may have potential adverse impact on the agency, to include alcohol and drug abuse, domestic violence, sale of drugs and gambling.

#### **SUBSTANCE ABUSE AND OTHER RISK-TAKING BEHAVIOR INDICATORS**

Illegal use or possession of a controlled substance while employed in any law enforcement capacity, including military police.

- Drug test of the candidate, during the hiring process, where illegal controlled substances are detected
- Illegal or unauthorized use of prescription medications
- Illegal use or possession of a controlled substance while a student enrolled in college-accredited courses related to the criminal justice field
- Manufacturing, cultivating, transporting, brokering, or selling any controlled substances.
- Record of alcohol or drug-related incidents, including driving under the influence or such charge reduced to reckless driving, violation of open container laws or transporting open containers
- History of other problems associated with drug and/or alcohol use
- Perpetrator of domestic violence incidents
- Missed work due to alcohol use

## **POST JOB DIMENSIONS *cont.***

### **SUBSTANCE ABUSE AND OTHER RISK-TAKING BEHAVIOR INDICATORS *cont.***

- Alcohol use while on the job (where prohibited)
- Arriving at work intoxicated/smelling of alcohol or hung-over
- Gambling to the point of causing harm to oneself

### **HANDLING STRESS AND ADVERSITY**

#### **4. Stress Tolerance**

Maintaining composure, particularly during time-critical emergency events and other stressful situations, weathering negative events and circumstances and maintaining an even temperament and positive attitude. Accepting criticism without becoming overly defensive or allowing it to hamper behavior or job performance.

#### **STRESS TOLERANCE INDICATORS**

##### ***Negative Attitude and Uneven Temperament***

- Worries excessively, enters into new situations with considerable apprehension.
- Overly suspicious and distrusting in dealing with others.
- Argumentative, antagonistic towards others, considered to be a bully.
- Commonly behaves with hostility and anger.
- Behavior-impairing mood swings.
- Badmouths employers and others.
- Unnecessarily confrontational and aggressive; and
- Disrupts/undermines authority (fails to successfully carry out directives, shows signs of contempt by eye rolling, excessive exhaling, etc.).

## **POST JOB DIMENSIONS *cont.***

### **STRESS TOLERANCE INDICATORS *cont.***

#### ***Stress Tolerance and Recovery***

- Comes “unglued”, freezes, or otherwise performs ineffectively when feeling overloaded or stressed.
- Uncontrollable reaction to verbal abuse from others.
- Reacts childishly or with anger to criticism or disappointment; and
- Allows personal problems and stressors to bleed into behavior on the job.

#### ***Not Accepting Responsibility for Mistakes***

- Does not accept responsibility for actions and mistakes, routinely makes excuses or blames others for own shortcomings.
- Becomes excessively defensive or otherwise overreacts when challenged or criticize.
- Minimizes the importance of past mistakes or errors; and
- Refuses to accept responsibility for mistakes or improper actions.

### **5. Confronting and Overcoming Problems, Obstacles and Adversity**

This involves willingness and persistence in confronting problems and personal adversity. It includes taking control of situations, as necessary and demonstrating commitment and drive in reaching goals.

### **CONFRONTING AND OVERCOMING PROBLEM INDICATORS**

- Displays submissiveness and insecurity when confronted with challenges, threatening situations or difficult problems.
- Fails to act or change behavior to resolve problems or mistakes.
- Multiple personal bankruptcies, having current financial obligations for which legal obligations have not been satisfied or any other flagrant history of financial instability.
- Allows debts to mount, evades creditors or collection agencies, etc.

## **POST JOB DIMENSIONS *cont.***

### **CONFRONTING AND OVERCOMING PROBLEM INDICATORS *cont.***

- Past due accounts, discharged debts, late payments, collection accounts, civil judgments, and/or bankruptcy.
- Fails to meet obligations (i.e., auto insurance, auto registration, selective service registration, IRS requirements, child support obligations); and
- Fails to exercise fiscal responsibility commensurate with income.

## **WORK HABITS**

### **6. Conscientiousness**

Diligent, reliable, conscientious work patterns; performing in a timely, logical manner in accordance with rules, regulations, and organizational policies.

### **CONSCIENTIOUSNESS INDICATORS**

#### ***Undependability/Unreliability***

- Fails to meet commitments to work, school, family, volunteer or community activities.
- Poor attendance takes time off from work unnecessarily (e.g., on/near weekends).
- History of being late to work, meetings or appointments.
- Misses scheduled appointment during the process without prior permission.
- Excessively long breaks, returning from lunch late, leaving work early.
- Fails to comply with instructions or orders; and
- Fails to properly prepare for meetings.

#### ***Poor Personal Accountability and Responsibility***

- Is not accountable for his/her performance.
- Blames others for improper actions.
- Fails to analyze prior mistakes or problems to improve performance.

## **POST JOB DIMENSIONS *cont.***

### **CONSCIENTIOUSNESS INDICATORS *cont.***

#### ***Poor Personal Accountability and Responsibility***

- Disciplined by any employer (including military) for gross insubordination, dereliction of duty or persistent failure to follow established policies and regulations.
- History of involuntary dismissal (for any reason other than lay-off).
- Conducts unauthorized personal business while on duty.
- Failure to exercise fiscal responsibility commensurate with income.
- Past due accounts, discharged debts, late payments, collection accounts, civil judgments and/or bankruptcy.
- History of flagrant financial instability, such as multiple personal bankruptcies, financial obligations for which legal judgments have not been satisfied, etc.; and
- Failure to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations).

#### ***Failure to Safeguard and Maintain Property, Equipment, and Belongings***

- Fails to safeguard property entrusted to him/her.
- Fails to maintain equipment; and
- Loses valuable information.

#### ***Lack of Orderliness, Thoroughness and Attention to Detail***

- Pattern of disorganization in work, school, etc.
- Fails to attend to details (e.g., typos, missing/incorrect information).
- Fails to attend to all aspects of projects and activities to be sure they are completed.
- Motor vehicle collisions due to inattentiveness.
- Overlooks or misinterprets instructions on PHS and other documents.
- Fails to properly recall instructions/directions provided previously.
- Cannot properly recall pertinent/important details related to personal history; and
- Problems at school, work, driving due to poor attention/vigilance.

## **POST JOB DIMENSIONS *cont.***

### **CONSCIENTIOUSNESS INDICATORS *cont.***

#### ***Lack of Initiative and Drive***

- Gives up in the face of long hours or other difficult working conditions.
- Fails to keep current on new rules, procedures, etc.
- Does not initiate proper action unless given explicit instructions.
- Fails to ensure that the job is performed correctly.
- Procrastinates.
- Watches the clock rather than attending to task accomplishment.
- Gives up or cuts corners when faced with obstacles; and
- Performs job duties in a perfunctory manner, expending minimum amount of effort.

#### ***General Conscientiousness***

- Resigns without notice (except where the presence of a hostile work environment is alleged).
- Resigns in lieu of termination (except where a hostile work environment is alleged).
- Holds multiple paid positions with different employers within a relatively brief period (excluding military, and students who attend school away from their permanent legal residence).
- Reprimanded or counseled for poor work performance (including military service).
- Terminated or suspended from work.
- Other than honorable discharge from military.
- Released from probationary employment status except for reduction in force; and
- Poor record of academic achievement.

## **POST JOB DIMENSIONS *cont.***

### **INTERACTIONS WITH OTHERS**

#### **7. Interpersonal Skills**

This involves interacting with others in a tactful and respectful manner, and showing sensitivity, concern, tolerance, and interpersonal effectiveness in one's daily interactions.

#### **INTERPERSONAL SKILLS INDICATORS**

***Social Insensitivity (The ability to “read” people and awareness of the impact of one’s own words and behavior on others.)***

- Provokes others by officious bearing, gratuitous verbal challenge or through physical contact.
- Antagonizes others.
- Uses profanity and other inappropriate language.
- Incidents of domestic violence, use of verbal or physical abuse, or violence toward others.
- Use of physical force to resolve disputes; and
- Demonstrated overreaction to criticism.

***Lack of Social Interest and Concern (Interest and concern for others.)***

- Baits people; takes personal offense at comments, insults or criticism.
- Evidence of inability to get along with others in work or personal life.
- Makes rude and/or condescending remarks to or about others.
- Source of customer/citizen complaints and
- Argumentative, loner, bully.

## **POST JOB DIMENSIONS *cont.***

### **INTERPERSONAL SKILLS INDICATORS *cont.***

#### ***Intolerance (Lack of tact and impartiality in treating all members of society.)***

- Makes hasty, biased judgments based on physical appearance, race, gender, or another group membership characteristic.
- Refuses to listen to explanations of others.
- Inability to recognize how one's own emotions/behavior affect situations and others.
- Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic, or sexual harassment or discrimination.
- During the hiring/background process, uttering any epithet derogatory of another person's race, religion, gender, national origin, or sexual orientation.
- Makes inappropriate comments to or about others regarding personal characteristics as well as derogatory comments about specific groups (racial, gender, sexual orientation, proficiency with the English language, immigrant status, HIV/AIDS infection, religion, transgender, social status).
- Evidence of the use of derogatory stereotypes in jokes or daily language; and
- Sexual harassment/hostile work environment incidents.

#### ***Poor Social Self Confidence/Lack of Persuasiveness (Inability and discomfort approaching individuals, and in confronting and reducing interpersonal conflict.)***

- Avoids confrontations at all costs.
- Intimidated by others.
- Minimizes or avoids interactions with others.
- Escalates situations by overreacting.
- Fails to diplomatically offer ideas or persuade others to adopt desired course of action.
- Disruptive/challenging to authority.
- Use of harassment, threats, or intimidation to gain an advantage; and
- Succumbs to peer pressure.

## **POST JOB DIMENSIONS *cont.***

### **INTERPERSONAL SKILLS INDICATORS *cont.***

#### ***Poor Teamwork (Inability to work effectively as a member of a team.)***

- Resents the success and accomplishments of team members.
- Does not assist or request assistance from team members.
- Alienates colleagues by dominating interactions and activities.
- Gossips, criticizes, and backstabs colleagues and coworkers; and
- Fails to achieve or maintain trust with peers, supervisors, and clients.

### **INTELLECTUALLY BASED ABILITIES**

#### **8. Decision-Making and Judgment**

Decision-making and judgment is the ability to make timely, sound decisions, especially in dangerous, pressure-filled situations and/or where information is incomplete and/or conflicting. This includes sizing up situations quickly to determine appropriate action and involves sifting through information to glean the most important elements and once identified, using the information effectively.

#### **DECISION-MAKING AND JUDGMENT INDICATORS**

##### ***Situation/Problem Analysis***

- Unable to step into a situation and figure out what probably led up to that point in time, as well as what is likely to happen as the situation unfolds.
- Tunnel vision; does not see the big picture when analyzing information.
- Fails to identify patterns and implications when analyzing information.
- Failure to consider available information or appropriate options.
- Naive, overly trusting, easily duped; and
- Spends too much time on minor issues, unable to set priorities.

## **POST JOB DIMENSIONS *cont.***

### **DECISION-MAKING AND JUDGMENT INDICATORS *cont.***

#### ***Poor Adherence to Policies and Regulations***

- Failure to consider organizational policies and regulations when making decisions.
- Fails to use appropriate judgment and discretion in applying regulations and policies; cannot distinguish between the letter and the spirit of rules and laws; and
- Rigid adherence to rules without consideration of alternative information, needs directives to be in black and white.

#### ***Poor Response Appropriateness***

- Poor judgment in knowing when to confront, and when to back away from, potentially volatile situations.
- Overbearing approach to resolving problems.
- Escalates problems by under or over-reacting.
- Uses force when unnecessary or inappropriate.
- Indecision or poor decisions when options are not clear-cut; and
- Paralyzed by uncertainty or ambiguity; insecure about making a decision.

#### ***Poor Response Assessment***

- Unable or unwilling to make “midcourse corrections” on initial course of action when presented with new information or when circumstances change; and
- Fails to apply lessons learned from past mistakes.

## **POST JOB DIMENSIONS *cont.***

### **INTELLECTUALLY BASED ABILITIES *cont.***

#### **9. Learning Ability**

Ability to comprehend and retain a good deal of information, to recall factual information, and to apply what is learned.

##### **LEARNING ABILITY INDICATORS**

- Dismissal or probation from school, or other indication(s) of poor academic performance.
- Dismissal from a POST-certified Basic Academy, and no subsequent effort to improve in the deficient areas; and
- Pattern of making repeated mistakes when faced with similar problems and negative situations, in and outside of learning environments.

#### **10. Communication Skills**

Ability to make oneself understood, both orally and in writing.

##### **COMMUNICATION INDICATORS**

###### ***Oral Communication***

- Speech is difficult to understand.
- Responses to questions are rambling, confused and/or disorganized.
- Expresses thoughts and emotions inappropriately through facial gesture and body language.
- Discussions of topics are incomplete, inappropriate, and/or filled with a lot of unnecessary/irrelevant details.
- Fails to understand both explicit and implied messages and responds accordingly.
- Does not listen well, thereby missing the point of what others are saying.

###### ***Written Communication***

- Illegible handwriting.
- Poor grammar, punctuation and/or spelling.
- Written communications are incomplete, disorganized, unclear and/or inaccurate; and
- Written responses to Personal History Statement items are inappropriate, incomplete, or otherwise difficult to decipher.

## **DETECTIVE PRE-INVESTIGATIVE SCREENING**

A pre-investigative screening can be done anytime a Detective feels it is necessary.

Qualified Applicants who have successfully passed the written test, and who have been placed on the eligibility list by City Personnel and have submitted a Pre-Investigative Questionnaire that has been screened and found acceptable can be invited to this appointment as the preliminary step in commencing the background investigation.

A screening interview must be conducted in any available interview room, never at a Detectives desk.

## **PHYSICAL ABILITY TEST (PAT) GUIDELINES**

The Physical Ability Test (PAT) is part of the testing and certification process for the positions of POR, POI, and POII. City Personnel Testing administers the PAT monthly with the assistance of officers from the Background/Recruiting Unit. The PAT is a requirement for the position and the applicant must pass to be certified.

Physical fitness is not only essential for the health and well-being of a potential applicant, but also critically important to officer safety. Those who have chosen law enforcement as a career should aspire to attend the police academy in a state of physical readiness and be committed to a program of physical fitness throughout their careers.

The regional law enforcement academy consists of rigorous physical training in addition to intensive classroom study. This physical training is designed not only to condition recruits, but also to familiarize them with the physical demands of police work and to enhance a lifetime of physical fitness.

The Police academy training staff recommends recruits be in good physical condition upon arrival at the Academy. Within the first few days at the Academy, the physical condition of recruits will be evaluated.

## **PHYSICAL ABILITY TEST (PAT)**

The Physical Ability test is pass/fail examination which consists of 5 different events based on the California P.O.S.T. Work Sample Test Battery and measures a variety of physical abilities necessary in police work. The test requires candidates to: Complete a 99-yard Obstacle Course consisting of several sharp turns, several curb height obstacles, and a 34-inch-high obstacle that must be vaulted; b. Jump, step and/or climb over 6-foot fence(s); c. Partially lift and drag a 150 pound "simulated victim"; and d. Complete a 500yard run. Test information will be given to candidates prior to their scheduled test date. NOTE: Requests for waivers will be considered on a case-by-case basis based on your responses to the supplemental questions on your application.

Candidates who pass the written test and physical ability test will be placed on a list which will be used to fill position vacancies during the next two years. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

To keep the testing within manageable limits, only those applicants who have passed the written test (excluding "Out of Town" Applicants) will be scheduled to take the PAT.

## **PROCEDURES**

Applicants who pass the written test will be scheduled by City personnel to attend the PAT session normally held one Friday and one Saturday per month.

## **PHYSICAL ABILITY TEST (PAT) *cont.***

### **PAT TEST RESULTS**

The PAT test is a pass/fail test. The applicant is told immediately after taking the test whether they successfully passed the test.

City Personnel will notify the clerical staff of the results of the testing, including applicants who failed to show, generally within one (1) week of the test.

For an applicant to complete the background process, the applicant must pass the PAT test. If an applicant fails the PAT, they will be given a second chance that day. Refer to the “Out of Town/State” procedures.

An applicant who fails the PAT will be given a form to sign giving him or her specific instructions on what to do. The signed copy will be retained by the test monitors and later attached to the PIQ, and the applicant will retain one copy. Recruiters at the test site will also encourage the applicant to attend the practice sessions every Wednesday. Individual assistance may also be available by contacting the Recruiting Unit.

### **PAT WAIVER**

An applicant may be eligible to waive the performance test if one of the following applies to you:

- have passed the City of San Diego Performance test within the last TWO (2) years.
- have taken the California POST Work Sample Test Battery (WSTB) within the last six (6) months and acquired a score of 384 or above. The WSTB needs to be administered by an agency with staff that has completed the California POST Basic Course Physical Training Instructor training.

### **OFFICERS ON A LEAVE OF ABSENCE**

Officers returning from a leave of absence are not required to take the PAT test.

### **REINSTATEMENTS**

Officers applying for reinstatement **will not** be required to take the PAT test.

### **LATERALS**

The PAT will be waived for California applicants who have graduated from a California POST approved Police Academy with a Basic POST Certificate and applicants from a state outside of California who have completed a California Post Basic Course Waiver Evaluation.

### **SAN DIEGO POLICE DEPARTMENT PRACTICE PHYSICAL ABILITIES TEST (PAT) LOCATION.**

Candidates wishing to practice the Physical Abilities Test before starting the process may do so every Tuesday and Thursday at **San Diego Police Department Police Plaza** located at **4020 Murphy Canyon Road, San Diego, CA 92123**. Practices will be cancelled without notice in the event of inclement weather.

## **BACKGROUND INTERVIEWS**

### **GUIDELINES**

The background interview is often one (1) of the single most important parts in the background process.

This interview is conducted after the Detective has completed the preliminary investigation and obtains a great deal of personal information regarding the Applicant. Except for another background Detective or unit supervisor, no one other person is permitted to witness/participate in the interview.

An initial step in the background interview process includes the pre-polygraph interview. During this interview, the Detective will review a series of pre-polygraph questions to help develop as much information as possible regarding the Applicant's integrity and veracity.

This interview will allow the Detective to question and further probe responses provided by the Applicant. In addition, this process often reveals discrepancies and instances of selective recall or outright dishonesty.

The ability to personally review an Applicant's entire personal history with them and permit them an opportunity to explain and/or discuss their version or account of a matter of significance provides the Detective an invaluable opportunity to examine and clarify the accuracy of the Applicant's life history.

Complete notes should be taken of all interviews to ensure accuracy. Quoting or paraphrasing is recommended. The date and time will always be documented.

If after this interview, or at any time during the background investigation, any discrepancies, inconsistencies, or contradictions are found during the investigation, a follow up interview or Discrepancy Interview will be scheduled.

### **ADDITIONAL INTERVIEWS**

On occasion, the Background Detective may find it necessary to conduct an additional interview with an Applicant. These interviews normally involve resolution of conflicting information between that provided by the Applicant, and that which has been disclosed during the investigation.

All interviews of this type will be conducted in person with the Applicant and with at least one other Detective present. These interviews will **NOT** be done at a Detective's desk.

## **BACKGROUND INTERVIEWS *cont.***

### **FOLLOW UP INTERVIEW**

This interview is normally warranted when discrepancies are found during the background investigation, and clarification from the Applicant is required to resolve the matter. This type of interview is appropriate when the Detective believes that perhaps an Applicant has either forgotten information, or inadvertently or unintentionally misstated the facts.

A written statement from the Applicant may be necessary to resolve issues addressed during the interview.

Complete notes should be taken of all interviews to ensure accuracy. Quoting or paraphrasing is recommended. The date and time will always be documented.

### **DISCREPANCY INTERVIEWS**

This interview is a more serious procedure and is required whenever a Detective believes an Applicant has deliberately falsified or otherwise omitted significant information that impacts the Applicant's viability as a police recruit.

A Unit Sergeant will be advised whenever this type of interview is scheduled.

A second Detective must be present when conducting a discrepancy interview.

Complete notes should be taken of all interviews in order to ensure accuracy. Quoting or paraphrasing is recommended. The date and time will always be documented.

In cases where the Applicant requests representation during a discrepancy interview, a Unit Sergeant will be notified. Outside representation is not permitted during discrepancy interviews.

At the conclusion of the discrepancy interview, the Applicant should be advised that their file, and any issues of concern, will be submitted to the Appointing Authority for final review. The Applicant will be notified of any subsequent decision by phone call or letter. Under no circumstances should Detectives notify an Applicant of their status following the conclusion of the discrepancy interview.

## **POLYGRAPH EXAMINATION**

### **GUIDELINES**

Federal and California Laws (Labor Code Section 432.2) specifically allow public employers and law enforcement agencies to conduct pre-employment polygraphs as part of a background investigation on potential criminal justice employees. This includes civilian positions.

During the background interview, the Detective will discuss in detail the pre-test polygraph questions with the Applicant. This discussion “**Must**” be done “**Face to Face**” with the applicant.

Any areas of concern or suspicions will be indicated on the pre-test polygraph report (PD-1056) by the Detective. *The concerns must be specific and should be explained in detail.*

Comments like “check for illegal drug use” are too vague. A proper request would be, “The Applicant was very evasive about using marijuana. At first, he/she said they never used it, and then claimed they held in their hand and pretended to smoke it at a party, five (5) years ago. Please test this area of concern.”

The Detective should also indicate an overall appraisal of the Applicant and of their demeanor during the discussion of the questions.

At least one (1) day prior to an Applicant’s polygraph examination, Detectives will ensure that all documents, including the pre-test polygraph report, the Personal History Statement, Pre-investigative Screening Questionnaire and all other pertinent information and reports are delivered to the Polygraph Unit. This information should be enclosed in an envelope with the Applicant’s name and photo affixed to the outside and placed in the file drawer in the Polygraph Office.

Detectives are strongly encouraged to discuss any concerns or issues they have with the Polygraph Examiner in person or on the phone.

### **SCHEDULING THE EXAMINATION**

Polygraph examinations are scheduled directly with Polygraph Unit by either the Detective or by the clerical staff. The polygraph log must be filled out accordingly.

## **POLYGRAPH EXAMINATION *cont.***

### **POLYGRAPH TEST**

The polygraph monitors physiological changes in breathing, blood pressure, pulse rate and amplitude and the galvanic skin reflex. It is the fear of detection, not any deep-seated guilt, which causes the physiological changes. The effectiveness of the examiner in establishing rapport and making the Applicant comfortable with disclosing information is vital.

While the polygraph is a deterrent to misrepresentation in the background process, it is not infallible. All the questions will be reviewed with the Applicant by the Detective and by the examiner. It is intended that there be no surprises once the Applicant is finally connected to the polygraph machine.

Applicants are encouraged to discuss answers with the examiner to ensure there is no ambiguity between what they said and what they intend the answer to mean. The test questions administered during the polygraph are all phrased to require “**YES**” or “**NO**” answers. The questions start with routine inquiries, such as verifying their name and the color of their clothes, to establish a chart pattern for information known to be true. Differences in charting from the control questions are examined.

After the test, the examiner questions the Applicant about any suspicious chart patterns. Being an effective interrogator is as important in obtaining the truth as the examiner’s technical knowledge of his equipment.

Courts have long recognized that differences of proficiency exist amongst polygraphists and that those differences can influence the outcome of the test. Therefore, although police Applicants are tested prior to the offer of employment, the test results themselves may not be used as the sole basis of denying employment to police Applicants. The Detective must remember that the polygraph is a tool to assist him or her in the investigation.

Members will refrain from telling Applicants how the polygraph works. This could lead to confusion and the possible collection of inaccurate information.

### **DECEPTION NOTED**

An Applicant will not **AUTOMATICALLY** be disqualified merely for an indication of deception during the polygraph.

Instead, the Detective should consider conducting a discrepancy interview to determine whether the Applicant was deliberately untruthful or intentionally withheld information and base his or her recommendation on the basis of that finding. If the Applicant admits during the polygraph test that he or she was lying or being untruthful or attempted to be untruthful, then a Discrepancy is not necessary, as long as the polygraph report contains the admission.

## **POLYGRAPH EXAMINATION *cont.***

### **DECEPTION NOTED *cont.***

However, any Applicant that is found to be deceptive during the polygraph and who later admits to being untruthful will be disqualified.

If deception is noted during the polygraph examination the examiner will call the Background Detective with the information as soon as possible.

### **RETEST**

Retesting an Applicant when deception is noted is discouraged. However, in extraordinary cases, it may be valuable to retest. The reasons must be scrutinized, and the retest must benefit both the Applicant and the Department. In all cases, a unit supervisor must approve all retests.

Prior to making the decision, the issue will be discussed with the polygraph examiner. His or her opinion and recommendations will be taken into consideration; however, it is the background Detective and unit supervisor who will make the final decision if the Applicant is retested.

Applicants, who request to be retested, will be denied, unless very unusual circumstances occurred during the initial testing. The mere disagreement with the testing procedure or results is not cause to retest. A unit supervisor must use extreme discretion when considering approval of a retest.

### **UPDATED EXAMINATIONS**

When more than **SIX (6) MONTHS** has passed since the initial polygraph examination, an update examination **MAY** be conducted.

When more than **ONE (1) YEAR** has passed since the initial polygraph examination, an update examination **MUST** be conducted on Applicants.

## **RECORDS CHECKS**

A criminal history computer record check, conducted in the initial stages of the background investigation, will be made on all Applicants applying for a position within the Police Department.

A worksheet (green sheet) will be used in all cases and completed in full.

All screen readouts on an Applicant will be printed out and attached to the worksheet (green sheet). The important or meaningful information on the printout will be highlighted in yellow.

## **VIABLE CASES**

Detectives will ensure that all viable cases submitted for review contain current criminal history records checks. Record checks conducted more than six months prior to submission of the case are considered outdated and it is recommended that a current records check be conducted.

## **CII CHECKS**

It is **NOT** permissible to conduct CII rap sheet checks with the Department of Justice (CII) for employment purposes. For this reason, Detectives will not run CII checks. Fingerprints will be mailed to DOJ for this type of information.

## **OUT OF TOWN AND OUT OF STATE RECORD CHECKS**

In addition to the local checks, POST also requires that a criminal history search be conducted, for all police officer and public safety dispatcher Applicants, with all law enforcement agencies where the Applicant frequently visited, lived or worked. This process is generally best conducted by form letter sent via U.S. mail or fax to each law enforcement agency, along with a waiver, where the Applicant has lived or worked. The goldenrod must be checked indicating these checks were completed and the copies of all requests and responses will be inserted in the case file.

## LIVE SCAN

Government Code sections 1030 and 1031 and POST Regulation 1002 (a) (2) require fingerprinting and search of local, state, and national files to reveal any criminal record, for persons seeking employment as Peace Officers or Criminal Justice Employees.

### PROCESS

DOJ and FBI will **ONLY** accept Live Scan fingerprint checks for sworn officers or civilian employees; “hard card” prints are no longer permitted.

The Live Scan machine is in the Backgrounds office on the 2<sup>nd</sup> Floor of Police Headquarters. A second machine is in a small room on the 1<sup>st</sup> Floor of the Police Headquarters Building, next to the “E” Street front counter. This room is air conditioned to ensure a proper operating environment for the Live Scan and the door is to always remain locked when the Live Scan is not in use. Detectives who need to utilize the Live Scan machine must secure a key from a Background Unit supervisor. Authorized users will be added to the “user list” by the Background supervisor overseeing the Live Scan. ***Only authorized members of the Background/Recruiting Unit are permitted to utilize Live Scan.***

Generally, Applicants are fingerprinted (Live Scanned) during the pre-investigative stage of the backgrounds process. At that time, a “Request for Live Scan Service” form shall be filled out. The Detective is responsible for ensuring the information on the form is complete and accurate. The Live Scan requires certain information before a request can be submitted and this information is entered prior to scanning the fingers. Authorized users are requested to include as much information as possible into the Live Scan before submitting the fingerprints. Following submission of the Applicant’s prints, Live Scan will generate an “ATI number.” This number will be added to appropriate space on the “Request for Live Scan Service” form.

Follow-ups with the DOJ and FBI shall be initiated if Live Scan responses exceed thirty (30) days. DOJ has set up an email account which is checked daily by clerical staff. Once responses are received from DOJ and FBI (including the Firearms and Child Abuse) clerical staff shall print and disseminate the documents to the appropriate Detective.

### RESULTS

Responses from DOJ and/or the FBI are generally received between one (1) and seven (7) days following submission of the Live Scan prints. However, FBI firearm stamps frequently take approximately two (2) weeks for candidates applying for sworn positions.

The Detective shall review the report and check for the appropriate response. The forms shall be placed in the Applicant’s file.

## **LIVE SCAN *cont.***

### **RETURNED RESULTS WITH A CRIMINAL RAP SHEET ATTACHED**

If the background investigation was closed or completed (non-selected) and clerical staff receives delayed FBI or DOJ results with a rap sheet or criminal history sheet attached, clerical staff shall note the Backgrounds Database and forward the sheet to the Duty Detective. The Duty Detective shall make any further notifications (i.e., Flag File) and shall file the document into the Applicant's file.

In the event the case is still active (open), the results will be promptly routed to the assigned Detective to facilitate a follow-up investigation. The arresting agency will be contacted for additional information, including requests for copies of all related police reports.

The Detective will immediately check to see if the Applicant was truthful about his or her past regarding the arrest information.

### **UNREADABLE PRINTS**

The Live Scan machine will let the operator know if a fingerprint is acceptable or not. On the rare occasion fingerprint submissions are returned as "unreadable" by either the DOJ or FBI and the case is still open, the assigned Detective shall make arrangements to reprint the Applicant as soon as possible. The **ORIGINAL** "ATI Number" shall be used when resubmitting the request.

If the case is closed, the results of the returned Live Scan shall be placed in the Applicant's file and no further follow-up is required; however, note of the return shall be made in the file and the Backgrounds Database in the event the Applicant re-applies.

## REFERENCE CHECKS

### GENERAL

References are among the best sources for evaluating the qualifications, moral character, integrity, ethical behavior, interpersonal skills, work habits, attitudes, demeanor, and veracity of an Applicant. As such, Applicants are required to furnish the names, addresses and telephone numbers of relatives, in-laws, current and past spouse/significant other, roommates, family friends, co-workers, supervisors, landlords and other potential references as part of their Personal History Statement.

Anyone familiar with an Applicant may have information relevant to any of the fifteen (15) POST Job Dimensions used to evaluate potential Applicants. A former teacher will be more likely to know about an Applicant's learning ability and a current or former supervisor will be more likely to know about an Applicant's dependability.

A thorough background requires that references include a wide variety of people, all of whom have had the opportunity to assess the Applicant under a variety of different circumstances.

Because reference checks are mandatory that these references be contacted during the background investigation for completed for all viable cases, it is imperative the Detective checks to ensure the Applicant has provided complete addresses, including zip codes, and an adequate number and variety of references. Obvious omissions, such as co-workers, in-laws, former spouses, etc., should be thoroughly explored.

### CONFIDENTIALITY

References provide information on Applicants with the *assurance of absolute confidentiality*, and this confidentiality will be fully protected consistent with the law. Information obtained or revealed from any reference, regardless of who it is, is considered **HIGHLY CONFIDENTIAL** and is never to be released or discussed outside this office.

### SECONDARY REFERENCES

References that are listed by the Applicant are also potential sources as *secondary references*, that is, they might be able to supply to the Detective the names of other individuals who may have knowledge of the Applicant. *Often secondary references prove to be more candid than primary references supplied by the Applicant. For this reason, Detectives should seek out these secondary references.*

### RELATIVES

Generally, relatives can provide long term or in-depth information into an Applicant's background. Although some relatives are objective and honest, much depends on how close the Applicant is/was to the relative and how long it has been since the last time the Applicant saw the relative. Therefore, Detectives should use scrutiny in evaluating which relatives should be contacted. Because a close relative could comment on any of the ten (10) POST Job Dimensions, the Detective should address all job dimensions during their questioning.

## **REFERENCE CHECKS *cont.***

### **SPOUSE / SIGNIFICANT OTHER**

Presumably, no one knows the Applicant better than his/her spouse/significant other. His or her support (or opposition) is likely to be vital to the Applicant's success as a police officer. Spouses/significant other frequently have information relative to an Applicant's integrity, willingness to confront problems, interpersonal sensitivity, financial problems, illegal drug use, criminal behavior, dependability, and interest in people. Domestic Violence and/or anger management issues in a marriage would be an area of great concern when evaluating an Applicant's temper. As a cautionary note, background investigators should be aware that a spouse/significant other's concerns or attitude, as they relate to an Applicant's career in law enforcement, could affect the background investigator's ability to objectively evaluate the Applicant's qualifications. Therefore, if the Detective feels that such a problem exists, he/she should ascertain what those concerns are. In the final analysis, however, it is the Applicant's qualifications, fitness for and interest in the job that should be evaluated and not the attitudes of the spouse/significant other.

### **FORMER SPOUSE / SIGNIFICANT OTHER**

Former spouses/significant others may also have information relative to an Applicant's integrity, willingness to confront problems, interpersonal sensitivity, financial problems, illegal drug use, criminal behavior, dependability, and interest in people. Anger management issues or incidents of domestic violence, in past marriage(s) would be an area of great concern when evaluating an Applicant's temper. However, investigators should use caution to ensure that all information gathered from a former spouse/significant other is carefully evaluated and corroborated since dissolution of a marriage may result in feelings of ill will and/or hostility toward an Applicant. Remember, too, an ex-spouse/ex-significant other may indeed reveal information out of spite. It does not mean the subjective nature of the information is categorically untrue.

### **METHODS OF CONTACTING REFERENCES**

Personal contact is always the preferred method of soliciting reference opinions and information.

Limited by the constraints of time and availability, some references can be contacted by mail and/or email. To facilitate the preparation of an Applicant's reference letters, background investigators may submit to clerical staff and/or Provisional Backgrounds employees, a copy of the Applicant's PHS reference list with their employer and landlord information highlighted with the appropriate number of waiver copies attached.

## **REFERENCE CHECKS *cont.***

### **REQUIRED TELEPHONE AND PERSONAL CONTACTS WITH REFERENCES**

In addition to sending out questionnaires, the following personal contacts will be made:

- The parents of the Applicant will be contacted in person or telephone.
- It is highly desirable that the spouse/significant other, if any, be contacted in person if living in San Diego County; otherwise, they will be contacted by telephone. When contacted in person, ask the same questions from the “Reference” form. Make sure to address any concerns.
- Former spouse(s) should be contacted in person, if possible, otherwise by telephone.
- The Applicant’s current supervisor will be contacted by either phone or in person.
- Reference questionnaires returned incomplete, unsigned or with vague or ambiguous responses, will be followed up by personal or telephone contact.
- Reference questionnaires returned with negative, contradicting, disapproving, or derogatory information would be followed up by **PERSONAL** contact, in most cases or by phone for Out-of-Town applicants.
- References who fail to return questionnaires within twenty (20) days will be contacted.
- If the Applicant is a lateral Applicant, the Commanding Officer, and/or immediate supervisor will be contacted in person or by phone. A visit will also be made to review the Applicant’s background, personnel, training and I.A. files.
- In all cases, the contact of references by mail should never preclude the Detective from making personal contact, regardless of the information supplied.

## NEIGHBORHOOD/HOME VISITS

Pursuant to POST Commission Procedures C-1 (I), an investigation must be made into the Applicant's present neighborhood and, where practicable, neighborhoods where the Applicant may have previously resided.

One (1) reason for requesting an Applicant to list current and previous residences on his/her PHS is to contact neighbors, landlords, apartment managers or roommates, (or anyone acquainted with the Applicant by reason of residence) to gather information about the Applicant's qualifications for the position of police officer or recruit. Neighbors and landlords who are familiar with the Applicant to provide valuable information relative to an Applicant's integrity and other critical areas of job performance as outlined in the POST job dimensions.

### WHEN TO CONDUCT A NEIGHBORHOOD/HOME VISIT

Each detective, if possible, should do his/her own candidate's home visit (applicant's residence). This home visit should be conducted after the applicant passes a polygraph and prior to his/her Lieutenant's interview. Try to schedule the home visit during the detective's normal workdays/hours. Overtime is authorized if this cannot be done. Another detective can be assigned to do the home visit as a last resort. Two (2) detectives per home visit is **mandatory**. However, one (1) detective is sufficient for conducting neighborhood checks. Prior to the home visit, the detective should have a list of roommates that are supposed to live there (Please verify this information). Check the inside of the house and note any concerns. The neighborhood/home visits will be conducted for all viable cases using the following guidelines:

- Go to the current address/neighbors and 1 prior address if he/she has only lived at the current address less than 3 months.

**NOTE:** *Neighborhood/Home Visits requiring travel outside the County of San Diego, should only be done with the prior permission of a Unit Supervisors, and following Department Procedure 1.16*

***Communications (SDPD) must be notified prior to leaving and when returning into the city.***

***The detective should advise the dispatch for the jurisdiction of the addresses he/she is going to and advise when he/she is clear.***

For applicants who reside outside the 150-mile radius from downtown (EXCLUDING MEXICO) or out of state, the background investigator will attempt to contact the neighbors, via the following means:

- Email
- Telephone
- Letter

## **NEIGHBORHOOD CHECKS**

### **WHICH NEIGHBORS TO CONTACT**

Generally, the neighbors located on both sides of the residence and across the street should be contacted. If no one is at home when the Detective calls at a residence, a department business card should be left at the residence with a note for the neighbor to call the Detective.

For purposes of officer safety, caution should always be taken when contacting neighbors. Specifically, Detectives should be alert to the fact that neighbors may be a suspect in a crime, a wanted person, a person committing illegal activity in the home or someone who simply does not like the police.

### **INTERVIEWING NEIGHBORS, APARTMENT MANAGERS AND LANDLORDS**

An interview with an Applicant's neighbors, etc., should thoroughly address, but not be limited to, the following pertinent questions:

- Are loud arguments, family fights, or loud parties common at the residence?
- Is the Applicant's residence the source of any suspicious or illegal activity?
- Does the Applicant get along with neighbors and/or people in general, etc.?
- Does the Applicant display any evidence of racial, ethnic, or religious prejudice?
- Are there any reasons why the Applicant might not be qualified to become a peace officer?

### **INTERVIEWING SPOUSE/SIGNIFICANT OTHER:**

Most efficient if done alone during the home visit. It is **HIGHLY** preferred to do the interview in person. Make sure you address any concerns the spouse/significant other has with your candidate becoming a police officer. Safe storage of equipment (if they cohabitate), can also be discussed.

## **NEIGHBORHOOD CHECKS *cont.***

### **DOCUMENTATION OF THE CONTACT**

The standard practice on documenting the neighborhood check is to indicate on the front and back of the Goldenrod report that the check was conducted. Any negative or derogatory information must be explained in a written narrative form on the Detective's report. The information will be treated as confidential (see References).

## APPOINTING AUTHORITY INTERVIEWS

The Appointing Authority Interview is generally conducted toward the end of the background investigation. However, out of state and out of town Applicants may be interviewed somewhat earlier to better facilitate the hiring process and reduce the time and financial burden associated with repeated long-distance travel.

## SCHEDULING APPOINTING AUTHORITY INTERVIEWS

The clerical staff will coordinate scheduling of interviews by checking the calendars of the Unit Lieutenant and Sergeants for availability and filling in designated time slots with the name of the Applicant.

Interviews will generally be scheduled one hour apart to ensure adequate time for file review before the interview and time to complete the rating sheets after the interview is completed. The current questions take thirty-five to forty-five (35-45) minutes for an Applicant to answer.

The Unit Lieutenant and two Sergeants will generally conduct the interviews. In the event either are unavailable, another supervisor or unit Detective who has received Appointing Authority Interview Training may replace the Unit Lieutenant or Sergeant. Appointing Authority Interviews must be conducted with at least one Lieutenant or Sergeant. **At no time will two (2) unit Detectives conduct an Appointing Authority interview.**

Interviews are conducted in the specifically designed room located on the second floor of Headquarters next to the Wellness Unit's office.

All Applicants must be asked the same questions, using identical wording as much as possible. The questions and rating sheet are highly confidential and are not to be released. All efforts must be made to keep the interviews consistent. Although follow-up questions, based on an Applicant's responses are acceptable, they should be presented in a manner that will not embarrass the Applicant or lead him/her to believe they have given an incorrect answer.

The Lieutenant may choose to offer exceptional candidates a conditional job offer at the end of the interview. Other candidates who are not tendered job offers will have their files placed in the Applicant Pool for future considerations or have their files closed and deemed Non-competitive. Applicant rating sheets and response sheets will be filed in the Applicants background file until the time the files are to be scanned and then the rating and response sheets will be secured in the Backgrounds Unit for 3 years. These sheets are confidential and will not be released unless authorized by the unit Lieutenant.

# FINANCIAL INQUIRY

## GUIDELINES

POST Commission Procedure C-1 (j) requires that an inquiry be made into the Applicant's credit records. SDPD currently uses Experian for obtaining credit reports on all sworn Applicants.

An Applicant's behavior regarding the handling of finances is an important area of the investigation. Inquiries into such behavior can lead to information that bears upon an Applicant's integrity, problem-solving ability, or dependability or the attempt to defraud.

Information concerning the Applicant's financial status must be carefully evaluated, especially when reviewing credit reports. It is possible that credit bureau reports may contain inaccurate or erroneous information.

No conclusion should be drawn from the amount of indebtedness alone. Rather, it is important for the Detective to focus the financial investigation to the behavior of the Applicant regarding finances and responsibilities. If the Applicant has had financial difficulties, it is important to examine the circumstances surrounding the matters and whether the Applicant has accepted responsibility for the difficulties.

Per A.B. 655, we must offer to provide an Applicant with a copy of their credit report if we make a financial inquiry. This can be done simply by checking the box on the Experian form that states they are to provide the Applicant with a copy. If there are any questions on this, contact the backgrounds unit supervisor.

## BANKRUPTCY

The mere fact that an Applicant has declared bankruptcy is, of itself, not disqualifying. However, the circumstances surrounding the Applicant's filing for bankruptcy may reveal information about the Applicant's integrity or problem-solving ability and will therefore be investigated.

Chapter 7: Liquidation. Makes provision to distribute fairly to creditors any nonexempt property the debtor has and to discharge the debtor of his debts.

Chapter 11: Is primarily for debtors engaged in business. It is an alternative to liquidation bankruptcy and its goal is rehabilitation of the business.

Chapter 13: Is available to an individual, with a regular income and with debts not exceeding a specified amount, as a rehabilitation vehicle through which the debtor pays off creditors in whole or in part, usually through future earnings.

In cases where a Detective recommends non-selection based on the Applicant's inability to handle his /her finances, the Detective should conduct a *follow up interview* with the Applicant.

## **FINANCIAL INQUIRY *cont.***

### **BANKRUPTCY**

The Department currently subscribes to the Experian credit reporting agency. Access to the service is available via the Internet and provides instant access to essential credit information. Detectives will use **ONLY** their individually assigned access code when conducting credit inquiries.

A credit report is required for every viable case. Although Detectives can request a credit report at any time during the background process, the report should be requested in the early stages, especially on those cases where a Detective suspects an Applicant has credit problems.

### **PROCESS**

All Applicants must fill out a confidential financial inquiry form. The assigned Detective will review the form and insure it is complete and accurate.

## **REQUIRED DOCUMENTS AND VERIFICATION**

All Applicants are required to submit certain documents during the background process. A list of those documents is provided to the Applicant with their background packet.

The Document Sheet must be signed and dated by the Applicant and returned with their completed background packet. In addition to the Document Sheet, Applicants will attach copies of all other required documents.

### **VERIFICATION OF COPIES FROM ORIGINALS**

The assigned Detective must inspect and compare each original document to the copy. The Detective will stamp, date and initial each copy as being verified with the original.

### **ORIGINALS NOT SUBMITTED BY THE APPLICANT**

Applicants unable to provide an original document will be instructed to provide both the original and a copy as soon as possible. Although due dates and deadlines are necessary, on occasion a reasonable extension may be given. Under no circumstances, however, will viable cases be submitted for approval (completed) without first verifying all required documents.

### **INVESTIGATORS OBTAINING ORIGINALS THEMSELVES**

Some Detectives may prefer to personally gather required documents to insure they are genuine. However, this method is not expected in every case. If the Detective suspects a forged document or is suspicious of the document or Applicant, it is recommended that the Detective make every effort to obtain these documents directly from the source.

### **POST AUDITS AND DEPARTMENT REQUIREMENTS ON DOCUMENTS**

Although many documents are required of the Applicant during the application process, the following is a partial list of the documents required to meet the backgrounds standards established by POST and the Department:

#### **1. Birth Certificate**

Generally, birth certificates are available in at least two (2) places; the Local Registrar of Vital Statistics (usually the county or the city in which the birth was registered) or the State Department of Vital Records. We only accept birth certificates from these two (2) agencies. Hospital certificates of birth are **NOT** acceptable. Dependents born to U.S. citizens outside of the United States will need to contact the U.S. Department of State for a birth certificate, as their birth will undoubtedly have been registered with the local U.S. Consulate.

## **REQUIRED DOCUMENTS AND VERIFICATION *cont.***

### **POST AUDITS AND DEPARTMENT REQUIREMENTS ON DOCUMENTS *cont.***

Foreign-born Applicants present special problems. Specifically, birth certificates are frequently in a foreign language and often difficult to acquire. Additionally, in some remote areas of the world, births are registered on the date of registration and not the actual date of birth. In this case, or in the event the Applicant is unable to obtain a birth certificate, POST will accept any official governmental document to verify birth. However, the Detective shall be responsible for verifying the age, identity and citizenship of the Applicant. As it pertains to foreign language birth certificates or documents it is the responsibility of the Applicant to provide a ***certified translation of all documents necessary to facilitate the background investigation.*** If necessary, an original Certificate of Naturalization may be accepted.

#### **2. Citizenship**

Any number of documents, including a birth certificate or Certificate of Naturalization can be used to establish citizenship, POST will accept any of the above documents.

Government Code section 1031 (a) requires that peace officers in California must present proof of legal right to work in the United States under federal law when they submit their Background Investigation Questionnaire.

Employers in the United States are required by law to show that each person hired by them after June 1, 1986, is legally eligible to be employed in the U.S. This is true for people apparently native-born, as well as for naturalized citizens and resident aliens. The employer in every case must complete U. S. Department of Labor I-9 Form.

#### **3. Education**

The minimum education requirement can be met by submission of anyone (1) of the following documents:

- United States high school diploma, or
- Passage of the General Education Development Test (GED) or attainment of a two (2) year or four (4) year degree from a college or university accredited by the Western Association of Colleges and Universities.
- When the GED test is used an examinee must earn a standard score of forty (40) or higher on each of the individual sub-tests and a total standard score of 225 or higher. If the individual tested before July 21, 1984, he or she must have earned a standard score of thirty-five (35) on the individual tests and a total standard score of 225 or higher.

## **REQUIRED DOCUMENTS AND VERIFICATION *cont.***

### **POST AUDITS AND DEPARTMENT REQUIREMENTS ON DOCUMENTS *cont.***

- Per Education Code section 48412, passage of the California High School Proficiency Examination is the legal equivalent of attainment of a California high school diploma.

#### **4. College Transcripts**

College transcripts must be official and sealed. They may be mailed, or hand carried directly to the Detective.

#### **5. Name Changes**

Documents accepted for name changes include Marriage Certificate, divorce decree or a filed Declaration of Legal Name Change.

Police Officers shall be hired under their true legal name (birth name) or by the name by which it was changed legally. Although the Code of Civil Procedure provides statutory procedures to change a person's name, it also recognizes common law name changes by adults that do not require legal notice.

It is not uncommon for people to change their name. In addition, it is important to understand that a court visit is not required to legally change one's name. In some cases, common use or adoption of a nickname or alias is all that is required to legally accomplish a name change. In these cases, it is important to review elementary and Jr. High School records for documentation.

Furthermore, many naturalized citizens undergo changes in their legal name at the time of naturalization to anglicize their former name. However, this is sometimes done by mistake and the name which appears on their Certificate of Naturalization is considered their legal name.

The Applicant should always be hired under their true legal name. The Applicant's birth certificate or Certificate of Naturalization, driver's license and social security card must be in the same name.

## **REQUIRED DOCUMENTS AND VERIFICATION *cont.***

### **POST AUDITS AND DEPARTMENT REQUIREMENTS ON DOCUMENTS *cont.***

#### **6. Selective Service**

All male Applicants for the position of Police Officer are required to prove they have complied with Selective Service registration laws.

**NOTE: *All men born between April 1, 1957 and December 31, 1959 will not have a Selective Service Number. All women are exempt from registration.***

Applicants who do not have documentation of their registration can request a letter of proof by calling 1-(800) 621-5388.

### **PLACES TO ASSIST APPLICANTS WITH SOME DOCUMENTS:**

Sample letters and/or forms are in the POST Peace Officer Background Investigations Manual

- **GED**

GED PROGRAM  
California State Department of Education  
721 Capitol Mall  
Sacramento, CA 95814

- **Birth Record or Marriage Dissolution**

Office of the State Registrar  
410 "N" Street  
Sacramento, CA 95814

- **Selective Service Number or Documentation**

Selective Service System  
P.O. Box 4638  
North Suburban, IL 60197-4638

Phone: (708) 688-2576  
Website: <http://www.sss.gov>

## **PSYCHOLOGICAL EVALUATIONS**

### **PURPOSE**

California Government Code 1031 (f) and POST regulation 1002 (a) (7) require psychological pre-employment evaluations for all police officer Applicants. The purpose of the psychological suitability examination is to select Applicants who are free from mental or emotional condition which may adversely affect their performance as a peace officer. For additional information on this examination, see the POST Psychological Screening Manual, dated December 1984.

### **TIME LIMITATIONS**

The psychological suitability examinations on police Applicants shall be conducted as specified in Government Code section 1031 (f) within one (1) year before hire.

### **TESTING**

POST regulations stipulate that psychological suitability shall be determined on the basis of psychological test score information and shall be analyzed by a qualified professional. A minimum of two (2) psychological tests shall be used. One (1) must be focused on such a manner as to identify patterns of abnormal behavior, while the other must be oriented toward assessing relevant dimensions of normal behavior. In addition, all final recommendations shall be based, in part, on a clinical interview conducted by a qualified professional.

### **PROCEDURES**

Applicants will only be scheduled for a psychological examination after the Appointing Authority has made a conditional job offer. Clerical staff shall schedule the Applicant for the exam. Applicants shall be informed that the psychological testing is comprised of two (2) parts. The first part is a lengthy written examination and requires approximately four to six (4-6) hours to complete. The clerical staff and the Applicant's assigned Background Investigator shall coordinate scheduling for the written portion. The timing of the appointment should depend on the number of Applicants testing and the start date of the Academy or Agency Specific (for laterals). This should be at a point in the selection process which optimizes the evaluation.

Any information or concerns regarding the Applicant's suitability, input from references, patterns of behavior found during the background investigation, or clear and distinct observations made by the Detective will be forwarded directly to the psychologist for further evaluation. The information may be valuable and assist the psychologist to make a fair evaluation of the Applicant's suitability for the position. Issues not job related, or opinions based on the personal biases or prejudices of the Detective should not be forwarded unless specific facts support the Detective's stance.

## PSYCHOLOGICAL EVALUATIONS *cont.*

### FINDINGS

All findings from the psychologist are considered highly confidential. At the conclusion of the evaluation, the psychologist will provide, in writing, a confidential privileged report of one (1) of the following recommendations:

- *The Applicant may receive further consideration, or*
- *The Applicant is not recommended for further consideration.*

The cover letter will be placed in the appropriate Applicant's background file and shall remain a permanent part of the file. The confidential report outlining the psychologist's specific evaluation of the candidate will be placed in a separate folder along with other Applicants for the designated Academy. This report shall be purged and shredded after three (3) years.

All psychological reports or evaluations are the property of the SDPD and **WILL NOT** be released under any circumstances. Other agencies may review the cover letter, with a proper waiver form, but **ARE NOT** authorized, under any circumstances, to review the confidential report. The confidential reports will be secured in a cabinet in the sergeant's office or on the "G" drive.

The designated keeper of the original records is the contract psychologist. Because the Psychologist is a contracted employee for the City of San Diego, the Department is the client (not the Applicant). Consequently, Applicants will **NOT** be given any reports or specific test results of the psychological examination.

### FEEDBACK REQUESTED BY THE APPLICANT

The decision to give feedback rests with the Department, not the Psychologist.

The Unit Lieutenant is the only person authorized to permit feedback. General feedback is provided in rare occasions which are likely to change with the passage of time.

The Lieutenant should discuss feedback with the Psychologist prior to authorization. If a psychologist recommends no feedback, it will generally be honored.

If the Unit Lieutenant wants the Applicant to have feedback, the Unit Lieutenant will send a written authorization to the psychologist to provide the requested feedback to the Applicant.

### NON-SELECT REPORTS REGARDING PSYCHOLOGICAL RESULTS

*The Department, not the Psychologist, makes the final decision whether to non-select a candidate based on the results of the psychological evaluation. The Psychologist merely provides a recommendation based on his or her professional opinion.*

## **PSYCHOLOGICAL EVALUATIONS *cont.***

### **NON-SELECT REPORTS REGARDING PSYCHOLOGICAL RESULTS CONT:**

Per California Code of Regulations section 7294.0(d)(2) a candidate who is found psychologically unsuitable has the right to submit an independent evaluation for consideration before a final determination of disqualification is made. When a candidate notifies the department that s/he is seeking an independent opinion, the department can make available the peace officer duties, powers, demands, working conditions, and other requirements as specified in POST Commission Regulation 1955.

The second test will be at the expense of the applicant and must be administered by a doctor or psychologist who meets POST criteria in regulation 1955. It will be the applicant's responsibility to find a suitable provider to perform the evaluation. The second evaluation will be completely independent, however, the second provider may be given access to evaluation reports from the initial evaluation.

If the applicant opts for a second test and is not recommended for hire, the applicant will be non-selected and will not continue in the hiring process.

If the second evaluating psychologist recommends the applicant be considered for hire, the appointing authority will decide if the applicant can continue in the hiring process. If the appointing authority allows the applicant to continue in the process, a third psychological examination will be conducted to confirm the applicant's suitability. The third evaluation will be performed by a different psychologist than the initial evaluation. Findings from the two previous evaluations should be shared with the third-opinion evaluator to ensure the final evaluation of the applicant's suitability encompasses all information gathered during the entire psychological evaluation process. The third evaluation will be administered at the department's expense.

If the third psychologist does not recommend the applicant for hire, the applicant will be non-selected and will not continue in the hiring process.

If the third evaluating psychologist recommends the applicant for hire, the decision for the applicant to continue in the process will be at the discretion of the appointing authority.

The means for resolving discrepancies in evaluations is at the discretion of the appointing authority.

Except as listed above, applicants are not permitted to appeal the psychological evaluation process.

**Because the Department is considered to be the "client", and not the Applicant, Applicants shall NOT be given any reports or specific test results of the psychological examination.**

**DRUG/NARCOTIC USE (SWORN)**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTIC USE *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**ALCOHOL USE (SWORN)**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

## **TRAFFIC VIOLATIONS (SWORN)**

### **PROCEDURES**

Detectives are to thoroughly examine the Applicant's driving history. The operation of a motor vehicle safely is an integral part of the position. Liability is another major factor. A person with a poor driving history can be a liability risk to the City and can result in negligent hiring if the Applicant is hired and injures someone as a result of improper driving. Applicants with repeated citations, or a pattern of receiving citations, especially if recent or at an age where maturity is expected, would indicate immaturity, poor judgment and a disregard for the law, as well as public safety, and should be non-selected. Multiple vehicle accidents might relate to the Applicant's observational skills and ability to drive safely or defensively.

Detectives should investigate, discuss and address the following issues with their Applicants. The results should then be explained in their reports.

- Provide a chronological order of traffic violations the Applicant has received for the last ten (10) years, starting with the most recent.
- How many citations and the type of infractions violated.
- A breakdown of each traffic violation. For instance, if speeding, how fast was the Applicant driving and what was the posted speed limit. If he/she ran a red light, did the Applicant try to make the yellow light?
- The age of the Applicant when the violations(s) were committed (first citation and last).
- The location and time of day (freeway at night in the desert, residential streets where children were present during school hours).
- How many times was the same violation committed?
- Who was in the vehicle at the time of the violation (children)?
- Was the violation premeditated, intentional, lack of respect for the law or was it a total blunder, accidental or ignorance?
- Has this Applicant demonstrated a long-standing history or pattern disregarding public safety?

These questions and any others that the Detective feels are important need to be addressed and discussed with the Applicant and revealed in the background report. This will allow a degree of latitude to the Appointing Authority when considering an Applicant for hire rather than being a mandate to disqualify.

**TRAFFIC VIOLATIONS (SWORN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

**TRAFFIC VIOLATIONS (SWORN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization.*

**REDACTED**

## **WAIVER PROCESS**

### **PURPOSE**

The waiver process is a means by which an Applicant can withdraw from consideration for a Police Department position, before, during, or after the completion of a background investigation, without prejudicing his/her position regarding any subsequent application(s).

### **PROCEDURES (APPLICANT REQUESTING WAIVER)**

Detectives should document the Applicant's reason for the request for the waiver of his/her application. Any supporting information, (i.e., letters, phone messages, faxes, etc.,) must be included in the file. The Detective shall complete form PD 922A-BI (the Goldenrod) documenting the waiver, reasons given and attach any supporting information. The file must contain any background work already conducted and included in the Investigator's Background report.

A Unit Sergeant must approve all waivers and shall be routed to the Lieutenant and then to the clerical staff for processing. Clerical staff shall enter the close out information into the Backgrounds Database, send a letter and file.

### **CONSTRUCTIVE WAIVERS (NO CONTACT FROM THE APPLICANT)**

An Applicant may be considered a "Constructive Waiver" if he/she fails to appear for scheduled appointments and/or does not respond to the Detective's calls or otherwise indicates a disregard for the application process. To consider an Applicant as a constructive waiver, the Detective should first exhaust all reasonable methods of contacting the Applicant, while documenting every attempt. All documentation of the Detective's efforts to contact the Applicant shall be included in the Detective's report.

### **OTHER CONSIDERATIONS**

An Applicant who fails to appear for scheduled appointments without satisfactory explanation or demonstrates a lack of dependability and/or little regard for the application process may be recommended for non-select POST Job Dimension Dependability, rather considered a constructive waiver. A Unit Sergeant must approve the recommendation.

## **WAIVER PROCESS *cont.***

### **REACTIVATION OF WAIVERS**

The waiver of an application does not preclude the Applicant from requesting reactivation of their application as long as he/she is still on the current eligibility list (the expiration date is listed on the Notice of Test Results). If the Applicant is no longer on the eligibility list, the Applicant must reapply with City Personnel, Testing Division and shall be considered a “new” Applicant. Consequently, the Applicant will be required to resubmit a new background packet.

If the Applicant is still on the eligibility list, he/she must submit a letter to a designated Unit Sergeant requesting reactivation. The letter must contain the reason for the waiver and the reason for wanting the packet to be reactivated. If approved and the background packet is more than one (1) year old, the Applicant shall be required to attend a PIQ session to obtain a new packet.

If the request is denied the designated Unit Sergeant shall contact the Applicant and explain the reasons justifying the reactivation denial.

The Applicant's waiver of the position with the SDPD does not automatically remove them from the City's Eligibility or Certification list unless the Applicant contacts City Personnel, Testing Division and request their name to be removed.

## **MILITARY AND SELECTIVE SERVICE (SWORN)**

### **SELECTIVE SERVICE**

Inquiry into the Applicant's compliance with Selective Service registration requirements can lead to information concerning integrity and willingness to confront problems. Police Officer Applicants are required to prove they have complied with the Draft registration laws.

**NOTE: *All men born between April 1, 1957 and December 31, 1959 will never have a Selective Service Number. All women are exempt from registration.***

In 1973, the All-Volunteer Force was instituted. Following termination of the draft, no one was required to register with the Selective Service System after April 1975. In 1976, all prior draft classifications were changed to 1-H. In July 1980, Congress restored the registration requirement so that all males born on or after January 1, 1960, are now required to register within thirty (30) days of their 18<sup>th</sup> birthday. Men twenty-six (26) years old or older are not required to be registered, however, up to the age of twenty-six (26) they are required to notify the Selective Service of changes in name, address, or telephone number.

Applicants who do not have documentation of their registration can request a letter of proof by calling 1-(800) 621-5388.

### **MILITARY INFORMATION**

POST Commission Procedure C-1 (k) requires, when appropriate, an inquiry be made into military records. An inquiry into the Applicant's military service can lead to information concerning several relevant job dimensions. Applicants who receive any discharge other than "Honorable" may be disqualified. However, the Detective should first determine the facts surrounding the discharge. The following list includes the different types of military discharges:

1. Honorable (DD Form 256): Bestowed to service personnel who fully meet the test of honest and faithful service.
2. General (DD Form 257): Bestowed to service personnel who do not qualify for an Honorable Discharge but are discharged for incompatible character or efficiency traits under honorable conditions.
3. Undesirable (DD Form 258): Designated to service personnel who are found to be unfit or so lacking in ability or aptitude as to require continual supervision, or whose interest or habits frequently require corrective disciplinary action, or who possess undesirable traits or habits.
4. Bad Conduct (DD Form 259): Designated to service personnel as a sentence by a special or general court-martial.

## **MILITARY AND SELECTIVE SERVICE (SWORN) *cont.***

### **MILITARY INFORMATION *cont.***

5. Dishonorable (DD Form 260): Designated to service personnel as a sentence of a general court-martial for a serious crime of a civil or military nature.

**NOTE:** *Each of the above listed discharge forms are followed by an abbreviation: AF (Air Force), A (Army), N (Navy), CG (Coast Guard) and MC (Marine Corps). All Applicants who served in the Armed Forces must present a copy of their DD214 Form (Long Form) from their last duty in the military. Some Applicants may have served more than once, different times or in different branches.*

### **MILITARY DISCIPLINE**

Judicial or non-judicial military disciplinary action may reflect upon the Applicant's integrity, dependability or judgment under pressure. Detectives shall attempt to obtain all necessary information and documentation from either the military or the Applicant when investigating discipline while in the military.

Military personnel who are still on active duty shall have access to their military service record known as a Service Record Book (SRB). Prior to receiving their official records Applicants should be directed to bring a copy of the discipline (from their SRB, normally page 11).

The Applicant's military performance history may be another pertinent area which could provide valuable information to the Background Investigator. Therefore, Detectives should request copies of performance reports from their Applicant.

## **OUT OF TOWN APPLICANTS**

An “Out of Town” Applicant is defined as someone who lives in the State of California and is more than three (3) hours driving time from downtown San Diego. Applicants from most areas of Los Angeles County, Orange County, Riverside County, and Imperial County will be considered “in-town” Applicants. “Out of State” is self-explanatory.

Out of town/out of state Applicants may be required to make up to three (3) visits to San Diego to complete the application process. This requirement must be made very clear to every Applicant, and he/she must be amenable to this process before any scheduling takes place. However, the expectation is that every effort has been made to lessen the traveling burden on the Applicant by arranging necessary appointments in as few visits as possible.

### **VISIT ONE**

Out of town and out of state Applicants are scheduled by City Personnel, Testing Division to take the written test which coincides with the Physical Abilities Test (PAT) the following Saturday. A Friday afternoon PAT test is also offered to all applicants taking the Friday morning written test.

On Friday or Saturday, the Applicant shall complete the PIQ and the PAT. Applicants who fail the PAT on the first attempt will be permitted one (1) additional attempt the same day.

After the Sergeant reviews the PIQ and determines the Applicant to be viable, the case will be assigned to a Detective. The Detective shall contact the Applicant and confirm the Applicant is willing to make the remaining visits. If the Applicant agrees the Detective will determine the dates(s) for the subsequent periods of processing. No scheduling will be accomplished with less than thirty (30) working days of advance notice. Generally, the more time given to the Applicant, the better arrangements he/she can make.

### **SUBSEQUENT VISITS**

Subsequent visits should be scheduled to meet the needs of the process and conform to the Applicant’s schedule within reason. For example, the second visit can be used to schedule the Applicant for a screening interview, ride along and a polygraph.

During the third visit, the Applicant can be scheduled for the Appointing Authority interview, medical appointment, and psychological appointment. Arrangements may also be made for a one-on-one pre-orientation with the Recruiters in circumstances in which the Applicant will not be relocating to San Diego prior to Pre-Orientation.

All Applicants should be scheduled and complete a ride-along during their visits and prior to the Appointing Authority interview.

## REINSTATEMENTS

Reinstatements pertain to former SDPD Officers who have **RESIGNED** and have applied to return to the Department *within twelve (12) months from the date of their resignation* into their former classification. This does not pertain to officers returning from a Civil Service Leave of Absence.

Applicants who were formerly POIs or POIIs who have been gone *over one (1) year* are not eligible to apply for a “Reinstatement”.

## PROCEDURES

Applicants applying for reinstatements must first apply with City Personnel within twelve (12) months from resignation. If the application is approved by City Personnel, a memorandum from City Certification will be routed to Police Human Resources, indicating the Applicant is eligible for reinstatement. The memorandum will have an expiration date of eligibility. A copy of this memorandum should be obtained from Police Human Resources for the background file. The Applicant must be hired before that expiration date, unless the Police Department requested an extension on the certification list.

**NOTE:** *Approval by City Personnel for Reinstatement does not automatically guarantee the Applicant a position.*

The Appointing Authority must interview all reinstatements. If a position is available and approval is granted for hiring, the Appointing Authority may give a conditional job offer. The Applicant will be hired (reinstated) at the same classification in which he/she left (POI or POII) and will be assigned to a division by Operational Support based on Department needs.

## BACKGROUND INVESTIGATION

A background investigation will be conducted regardless of the length of time the former employee has been gone. Once the resignation has been accepted or received by Police Human Resources, *even if after only one (1) day, the Applicant must go through a modified background investigation.* It should be noted that Applicants are not always reinstated. The Applicant or the Detective should not take this process as a mere formality.

## CRIMINAL HISTORY CHECK

A complete criminal history check shall be completed utilizing ARJIS, County and State systems and shall include all areas where the returning employee has been living. In addition, a California driver’s license inquiry shall be made to ensure the license is still valid.

## **REINSTATEMENTS *cont.***

### **POLYGRAPH**

After the criminal history check, a polygraph shall be scheduled.

If “Significant Responses” are noted, the Detective shall immediately notify their Sergeant. The Sergeant will submit the polygraph report to the Unit Lieutenant. The findings will be discussed with the Human Resources Captain via the Unit Lieutenant.

In addition to a modified background investigation, the following checks must be made, prior to completing the investigation and the results must be noted in the background narrative report:

**1. Police Human Resources**

A check with Police Human Resources must be made to confirm or verify that the former employee is recommended for rehire. In addition, the Applicant’s personnel file must be reviewed.

**2. Internal Affairs**

A check with Internal Affairs must be made to see if any investigations are on file regarding this former employee, including any investigations not completed prior to resignation.

**3. EEO**

A check with EEO must be made to see if any investigations are on file regarding this former employee, including any investigations not completed prior to resignation.

***In addition, the following information must be noted in the background report:***

- Exact dates of employment with this Department and the dates of any ranks attained.
- Reason the employee resigned must be explained and verified.
- Applicant’s last assignment and a list of all previous assignments.
- If copies are not available, give a list of the overall ratings from the last three (3) performance evaluations.
- If copies are not available, list all formal commendations.
- If copies are not available, give dates and list all formal discipline.
- If copies are not available, give dates and list all sustained and non-sustained complaints, giving details of the incidents or occurrences.
- List all police equipment accidents, giving dates and findings.

## **REINSTATEMENTS *cont.***

- Indicate a reference check with last immediate supervisor and second level supervisor was conducted, giving their recommendations.
- Indicate a reference check with the last Commanding Officer was conducted, giving his/her recommendation.

When the background is completed, the Detective will forward the case to their Unit Sergeant for approval. The Sergeant will then route the case to the Unit Lieutenant for review. The Unit Lieutenant will review the background investigation. After the Unit Lieutenant approves the background, the clerical staff will schedule the Applicant for an Appointing Authority Interview. After the interview, the Unit Lieutenant will decide if a conditional job offer is to be made.

### **PHYSICAL AGILITY TEST (PAT)**

Officers applying for reinstatement **will not** be given the PAT test.

### **NON-SELECTS**

If the Applicant is not successful in any part of the reinstatement process and/or is not recommended for hire OR if the Applicant has been determined to be “non-select” after the background investigation has been approved by a Unit Sergeant and Unit Lieutenant, the Applicant shall be notified by mail.

### **START DATE**

A Unit Sergeant will determine the start date. Generally, it should be the first Monday of a pay period. The Applicant shall be hired at the same pay step and classification in which they left.

### **MEDICAL**

A City medical examination is required on reinstatements if it has been ***over one (1) year*** since their last City medical. After a conditional job offer has been made, the Detective will also check into the Applicant’s sick leave usage and with the Medical Assistance Unit to see if any pending medical problems existed prior to the resignation of the Applicant.

### **POLICE HUMAN RESOURCES AND PAYROLL**

Coordination with Police Human Resources shall occur as soon as a start date is determined. The reinstatement must contact Police Human Resources to prepare several personnel forms. A police I.D. number should be assigned by Police Human Resources as soon as possible to facilitate field assignments. Reinstatements are normally assigned their original identification number. The Unit Lieutenant will provide Police Human Resources, via written memo, with the new hire’s pay classification and effective date of hire. Police Human Resources shall make the proper notifications to Payroll.

## **REINSTATEMENTS *cont.***

### **PSYCHOLOGICAL SCREENING**

A pre-employment psychological screening is required on all reinstatements.

### **OPERATIONAL SUPPORT**

A Unit Sergeant shall contact Operational Support with a start date so that a command (area station) can be assigned once the reinstatement is official. Operational Support shall officially notify the Commanding Officer of the assigned area command. In addition, Operational Support should contact the reinstatement to inform him or her of what command to call for shift assignment, supervisor as well as days off. Operational Support will provide the necessary and required equipment to the reinstated officer. The reinstatement shall be instructed by a Unit Sergeant to report to the Operational Support to obtain the equipment.

### **RANGE**

The reinstatement must qualify at the range prior to entering the field (see Department Procedure 1.05). The reinstated officer shall make an appointment with the Range Master to be tested and issued a Department weapon. The assigned background Detective must confirm this was completed.

### **IN-SERVICE TRAINING**

A Unit Sergeant shall follow up with the area command (Staff Sergeant) to notify In-Service Training that a former employee has been reinstated to prepare a training file and to ensure that the employee is up to date with all training requirements, including scheduling for AOT.

### **EQUIPMENT PURCHASE**

The reinstatement shall be informed of equipment requirements for employees to purchase and must ensure equipment is **NOT** provided by the Department has been obtained.

### **CHECKLIST**

The next page is a sample "Required Checklist". The list must be returned to Backgrounds to place in his background file.

A copy of this checklist is given to the reinstatement and a copy is to be filed with the background file. It is the Detective's responsibility to ensure that this process is completed.

**REINSTATEMENTS *cont.***

**REINSTATEMENT CHECKLIST**

**REINSTATEMENT OF:** Name: Apple Kent ID# 0000  
Rank: POII  
Start Date: Day, Date

**BACKGROUND INVESTIGATIONS OFFICE** Completed ( )

Meet with Unit Sergeant.  
Sign I-9 form and obtain copy of CDL and SS card for I-9 form.  
Badge given by Lieutenant (Swear in conducted by Unit Lieutenant)

**POLICE HUMAN RESOURCES** Completed ( )

Identification Card Issued  
Personnel Forms Prepared for Personnel File  
Flex Benefits Package and Forms

**PAYROLL** Completed ( )

Complete Payroll Forms

**SUPPLY** Completed ( )

Obtain Required Equipment. Background Detective must prepare form and notify Supply room. (Charged to Area Command)

**OPERATIONAL SUPPORT** Completed ( )

Obtain an 800 MHZ portable radio

**RANGE** Completed ( )

Obtain Department Issued Firearm from Property Room or  
Have Personal Firearm Inspected. Must qualify at the range before entering the field.

**IN-SERVICE TRAINING** Completed ( )

Contact In-Service Training to prepare training file, etc.

**POA (optional)** Completed ( )

POA membership, benefits

*Any questions, please contact your Background Detective or Backgrounds Sergeant at (619) 531-2148.*

## **REINSTATEMENTS AFTER TERMINATION**

When an employee has appealed termination and is “reinstated” by the Civil Service Commission or by State or Federal Courts, only a limited criminal history records check will be made.

The Commission or Court finding nullifies the termination which means the employee must be treated as if he/she has been continuously employed since his/her termination date. For this reason, a background investigation is not required pursuant to 1031(d) of the California Government Code and this unit will not contact the returning employee.

### **PROCEDURES**

The name, date of birth, social security number and home address of the employee should be obtained from Police Human Resources by a Unit Sergeant. The Unit Lieutenant will authorize a limited background of which a Duty Detective will complete the “green sheet” (worksheet for Criminal History and Records Check) and will run a complete Local, State and Federal criminal history check.

### **PURPOSE**

The Department has no knowledge as to the whereabouts or activities of the former employee and the terminated officer was not subject to Department Rules, Regulations, Policies or Procedures during the time of termination.

For this reason, a background records check would ensure that the returning officer was not involved in any illegal activities that would compromise the high standards of integrity of this Department. If the officer was involved in a situation or predicament (arrests, detentions, outstanding warrants, etc.) that would compromise his/her credibility as a witness in court, the Department could suffer embarrassment or other serious legal issues. The background records check is a consistent method of processing a returning officer by providing standardization under these situations.

If criminal information is discovered, the Unit Lieutenant will forward the information to the Backgrounds and Recruiting Captain.

## LEAVES OF ABSENCE

Leaves of absence are covered in the City of San Diego Personnel Manual, Index Code I-7, dated September 4, 1981. (The authority is Civil Service Rule X, Section 8.) The Personnel Manual states:

***“Any request for a leave must be formally approved by the Civil Service Commission for any unpaid absence of more than thirty (30) consecutive calendar days, except in those cases where employees are receiving workers compensation or Long-Term Disability.”***

The maximum period of leave, exclusive of extension, shall be one (1) year. Prior to approving special leave, the Commission may require presentation of documentary proof of the conditions upon which the employee has based his/her leave request.

Generally, employees will request a leave of absence due to a family emergency, attending school, and other similar situations. Leaves of absence are granted either as Job Saved or Name on List.

## COURSE OF ACTION

The Department has no knowledge of the whereabouts or activities of the employee on leave; however, this is not to imply the employee will do something wrong. The Department does have an explicit responsibility to make every reasonable legal effort to ensure that our employees returning from a leave of absence have maintained the Department’s high standards of integrity, credibility, moral character and have no involvement with criminal activity while on leave.

If an employee was involved in a situation or predicament, intentional or unintentional, such as being arrested or committed a crime that could compromise his/her credibility as a witness in court, the Department could suffer serious legal and liability problems. For this reason, a modified background investigation will be conducted on all employees returning from leave. This procedure is a consistent method of processing a returning officer by providing standardization under these situations.

The issue of “Job Saved” and “Name on List” would not be a factor. The Department is not obligated to take back an employee who was committing crimes or involved in illegal activity. The issue of “Job Saved” mainly pertains to not filling in the vacant position with a permanent status employee.

## **LEAVES OF ABSENCE *cont.***

### **PROCEDURES**

Police Human Resources is responsible for maintaining documentation of those employees on a Leave of Absence.

All employees returning from a leave of absence of more than ninety (90) days will have a modified background investigation. Employees gone less than ninety (90) days will **only** require a criminal history check investigation. If concerns are raised during the modified investigation or criminal history check, then a full investigation, including a polygraph exam, will be initiated.

The returning employee shall contact Police Human Resources to inform them of their return date. The employee will be instructed by Police Human Resources to call a Backgrounds Supervisor who will explain the background process and make arrangements for the employee to obtain a background packet. Part of the packet consists of a modified PIQ and a modified PHS. Once the packet has been completed, the returning employee will either drop off the packet to Backgrounds or mail the packet. A Unit Sergeant will assign the packet to a Detective for investigation.

### **BACKGROUND INVESTIGATION**

The Detective will review the background packet and give high priority to this case.

The Detective shall contact the returning employee within two (2) working days. At that time, they will introduce themselves and schedule an appointment for the returning employee to come to the office for a screening interview.

During the screening interview, the Detective will clarify and confirm the information provided on the PHS. This will give the Detective an opportunity to discuss the employee's whereabouts and to ensure the employee has not violated any laws that will later discredit the employee.

In addition, the following questions will be asked:

- Since you left the Department have you been convicted or arrested for any crime?
- Since you left the Department have you been detained for any criminal investigation?
- Since you left the Department have the police or any law enforcement agency been to any of your residences to investigate a crime, disturbance or similar problem?
- Since you left the Department have you stolen any item?
- Since you left the Department have you used any illegal drugs or narcotics including marijuana?
- Since you left the Department have you used any computer to obtain unauthorized, restricted or illegal information for personal gain?
- Since you left the Department have you used the Internet to view child pornography?

## **LEAVES OF ABSENCE *cont.***

### **CRIMINAL HISTORY CHECK**

A complete criminal history check shall be completed utilizing ARJIS, County and State systems and shall include all areas where the returning employee has been living. In addition, a California driver's license inquiry shall be made to ensure the license is still valid.

### **POLYGRAPH**

After the criminal history check, a polygraph shall be scheduled.

If "Significant Responses" are noted, the Detective shall immediately notify their Sergeant. The Sergeant will submit the polygraph report to the Unit Lieutenant. The findings will be discussed with the Human Resources Captain via the Unit Lieutenant.

### **CLEARANCE**

Once the investigation is completed, the Detective's Sergeant will review the findings. If no unusual or derogatory information is discovered, Police Human Resources shall be notified.

### **START DATE**

The returning employee must start before the approved Leave of Absence expires.

### **POLICE HUMAN RESOURCES AND PAYROLL**

Coordination with Police Human Resources shall occur as soon as a start date is determined. The employee must contact Police Human Resources to prepare several personnel forms. Returning officers are reassigned their original identification number. The Unit Lieutenant will provide Police Human Resources, via written memo, with the new hire's pay classification and effective date of hire. Police Human Resources shall make the proper notifications to Payroll.

### **OPERATIONAL SUPPORT**

A Unit Sergeant shall contact Operational Support with a start date so that a command (area station) can be assigned once the background investigation is completed. Operational Support shall officially notify the Commanding Officer of the assigned area command. In addition, Operational Support should contact the returning officer to inform him or her of what command to call for shift assignment, supervisor as well as days off. Operational Support will provide the necessary and required equipment to the officer. The officer shall be instructed by a Unit Sergeant to report to the Operational Support in order to obtain the equipment.

## **LEAVES OF ABSENCE *cont.***

### **RANGE**

The returning officer must qualify at the range prior to entering the field (see Department Procedure 1.05). The returning officer shall make an appointment with the Range Master to be tested and issued a Department weapon. The assigned background Detective must confirm this was completed.

### **IN-SERVICE TRAINING**

A Unit Sergeant shall follow up with the area command (Staff Sergeant) to notify In-Service Training that an employee is returning from a leave of absence to prepare a training file and to ensure that the employee is up to date with all training requirements, including scheduling for AOT.

### **EQUIPMENT PURCHASE**

The returning officer shall be informed of equipment requirements for employees to purchase and must ensure equipment is **NOT** provided by the Department has been obtained.

### **RETURN FROM MILITARY LEAVE**

The following is a list of items that must be completed when an employee returns from military leave:

Criminal history check

Out-of-state and out-of-county criminal history checks with cities and counties of duty station.

Obtain references from a supervisor and two co-workers.

A credit check and polygraph exam do **NOT** need to be completed.

### **CHECKLIST**

The next page is a sample "Required Checklist". The list must be returned to Backgrounds to place in the employees' personnel file in Human Resources.

A copy of this checklist is given to the returning officer and a copy is to be filed with the background file. It is the Detective's responsibility to ensure that this process is completed.

**LEAVES OF ABSENCE *cont.***

**RETURN FROM LEAVE OF ABSENCE CHECKLIST**

**REINSTATEMENT OF:** Name: Apple Kent ID# 0000  
Rank: POII  
Start Date: Day, Date

**BACKGROUND INVESTIGATIONS OFFICE** Completed ( )

Meet with Unit Sergeant.

Sign I-9 form and obtain copy of CDL and SS card for I-9 form.

**POLICE HUMAN RESOURCES** Completed ( )

Identification card and badge issued

Personnel forms prepared for personnel file

Flex Benefits package and forms

**PAYROLL** Completed ( )

Complete Payroll forms

**SUPPLY** Completed ( )

Obtain required equipment. Background Detective must prepare form and notify Supply room. (Charged to area command)

**OPERATIONAL SUPPORT** Completed ( )

Obtain an 800 MHZ portable radio

**RANGE** Completed ( )

Obtain Department issued firearm from Property room or have personal firearm inspected. Must qualify at the range before entering the field.

**IN-SERVICE TRAINING** Completed ( )

Contact In-service training for preparing a training file, etc.

**POA (optional)** Completed ( )

POA membership, benefits

*Any questions, please contact your Background Detective or Backgrounds Sergeant at (619) 531-2148.*

## **POLICE OFFICER I**

Police Officer I (POI) Applicants are open enrollment student who graduated from a full time California POST approved Law Enforcement Training Academy or who is a full time sworn officer who has less than two (2) years of experience with another agency. The graduate must have applied with the San Diego Police Department within one (1) year of graduating from the Academy. The sworn officer must have been employed with a California law enforcement agency for at least one (1) year. Applicants who have been employed in the law enforcement position with a federal agency or in a state other than California are eligible to apply for this position but may be required to attend the Police Academy. (See Police Officer II section for examples of QUALIFYING EXPERIENCE and NON-QUALIFYING EXPERIENCE.)

### **PROCEDURES**

The intent of this Department is to hire only POI Applicants who have demonstrated **ABOVE AVERAGE** or above standard performance as a California Peace Officer or as an open enrollment student in a California POST approved Law Enforcement Training Academy. The background investigation and processing for POI Applicants will be identical to that of Police Recruit and POII and special emphasis will be placed on the Applicant's past performance, training, and overall skills as a law enforcement officer.

If more than one year has passed since a POI applicant has unsuccessfully passed phase training, he/she will be required to attend the police academy for the second time.

In order to qualify for POI, the Applicant must meet the following minimum qualifications:

### **MINIMUM QUALIFICATIONS**

Same minimum qualifications for Police Recruit and in addition:

1. Graduation from a California POST approved Police Academy with a Basic Peace Officers Course Certificate or a California Basic POST Certificate.  
***NOTE: Certificates must be dated within the last five (5) years at the time of application; or***
2. Employed as a full time California Peace Officer within the last five (5) years.

In addition to the above requirements, POI Applicants must provide the following with their background packet:

- California POST approved law enforcement training Academy graduation certificate; or
- Completion of California POST Basic Course Waiver Evaluation

## **POLICE OFFICER I *cont.***

### **MINIMUM QUALIFICATIONS *cont.***

- Applicants from a state outside California Graduation Certificate from their state POST approved Police Academy or a Federal Law Enforcement and employed as a full-time paid peace officer for less than (2) two years, not to include time served in a training capacity as a recruit/trainee as part of a Police Academy within the last (1) one year.
- Certificates of completion from all POST approved training classes.
- Copies of current CPR and First Aid cards.
- Copy of Mace card.
- List of the three (3) most recent immediate supervisors from the Academy or agency.
- Copies of last three (3) performance evaluations.
- Copies of any Internal Investigations where Applicant was the subject officer, if applicable.
- Copies of any civil suits, if applicable; and
- Copies of any police equipment accidents (if applicable).

### **CERTIFICATION PROCESS**

Certification lists are obtained from Police Human Resources who receives them from City Personnel. This certification list is different from that of Police Recruit and POII and must be obtained before any job offer is made.

### **SCREENING PROCESS**

The Applicant screening process is identical to that of a POR and POII.

### **BACKGROUND INVESTIGATION**

The background investigation is identical to that of a POR and POII.

### **INTERVIEW PROCESS**

The interview process is identical to that of a POII.

## **POLICE OFFICER I *cont.***

### **SELECTION PROCESS**

The selection process is identical to that of a POII. The conditional job offer is to include the pay classification, the hiring expectations, the training expectations and requirements, which should be clearly stated to the Applicant.

### **MEDICAL**

The medical is identical to that of POR or POII.

### **PAY CLASSIFICATION**

The Unit Lieutenant shall determine the pay classification of all POIs and POIIs. Generally, "C" step is the starting step. POIs with extensive training and experience with a California law enforcement agency may start at a higher step. The Unit Lieutenant shall route a memo indicating the pay step to Police Human Resources, Payroll, the POST Training Coordinator and a copy of the memo shall be placed in the Applicant's file.

### **START DATES**

A Unit Sergeant shall determine the actual start date of all POIs and POIIs once given a conditional job offer by the Unit Lieutenant. Coordination with Police Human Resources shall occur as soon as a start date is determined. A police ID number should be assigned by Police Human Resources as soon as possible to facilitate field assignments. POIs and POIIs are hired in conjunction with the next available agency specific training offered by the field training office. ***This is the preferred method.*** The POIs and POIIs will attend the "City Employment Orientation" (facilitated by a designated Recruiter) and shall be sworn in on that day. The Chief or his designee shall conduct the swearing in and present them with their badges.

POI's deemed by the Background Investigation Unit Supervisor not required to attend the police academy, shall be assigned to the Field Training Program. The FTO office will arrange agency specific training course to include Firearms Qualification, MDT Training, PR-24 training, Defensive Tactics, Department Policies and Procedures and other courses required by SDPD.

## **POLICE OFFICER I *cont.***

### **START DATES *Cont.***

The FTO office must have advance notice of the anticipated hire date for incoming POIs and POIs in to adequately prepare the course. Upon graduation of this course, POIs shall be assigned to an FTO and shall be released from the FTO program when they meet or exceed SDPD training standards and complete the required tasks of the FTO program. The FTO Administrator has this responsibility. POI's hired and assigned to a Police Academy will progress as a POR new hire.

### **INVESTIGATOR'S REPORT**

In addition to the normal background investigation, the following checks shall be completed prior to completing the investigation and noted in the background report.

1. **Police Academy**

List the full name of the police Academy, the total number of hours of training and exact dates attended Academy. Contact the training officer and supervisors and indicate their recommendations. Obtain academic and physical training records as well as overall class standing, and discipline received while attending Academy.

2. **Internal Affairs**

A check with the Internal Affairs Unit of the agency where the Applicant is employed (if applicable) must be made to see if any investigations are on file or any investigations are pending regarding this Applicant.

3. **EEO**

A check shall be completed to check for any EEO violations on file or pending regarding this Applicant.

***In addition, the following information shall be noted in the background report:***

- Exact dates of employment with the Applicant's Department and the dates any ranks attained.
- Reason the employee wants to lateral over to this Department.
- The Applicant's last assignment and a list of all previous assignments with that agency
- A list of the overall ratings from the last three (3) performance evaluations. Indicate all strong points and weak points.

## **POLICE OFFICER I *cont.***

### **INVESTIGATOR'S REPORT *cont.***

***In addition, the following information shall be noted in the background report cont.***

- If copies are not available, give exact dates and list all formal discipline.
- If copies are not available, give dates and list all sustained and non-sustained complaints, giving details of the incidents or occurrences.
- List all police equipment accidents, giving dates and findings.
- Contact and list their last immediate supervisor and second level supervisor, indicating their recommendations.
- Contact and list their last Commanding Officer, and his/her recommendation.
- If the Applicant has been with more than one (1) law enforcement agency, indicate why the Applicant has moved from agency to agency.
- Indicate any civil suits pending as a result of law enforcement duties.

## **POLICE OFFICER II**

Police Officer II (POII) Applicants, commonly referred to as lateral, pertains to peace officers who have *at least two (2) years full-time* experience (not including Academy or FTO training) with another law enforcement agency, who are **CURRENTLY EMPLOYED** with that agency or were employed with an agency within the last one (1) year, and who are applying to the SDPD for a POII position. Applicants who have been employed in a law enforcement position with a federal agency or in a state other than California are eligible to apply for this position but may be required to attend the Police Academy.

### **PROCEDURES**

The intent of this Department is to hire only POII Applicants who have demonstrated **ABOVE AVERAGE** performance as a peace officer. The background investigation and processing for POII Applicants will be identical to that of POR and POI, and special emphasis will be placed on the Applicant's experience, past performance, training, and overall skills as a law enforcement officer. To qualify for POII, the Applicants must meet the following minimum qualifications:

### **MINIMUM QUALIFICATIONS**

Same minimum qualifications for POR and in addition:

- Graduation from a California POST approved Police Academy with a Basic Peace Officers Course Certificate or a California Basic POST Certificate, or completion of the California POST Basic Course Waiver Evaluation, or
- Applicants from a state outside California, Graduation Certificate from their state POST approved Police Academy or a Federal Law Enforcement academy, and
- Employed as a full-time paid peace officer for at least two (2) years, not to include time served in a training capacity as a recruit/trainee as part of a Police Academy within the last five (5) years, and
- At least thirty (30) semester units or forty-five (45) quarter college units at the time of application, or additional qualifying experience [2.5 semester units or 3.75 quarter units is equivalent to one (1) month of experience] may be substituted for some or all required education.

In addition to the above requirements, POII Applicants must provide with their background packet, the following:

- California POST approved law enforcement training Academy graduation certificate.
- A Basic POST certificate.

## **POLICE OFFICER II *cont.***

### **MINIMUM QUALIFICATIONS *cont.***

- All California POST certificates. (Intermediate, Advanced, specialized levels of accomplishments)
- Certificates of completion from all California POST approved training classes.
- All out of state POST/Federal Law Enforcement Training Center (FLETC) certificates and related training.
- Copies of current CPR and First Aid cards.
- Copy of Mace card.
- List of the three (3) most recent immediate supervisors.
- Copies of last three (3) performance evaluations.
- Copies of any Internal Investigations where Applicant was the subject officer.
- Copies of any civil suits.
- Copies of any police equipment accidents.

### **QUALIFYING EXPERIENCE:**

- Municipal Police Officer
- State Highway Patrol Officer
- District Attorney Investigator
- Deputy Sheriff
- Harbor Police Officer
- City Schools Police Officer
- Community College Police Officer
- University Police Officer
- Transit Police Officer
- Federal Peace Officer: FBI, DEA, Secret Service, CIA
- Border Patrol Agent
- U.S. Customs Agent
- Federal Marshal/Deputy of Fugitive Apprehension Unit (Agent)
- Attorney General Investigator
- Special Agent or Peace Officer of Federal or State Justice Department
- Department of Fish and Games Officer
- Peace Officer of Department of Forestry
- Airport Police Officer

## **POLICE OFFICER II *cont.***

### **QUALIFYING EXPERIENCE**

- Peace Officer for Department of Alcohol Beverage Control
- Railroad Police Officer
- Agent of Naval Criminal Investigation Division
- Agent for Air-Force Office of Special Investigation
- Agent for U.S. Army Criminal Investigations Division
- State or Federal Parole Officer
- Consumer Affairs Investigator

### **NON-QUALIFYING EXPERIENCE:**

*This is meant as a guide. These examples are in a no POST position, and/or no off duty weapon authorization, and/or off duty powers of arrest. The applicants experience will be evaluated on a case-by-case basis.*

- Department of Defense Officer
- Transit Security Officer
- Community Enforcement Officer
- Parking Enforcement Officer
- Custodial Officer

### **CERTIFICATION PROCESS**

Certification lists are obtained from Police Human Resources who receives them from City Personnel. This certification list is different from that of POR and POII and must be obtained before any job offer is made.

### **SCREENING PROCESS**

The Applicant screening process is identical to that of a POR and POI.

### **BACKGROUND INVESTIGATION**

The background investigation is identical to that of a POR and POI.

### **INTERVIEW PROCESS**

The interview process is identical to that of POI.

## **POLICE OFFICER II *cont.***

### **MEDICAL**

The medical is identical to that of Police Recruit or POI.

### **PAY CLASSIFICATION**

The Unit Lieutenant shall determine the pay classification of POIIs. Generally, “C” step is the starting step. POIIs with *extensive training and experience* may start at a higher step. The Unit Lieutenant shall route a memo indicating the pay step to Police Human Resources, Payroll, the POST Training Coordinator and a copy shall be placed in the Applicant's file.

### **START DATES**

A Unit Sergeant shall determine the actual start date of all POIs and POIIs once a conditional job offer has been given by the Unit Lieutenant. Coordination with Police Human Resources shall occur as soon as a start date is determined. A police ID number should be assigned by Police Human Resources as soon as possible to facilitate field assignments. POIs and POIIs are hired in conjunction with the next available agency specific training offered by the field training office. *This is the preferred method.* The POIs and POIIs will attend the “City Employment Orientation” (facilitated by a designated Recruiter) and will be sworn in on that day. The Chief or his designee shall conduct the swearing in and present them with their badges.

POIIs, deemed by the Background Investigation Unit staff not required to attend the police academy, shall be assigned to the Field Training Program. The FTO office shall arrange the next available agency specific training, which includes Firearms Qualification, MDT Training, PR-24 Training, Defensive Tactics, Department Policies and Procedures and other courses required by SDPD.

## **POLICE OFFICER II *cont.***

### **START DATES *cont.***

The FTO Office must have advance notice of the anticipated hire date for incoming POIs and POIIs in order to adequately prepare the course. Upon graduation of this course, POIIs shall be assigned an FTO and will be released from the FTO program when they meet or exceed our training standards and complete the required tasks of the FTO program. The FTO Administrator has this responsibility. POIIs hired and assigned to a Police Academy will progress as a POR new hire.

### **INVESTIGATOR'S REPORT**

In addition to the normal background investigation, the following checks must be made and noted in the background investigator's report, prior to completing the investigation.

#### **INVESTIGATOR REPORT**

##### **1. Internal Affairs**

A check with the Internal Affairs Unit of the agency where the Applicant is employed shall be completed to see if any investigations are on file or any investigations are pending regarding this Applicant.

##### **2. EEO**

A check shall be completed to check for any EEO violations on file or pending regarding this Applicant.

***In addition, the following information shall be noted in the background report:***

- Exact dates of employment with the Applicants Department and the dates any ranks attained.
- Reason the employee wants to lateral over to this Department.
- Applicant's last assignments and a list of all previous assignments with that agency
- A list of the overall ratings from the last three (3) performance evaluations. Indicate all strong points and weak points.
- If copies are not available, list all formal commendations.
- If copies are not available, give exact dates and list all formal discipline.
- If copies are not available, give dates and list all sustained and non-sustained complaints, giving details of the incidents or occurrences.

## **POLICE OFFICER II *cont.***

### **INVESTIGATOR REPORT**

*In addition, the following information shall be noted in the background report cont.*

- List all police equipment accidents, giving dates and findings.
- Contact and list their last immediate supervisor and second level supervisor, indicating their recommendations.
- Contact and list their last Commanding Officer, and their recommendation.
- If the Applicant has been with more than one law enforcement agency, indicate why the Applicant has moved from agency to agency.
- Indicate if any civil suits are pending as a result of his/her law enforcement duties.

## **RESERVE OFFICERS**

The Reserve program is a means to augment the regular compliment of Police Officers, with part time officers, who volunteer their time and services as police reserve officers. The program is not designed, nor is it intended as a steppingstone to a full-time position, although it is recognized that some qualified Reserve Officers will, at some point, desire to apply for the Police Officer Recruit position. To avoid a revolving door situation, the Department should not normally consider any Reserve Officer for a Police Recruit position until he/she has completed at least one (1) year of satisfactory service as a Reserve Officer. Reserve Applicants are informed of this commitment prior to applying for reserves. With this in mind, the Reserve Administration shall strive to enlist capable individuals willing to devote the time and effort required of the Police Department, but who are settled in alternate careers.

### **PROCEDURES**

The qualifications and standards required for selecting Reserves and the processing of Reserve Applicants are identical to that of Police Officer Recruits. An Applicant disqualified for Police Recruit cannot become a Police Reserve.

### **WRITTEN TEST**

Per POST, Reserves are required to take a written test. The testing process for Reserves is identical as for Police Recruits, except City Personnel does **NOT** track or certify Reserve Applicants. Reserve Applicants are scheduled for and take the same written test of that of a Police Recruit Applicant. City Personnel has agreed to allow the testing however will not include them on the eligibility list. The Reserve Unit shall track their Applicants. To be considered Applicants must pass the written test. Although Reserve Applicants are not placed on a certification list the test results are good for two (2) years.

### **PAT TEST**

Reserve Applicants must pass the same PAT test given to Police Recruits. They are scheduled during the same time recruit Applicants are tested. The test results are good for two (2) years from the certification date.

### **PIQ PRESENTATION**

Reserve Applicants must attend a PIQ presentation, similar to PORs and lateral Applicants. They are given the same background packet and are held to the same standards of preparing the packet as other Sworn Applicants.

### **PRE-INVESTIGATION SCREENING APPOINTMENT**

If the Applicant appears viable and qualified after the PIQ screening, the case shall be routed to the clerical staff and follow the same clerical procedure as PORs. The background process shall be identical to that of a Police Recruit.

## **RESERVE OFFICERS *cont.***

### **BACKGROUND INVESTIGATION**

The standards, guidelines and process for the background investigation are identical to that of Police Recruit. Officers who resign and want to become reserve officers with our department must apply as a reserve within twenty-four (24) hours of their resignation or be subject to a complete background investigation.

### **APPOINTING AUTHORITY INTERVIEWS**

The Appointing Authority is the Background Investigations Lieutenant. The interview is identical to that of a Police Recruit. However, instead of using a Background Sergeant as a second member of the panel, the Sergeant of the Reserve Administration shall be included on the interview panel. If unavailable, a Backgrounds Sergeant shall sit in as a replacement.

### **MEDICAL**

Reserve Applicants considered for hire, shall be given a conditional job offer pending the passing of a complete City medical.

The medical given to Reserve Applicants is the same medical given to PORs. Medical clearances are good for one (1) year.

### **PSYCHOLOGICAL EVALUATIONS**

Level I and II Reserve Officers are required by POST to successfully pass the same psychological evaluation as a sworn officer. Therefore, Reserve Officer Applicants shall be scheduled for the written portion and the oral interview in the same manner as PORs.

### **APPEALS**

If an Applicant is rejected or is disqualified during the background process, the Applicant may appeal using the same guidelines as a Police Recruit Applicant.

# UPDATE INVESTIGATIONS

## PROCEDURES

An update investigation is normally warranted when due to the passage of time, certain facets of the background investigation have become outdated or expired, and the candidate is still current on the eligibility list. The update investigation does not necessarily require a repetition of all the information contained in the original investigation, but must address those issues, categories, or areas, which need updating, are no longer appropriate, accurate, or have expired. For example, the certification and/or eligibility for Police Recruit are good for two (2) years, however:

- The Psychological testing and evaluation are valid for one (1) year.
- The PAT test is valid for one (2) year.
- The Background Interview must be updated after six (6) months.
- The Polygraph is valid for six (6) months after the completion of a background.
- The PHS/PIQ needs to be updated after six (6) months after the completion of a background.
- After one (1) year, the investigation must be completely re-done.

The necessity for an investigation to be updated is determined by a Unit Sergeant and in some cases, the Unit Lieutenant. The Background Detective may recommend or request that an update be conducted. Updates are normally conducted under the following conditions:

- When the Applicant is still certified and eligible for the position.
- When six (6) months have elapsed since the initial investigation was concluded.
- When new or additional information was received this change the status of the completed report or findings.
- The candidate is still being seriously considered for hire sometime in the near future.

Aside from the information listed above, an update investigation might be warranted for several reasons, and therefore a Unit Sergeant will make the determination and assign the case.

When considering an update, the following guidelines should be used:

- Candidates in the Applicant Pool who have been there more than six (6) months are not automatically updated unless they are being strongly considered for the next Academy.

## **UPDATE INVESTIGATIONS *cont.***

### **PROCEDURES *cont.***

- An Applicant shall not be hired if the completion of the case is older than six (6) months and an update was not conducted.
- Completed cases of viable candidates filed in the Applicant Pool should be reviewed by a Unit Sergeant or Unit Lieutenant on a regular basis, to ensure that the information contained therein is accurate and current and to decide which cases are to be updated.
- In some cases, following the completion of the background investigation, information is discovered which significantly changes the status of the completed report. In other words, a viable candidate may now be non-viable based on new information. In these cases, an update report and goldenrod top sheet are completed in detail and attached to the original background report.
- All or part of the Applicant information contained in the background investigation is no longer current or accurate. A change of address, phone number, etc., would not require a new report, but a new job, receiving a traffic citation, an arrest, termination from employment, divorce, separation, annulment will require a new report.
- Information has been brought to our attention, or discovered which changes the recommendations, findings, or conclusions of the background Detective, or which renders the Applicant ineligible or less viable, or conversely, significantly more qualified.
- Any other reason which, in the judgment of a Unit Sergeant, Unit Lieutenant or Detective, significantly changes the facts, findings, or recommendations contained in the original investigation and clarification, verification and documentation is needed.

### **CASE FILE FORMAT**

All completed background investigations for sworn Applicants shall be organized in a case folder in the following order. Documents shall be two (2) hole punched and placed on the appropriate side of the folder or in the case envelope. Applicants who are deemed viable will have their case files arranged using the pre-printed POST Tab dividers. All other case files will be organized without the tab dividers.

**SWORN**

<u><b>LEFT SIDE</b></u>	<u><b>RIGHT SIDE</b></u>	<b>SMITH, JOHN B.</b>
<p>Conditional Job Offer or Notification Letter</p> <p>Sergeant's Check List</p> <p>Application Report Printout</p> <p>Applicant Data Update Form</p> <p>Signed Instruction Sheet</p> <p>Applicant Statements</p> <p>Document Sheet and Copies of All Documents <b>in Listed Order</b></p> <p>Signed Waivers</p> <p>Misc. Court Papers</p> <p>Applicant Photo (Taped to bottom center of file)</p>	<p>Outside Agency Review and Waiver</p> <p>Goldenrod and Reference Checklist</p> <p>(A) Investigator's Report Pre-Investigative Questionnaire (PIQ)</p> <p>(B) Personal History Statement (PHS)</p> <p>(C/D/E) DOJ Prints (FBI Prints and Firearms Eligibility)</p> <p>(F) California and Other State DMV Report</p> <p>(G) Green Sheet and Associated Reports Agency Record Check Letter(s)</p> <p>(H) Financial Waiver and Credit report</p> <p>(I) High School/College Transcripts and Diploma/Degrees</p> <p>(J) Birth Certificate/ Citizenship Documents</p> <p>(K) Selective Service and/or Military Service Record Military Letter of Inquiry</p> <p>(L) Dissolution of Marriage(s) Marriage Certificate(s)</p> <p>(M) Previous Employer Contacts</p> <p>(N) Reference Contacts</p> <p>(O) Neighborhood Contacts</p> <p>(P/Q) Medical and Psych. Clearances</p> <p>(Misc.) Polygraph Report/Typing Certificate</p>	

<u><b>CASE ENVELOPE</b></u>
<p>Supplemental Update Questionnaire</p> <p>Applicant's Schedule of Appointments</p> <p>Appointing Authority Interview</p> <p>Investigative Check Sheet</p> <p>Any Other Documents or Information</p>

**DISPATCHERS**

<u>LEFT SIDE</u>	<u>RIGHT SIDE</u>	<b>DOE, JOHN B.</b>
Sergeant's Check List Application Report Printout Applicant Data Update Form Signed Instruction Sheet Applicant Statements Document Sheet and Copies of All Documents <b>in Listed Order</b> Signed Waivers Court Papers Applicant Photo (Taped to bottom center of file)	Blue sheet and Reference Checklist <b>(A)</b> Investigator's Report Pre-Investigative Questionnaire (PIQ) <b>(B)</b> Personal History Statement (PHS) <b>(C/E)</b> Fingerprint Returns <b>(F)</b> California and other state DMV report <b>(G)</b> Green Sheet and associated reports Agency Record Check Letter(s) <b>(P)</b> Medical Clearance <b>(Misc.)</b> Polygraph Report <b>(Opt)</b> Financial Waiver and Credit Report Military Service Record	

<u>CASE ENVELOPE</u>
Reference Letters  Employer Questionnaire  Any Other Documents or Information

**NON-SWORN**

<u>LEFT SIDE</u>	<u>RIGHT SIDE</u>	<b>DOE, JOHN B.</b>
<p>Application Report (printout for BK tracker)</p> <p>Emails</p> <p>PHS Instruction Sheet</p> <p>Sheet with photo copies of CDL &amp; SSN</p> <p>Certificate of Identity</p> <p>Release of Information Waiver</p> <p>Pre-Poly Questionnaire</p> <p>Military Waiver</p> <p>All other docs from interview</p>	<p>Investigator's Report (Blue Sheet)</p> <p>Polygraph Report</p> <p>PIQ</p> <p>Color DMV Photo</p> <p>Live Scan Application</p> <p>Print Result Report</p> <p>CIU Green Sheet</p> <p>Background Green Sheet</p> <p>Copy of CIU Green Sheet</p> <p>Computer Work up</p> <p>Financial Waiver</p> <p>Financial Report</p> <p>E Mail Reference Response</p>	

<u>CASE ENVELOPE</u>
<p>Reference Letters</p> <p>Employer Questionnaire</p> <p>Any Other Documents or Information</p>

## **DISQUALIFICATION AND NON-SELECT RECOMMENDATION**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

# **REDACTED**

**DISQUALIFICATION AND NON-SELECT RECOMMENDATION *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

## NON-SELECT REPORTS

Applicants not meeting minimum requirements, standards, or POST Job Dimensions should be identified as early in the background process as possible.

The assigned Background Detective should recommend these individuals for disqualification or non-selection, once the information has been investigated thoroughly and the information has been verified, corroborated, and documented accurately.

## PROCEDURES

Detectives recommending an Applicant to be non-selected or disqualified must complete a confidential Goldenrod top sheet, (PD-922a BI) and a written narrative. Reports must be neatly typed. The report and/or file must contain all factual information concerning the request for non-selection or disqualification.

The information upon which the disqualification or non-selection is based must be either verified, authenticated, confirmed, corroborated, validated, supported with evidence or statements, and should always be determined to be factual, correct, and accurate. A rational connection between the information and the documented requirements or standards should be established in the Detectives report

All reports must be turned into a Unit Sergeant for review and approval.

***Applicants will not be told they are not selected until a Unit Sergeant and the Unit Lieutenant have approved the Detective's report.*** Applicants not selected or disqualified will be notified by mail or email.

## GENERAL DEFINITIONS

**Disqualification:** Any situation where an Applicant does not meet the minimum qualifications, requirements and/or standards that are set in accordance to Federal or State law, policy, regulations or procedures as governed by POST or the City of San Diego Personnel Department, or anytime an Applicant has been given a conditional job offer and does not meet medical, psychological or physical requirements.

**Non-Select:** Any situation where an Applicant was considered and competed prior to any conditional job offer and was not selected based on the competition or who failed to meet Department criteria, standards, and/or requirements or fails to meet any POST Job Dimension or who was found to be unsuitable for the position, prior to any job offer.

## APPEALS

An appeal is a process which permits an Applicant who has been disqualified or non-selected (NS) on a POST Job Dimension, or similar cause or factor, to request reconsideration by providing facts or evidence to show the information obtained, acquired, revealed, or reviewed during the background investigation or screening by this office was in error or incorrect.

***The mere disagreement with our standards, policies, or hiring procedures is not sufficient grounds for an appeal.***

## GUIDELINES

The following is a general guideline of the appeal process involving Applicants who were disqualified or non-selected.

An Applicant cannot request an appeal until such Applicant has received a non-select letter signed by the Unit Lieutenant or a Unit Sergeant.

Only the Applicant can request an appeal which must be filed within thirty (30) days from notification of NS.

All appeals must first be requested by letter and include the information on the following page.

No appeals will be handled without an appointment.

If an appeal hearing is granted, spouses, parents, relatives, attorneys, or friends will not be allowed to sit in on the appeal hearing.

Applicants not selected based on the recommendation of our psychologist because of the psychological testing, screening and/or clinical interview have no grounds for an appeal under these guidelines. In these cases, the Applicant may request to be reconsidered by writing a letter to a Unit Sergeant.

Applicants non-selected based on competition, or Applicants found to be non-viable or minimally qualified, or placed inactive, have no grounds for an appeal under these guidelines. In these cases, the Applicant may request to be reconsidered by writing a letter to a Unit Sergeant.

The Background Detective assigned to the case, or a Unit Sergeant may handle the Applicant's request for clarifications or questions regarding the background process. This should be handled by telephone at the earliest convenience, rather than by appointment or letter.

The mere disagreement with our standards, policies, or hiring procedures, or asking for forgiveness, amnesty, sympathy or asking us to overlook their mistake, weakness, deficiency or error in judgment or some type of rationalization, is not sufficient grounds for an appeal.

## **APPEALS *cont.***

### **PROCEDURES**

Step 1: Understanding the guidelines, **ONLY** the Applicant may request an appeal. The request shall be in writing and mailed to a designated Unit Sergeant within thirty (30) days from the time of the notification of non-select or disqualification. (The date commonly used is the date of the non-select letter). The following information must be included in their written appeal request:

- The Applicant's full name.
- Social security number.
- The position he/she applied for.
- Request for an appeal.
- What they are appealing, reason for appeal and any information that will assist their appeal.
- Daytime phone number; and
- Signature

Step 2: When received, the letter shall be time stamped, reviewed, and evaluated by a Unit Sergeant. The Unit Sergeant shall also review the Applicant's file and may want to discuss the case with the Detective for further details to verify if the Applicant had any discussion with Detective about the NS, etc. A Unit Sergeant shall brief the Unit Lieutenant and discuss the case prior to responding to the Applicant.

Step 3: The designated Unit Sergeant shall determine if there are grounds for an appeal. If there is not, a Unit Sergeant shall notify the Applicant by mail and/or email, informing the Applicant that his/her appeal has been denied, the case will remain closed, and no further action will be taken. A template letter has been created to add specific areas concerning the Applicant's letter and/or circumstances. After the letter has been sent, there should be no further discussions with the Applicant if possible. The Applicant's letter and a copy of the response shall be filed with the case file.

If there are grounds for an appeal; or if there are factors or issues which may be best presented in person; or if there are specific issues that need more clarification or discussion, a Unit Sergeant shall telephone the Applicant and schedule an appointment for the Applicant to come in.

At this appointment, the Applicant shall be provided an opportunity to state their case and present any documentation, facts, or evidence to show the information we obtained, acquired, revealed, or reviewed during the background investigation was in error, incorrect or inaccurate. The appeal panel must consist of two (2) members of the Backgrounds/Recruiting staff. The order of preference is as follows: (1) Unit Lieutenant and Unit Sergeant; (2) Unit Lieutenant and the Background Detective who handled the case; (3) Unit Lieutenant and the Duty Detective. In all cases, the Unit Lieutenant shall be present at the appeal.

## **APPEALS *cont.***

### **PROCEDURES *cont.***

The Applicant shall be provided enough time to present his/her case. At the conclusion of his/her appeal, the Applicant shall be advised a decision will be provided (generally) within ten (10) working days and he/she will be notified by mail and/or email. If more time is needed to re-investigate the matter, or to obtain other data, then the Applicant will be advised.

Step 4: The Applicant's appeal letter and information, notes, etc. shall be filed with the background case along with our response and/or decision. A copy of the response letter shall be included. The Applicant shall be advised that the decision is final, and no other appointments will be made.

## **APPLICANTS NON-SELECTED BASED ON OTHER ISSUES**

The mere disagreement with our standards, policies or hiring procedures is not sufficient grounds for an appeal.

Applicants not selected based on the recommendation of our psychologist because of the psychological testing, screening and/or the clinical interview will not be grounds for an appeal. In addition, Applicants non-selected based on competition, or Applicants found to be minimally qualified, inactive, or those asking us to over-look their error in judgment will not be grounds for an appeal under these guidelines.

### **NON-SELECTED BASED ON PSYCHOLOGICAL TESTING**

The mere disagreement with the test results or the recommendation of the psychologist is not grounds for an appeal.

### **PROCEDURES BASED ON NON-SELECT FOR COMPETITION**

Step 1: The Applicant shall be told there is no appeal process, however, the Applicant can write a letter to a Unit Sergeant requesting reconsideration. In person requests shall not be honored. The request shall be in writing, by the Applicant only and should be mailed to a Unit Sergeant within thirty (30) days from the time of the notification of non-select. (The date commonly used is the date of the non-select letter). The request must contain the following information in their letter:

- The Applicant's full name.
- Social security number.
- The position he/she applied for.
- The reason for why he/she wants to be reconsidered, why we should reconsider and provide any information he/she feels is important to review or evaluate; and

Step 2: A Unit Sergeant shall reconsider the case and evaluate the information provided in the Applicant's letter. If the Applicant makes a valid argument or presents information that may be considered as reasonable or plausible, the Applicant can be reactivated. It may require the Applicant to prepare another background packet, submit additional documents or information, or be scheduled for a face-to-face screening with a background Detective before a final decision is made. A Unit Sergeant shall make the determination, however, in certain cases, may seek input from the Unit Lieutenant. The case shall also be brought up during the Background Detectives staff meeting for a team discussion and input.

If the Applicant does not present any information to change the initial decision, the Applicant shall be notified by mail or telephone call.

In any other type of situation not covered in this section, a Unit Sergeant shall determine the process.

***In all cases, the Applicant will be treated with dignity, respect and fairness.***

The Unit Lieutenant or Unit Sergeant must approve any deviation from this process.

## MEDICAL EXAMINATION

Pre-employment medical examinations are required for employment for PORs, POIs, POIIs Police Reserves, CSO, Dispatcher and most Civilians positions. Candidates must pass the medical to be employed with the city.

Medical examinations shall only be conducted on Applicants who have completed all required phases of the selection process and are given a conditional job offer.

### PROCEDURES

Medical examinations are scheduled only after a Conditional Job Offer has been made by the Appointing Authority. The Background Detective shall coordinate with clerical staff to obtain an appointment date for the Applicant.

Clerical staff shall e-mail City Personnel Medical Clerk and obtain an appointment date and time. The medical examination is generally four (4) hours. Background Investigators shall provide specific instructions to the Applicant to include, an instruction sheet, directions to the medical facility and the City of San Diego Health History Questionnaire (AP/3822 rev. 07.92) to be completed by the Applicant prior to his/her medical appointment. (Components of the medical examination are detailed in the City Personnel Manual, section C-4. Drug screening is also conducted as part of the examination. POST also has a detailed Medical Procedure Manual which is in the Unit Sergeant's office.

Any discovery of prior or existing disabilities should be discussed with a Unit Sergeant. Any medical information received during the investigation on any Applicant that has been given a conditional job offer, must be forwarded to the Medical Liaison Administrator at City Personnel Certification, **ONLY** after the candidate has **ACCEPTED** the conditional job offer and prior to the medical examination. If an Applicant has questions of a medical nature, he/she should be referred to Medical Liaison Administrator at that point in time.

Questions concerning the Applicant's physical capability to do the job, or any medical concerns, should be referred to a Unit Sergeant and all medical issues, concerns, will be in accordance with the Americans with Disabilities Act.

### RESULTS

By contract, the results are supposed to be within three (3) business days, however, are generally within twenty (20) working days of the examination. The Applicant is notified by mail which is generated by City Personnel.

The Medical Clerk also emails clerical staff the medical clearance results. It is our practice **NOT** to notify the Applicant of the results. The letter generated by City Personnel is sent the same day the clerical is notified; therefore, the Applicant should receive the results within three (3) days from the date we are notified. Exceptions may be made regarding the notification of the results with the approval of a Unit Sergeant. In certain cases, such as medical holds and time is of the essence, we may need to contact the Applicant.

## **MEDICAL EXAMINATION *cont.***

All results must be documented and dated on the Goldenrod Background Investigator top sheet. A copy of the e-mail provided by City Personnel will be placed in the Applicant's file by the assigned Detective under the appropriate POST tab.

## **MEDICAL DISQUALIFICATIONS**

Applicant inquiries concerning medical disqualifications should be referred to the City Personnel Medical Administrator. All medical disqualifications may be appealed to the Civil Service Commission by submitting a request through City Personnel.

## **MEDICAL HOLDS**

On occasion an Applicant will be placed on medical hold. The reasons vary from a simple case of the Applicant providing documentation of an old injury to a medical conditional that requires extensive follow up or research. While the Applicant is on hold, he/she may not start employment.

## **PROCESS**

The medical clerk from City Personnel will send a letter informing the Applicant of the hold status. Clerical staff shall be notified via email without any personal medical details relating to the Applicant and shall be forwarded to the Unit Sergeant and Detective. The Detective shall contact the Applicant to inform him/her of the hold and compel them to contact the City Personnel Medical Administrator as soon as possible. It is the Applicant's responsibility to facilitate the removal of the hold status and to keep the Background Detective informed of their progress.

Calls made to the Medical Administrator shall only be made by a Unit Sergeant. Generally, the medical problems will not be discussed; however, other information can be shared.

If the hold is resolved, corrected, or cleared up by noon the day before the start date of employment the Applicant may start. If the hold is cleared after the start date, the Applicant will be considered for the next available Academy start date at the discretion of the Unit Lieutenant. An update background investigation will usually be required.

If the Applicant is disqualified, City Personnel will advise the Applicant by mail.

## **VISION REQUIREMENT**

The vision requirements are as follows:

Applicants must have 20/20 vision. Uncorrected vision worse than 20/20, ***but not worse than 20/40***, must be corrected to 20/20 both eyes together.

### **EYEGASSES AND HARD CONTACTS**

Applicants who wear eyeglasses or hard contact lenses, (non-orthokeratology) must have uncorrected vision ***no worse than 20/40*** both eyes together. Hard contact lenses also include semi-soft, semi-rigid, semi-permeable, gas-permeable, and similar lenses.

### **SOFT CONTACTS**

For Applicants who wear soft contact lenses and whose vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement. To qualify under this provision, the following is required:

Applicants shall be requested to provide satisfactory medical evidence from their private optometrist or ophthalmologist documenting they have been a successful wearer of soft contact lenses for at least six (6) months prior to the medical examination given by the City. Such documentation must also indicate if there are any contraindications to wearing soft contact lenses. City Personnel shall request this information from Applicants following the medical examination given by the city.

Applicants shall be required as a condition of employment, to sign a pre-employment agreement obligating them to always wear soft contact lenses while on duty, except as authorized by the San Diego Police Department. The Department shall maintain a copy.

Use of soft contact lenses will be subject to verification by the city and to such medical eye examinations as necessary in the judgment of the city.

### **ORTHOKERATOLOGY (NON-SURGERY) LENSES THAT RESHAPE THE CORNEA**

For Applicants who have undergone orthokeratology and wear orthokeratology lenses, and whose vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement. To qualify under this provision, the following is required:

Applicants shall be requested to provide satisfactory medical evidence from their private optometrist or ophthalmologist documenting they have been a successful wearer of orthokeratology lenses for at least one (1) year prior to the medical examination given by the city. Such documentation must also indicate if there are any contraindications to wearing the lenses. City Personnel will request this information from Applicants following the medical examination given by the city.

## **VISION REQUIREMENT *cont.***

### **RADIAL KERATOTOMY (SURGERY)**

Applicants who have undergone radial keratotomy or a similar procedure, must obtain a checkup report from their optometrist on a quarterly basis for the first year after the procedure. Vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements listed above under eyeglasses or soft contacts. Applicants must be free of significant vision problems such as impaired night vision, or impaired vision in low light conditions, sensitivity to glare, starbursts experienced around light sources such as streetlights or headlights, progressive regression of visual acuity, daily changes in visual acuity, or other conditions.

Applicants shall be requested to submit the results of a recent eye examination from their private ophthalmologist documenting the status of their vision. City Personnel will request this information from the Applicants following the medical examination given by the city.

### **COLOR VISION**

In all cases, Applicants must have an acceptable level of color vision. This is determined at the time of the medical examination given by the city using standardized color vision tests.

### **BINOCULAR VISION**

In all cases, Applicants must have binocular vision (vision in both eyes) normal visual fields, normal binocular fusion, and freedom from other visual impairments which would interfere with the ability to perform the full range of duties of a Police Officer with the SDPD. There is an informational handout covering pertinent vision requirements for Applicants. The handout is in our office and at City Personnel.

## **AMERICANS WITH DISABILITIES ACT**

The American with Disabilities Act (ADA), effective July 26, 1992, for employers with more than twenty-five (25) employees and on July 26, 1994, for employers with fifteen (15) or more employees, protects from discrimination all qualified individuals with disabilities as well as individuals regarded as or having a record of being disabled. This protection applies to all aspects of employment, including the testing and hiring of Applicants.

### **PROCEDURES**

With reference to the background investigation process, certain pre-employment inquiries are prohibited if they are asked prior to a Conditional offer of employment. These inquiries include questions regarding an Applicant's physical or mental disabilities, history of illness, or any questions concerning worker's compensation history. Not only must the Detective not ask such questions, but at the pre-offer stage, the Detective should not pursue this line of questioning, even if the Applicant or the contact person volunteers medical information.

Many areas of ADA have not been tested in court, however, most experts, critics, and POST instructors, have interpreted the law to say ADA does not preclude the Detective from inquiring whether the Applicant can perform certain required functions or tasks of the job. For example, a police officer must be able to stand on his/her feet for long hours at a time when directing traffic or handling crowd control or be able to work shifts and remain alert and capable at all hours. Since this is an essential function of the job, the Detective may ask about the Applicant's ability to always remain alert because it relates directly to the Applicant's ability to perform an essential function of the job. Asking if they take medication to stay awake would not be proper or appropriate. The most common question or concerns are Vision. Although there is a vision requirement, and it is listed on the job announcement, the Detective should never ask an Applicant, "Do you know what your eyesight is?" The wearing of eyeglasses and/or contacts (sight impairment) is in fact a physical disability under the law. In this case, the Detective may ask, "Do you meet the eye requirements?" If the Applicant does not know, the Detective may suggest the Applicant take a vision test and provide them with the vision requirements. The Detective is not to request the results of the test, nor should the Detective place the Applicant inactive or non-select them.

### **DRUG AND ALCOHOL**

The subject of drug and alcohol use has frequently been the subject of discussion when talking about ADA. It is our position and intention, the purpose of asking about illegal drug use, is a based on criminal activity behavior for the past and present. If an Applicant has indicated that they went through rehab and successfully completed the program, then the Detective should no longer ask questions regarding the use of illegal drugs. The questioning may resume, if the Applicant is given a conditional job offer this same position applies to alcohol use.

## **AMERICANS WITH DISABILITIES ACT *cont.***

### **CONDITIONAL JOB OFFER**

EEOC has very clearly stated that for a conditional offer of employment to be bona fide, a prospective employer must have evaluated all relevant non-medical information prior to extending a conditional offer of employment.

### **JOB DIMENSIONS VS. ESSENTIAL FUNCTIONS**

The job dimensions are not synonymous with essential functions under ADA, even though there may be some substantial overlap. It is important to remember that ADA focuses on qualified individuals with a disability (with reasonable accommodation) and not every Applicant. Essential functions, for example are hearing, seeing, speaking, moving, standing, walking, sitting, ability to operate a motor vehicle, ability to restrain violent persons, ability to hold or operate furnished equipment, including safety equipment, ability to move or carry heavy objects, ability to recall detail, etc.

### **ADVISEMENT TO APPLICANT**

Some questions asked on the Personal History Statement may require explanations, which could inadvertently lead the Applicant to reveal prohibited information (pre-offer). To avoid this possibility, the Applicant is provided with an instruction sheet, with their background packet, which they must sign and date, which states:

***“The Americans with Disabilities Act prohibits employers from making medically related inquiries prior to a conditional offer of employment. For this reason, do not provide us with any medically related information about yourself, either in person or on any form, unless a conditional job offer is made. Please use caution when responding to any question to avoid inadvertently furnishing medically related information such as receiving a medical retirement from a past employer. You merely need to list retired.”***

When in doubt of any medically related inquiry, do not ask.

## **CERTIFICATION LIST**

All eligibility and certification lists originate in City Personnel Department. The Police Human Resources Administrative Aide II is responsible for requesting and maintaining certification lists from City Personnel.

Certification lists for PORs and lateral POIs and POIIs are normally promulgated after a written test and PAT have been administered. An Applicant must be on a certification list prior to a conditional job offer.

## FELONY CONVICTIONS

Applicants convicted of a felony will be disqualified and no background will be conducted. Because this is state law, no appeal process will be administered with this agency. The California Government Code states, in part:

California Government Code 1029

Conviction of felony as disqualification for peace officer

(a) Each of the following persons is disqualified from holding office as a peace officer or being employed as a peace officer for the state, county, city or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the state, county, city, city and county, or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and the duties of a peace officer.

- (1) Any person who has been convicted of a felony in this state or any other state.
- (2) Any person who has been convicted of any offense in any other state that would have been a felony if committed in this state.
- (3) Any person who has been charged with a felony and adjudged by a superior court to be mentally incompetent under Chapter 6 (commencing with Section 6300) of Title 10 of part 2 of the Penal Code.
- (4) Any person who has been found not guilty by reason of insanity of any felony

If an Applicant has been convicted of a felony in this state or any other state or has been convicted of any offense in any other state, which would have been a felony if committed in this state, he or she cannot be a peace officer in California. This is true even if the conviction has been sealed or expunged later. The two (2) exceptions are if pardoned by the Governor because the person did not commit the crime, or the person was convicted under the federal Youthful Offender Act as a minor.

## **DIVERSITY BREAKDOWN**

To fairly gauge whether the Police Department is achieving its goal of having the Department reflect the diversity of the community it serves; the unit shall track the race/ethnicity and sex of all Applicants and new employees. This permits managers to direct the recruiting efforts of the Department toward attracting qualified candidates from all sectors of the communities.

The cultural or racial group will be indicated by the following designators:

1. Asian - Persons having origins in the Far East, Southeast Asia, the Indian subcontinent. This area includes, for example, China, Japan, and Korea.
2. Black - Persons having origins in the Black racial groups of Africa, as well as Jamaica, Trinidad, or the West Indies.
3. Filipino - Persons having origins in the Philippine Islands.
4. Hispanic - Persons of Mexican, Cuban, Central or South American origin, or other Spanish culture origin.
5. American Indian – To include Eskimo and Aleuts.
6. Pacific Islander - Persons from Samoa, Guam or from other Pacific Islands.
7. White - (non-Hispanic origin) Persons having origins in Europe, North Africa, or the Middle East.
8. Other.

A person's race or ethnic origins are largely a matter of self-perception, or cultural experiences, and there would normally be no reason to question an applicant's stated ethnicity. Exceptions might be cases of obvious error or misunderstanding.

## **OATH OF ALLEGIANCE**

Background Detectives may be appointed as Deputy City Clerks to administer the oath of allegiance to newly hired POIs, POIIs, Reinstatements or Reserves. Police Recruits are normally sworn in at the Academy graduation.

This authorization to be appointed as Deputy City Clerks is not automatic. Fiscal Management is the Departments liaison with the City Clerk's office and should be notified of staffing changes.

The Unit Lieutenant will decide who is to be given this authorization. Upon direction of a Unit Sergeant, the clerical staff will prepare a memorandum to the Supervising Administrative Analyst in Fiscal Management over the Unit Lieutenant's signature, advising them of any staff changes.

### **SWEARING IN PROCEDURE FOR POIs AND POIIs**

The Detective must obtain all the necessary information, (oath cards, City Charter ordinance forms, etc.). A Unit Sergeant will order badges from Police Human Resources. Police Human Resources will assign a badge and ID number to the new employee(s).

A location should be arranged for the swearing in. Generally, when a group of POIs and POIIs are hired, they start in conjunction with the start of the graduating Academy's agency specific training. Normally, room 213 will be used to accommodate the laterals and their families. The Chief should be the person administering the oath, or in his absence, his designee. The ceremony should take place on stage in front of the U.S. and California flags. Also, the Chief's Office conference room may be used.

The swearing in ceremony (although very brief) is a highlight of the new officer's career and should be treated as such. The Unit Lieutenant and Unit Sergeants should always attend. The entire Backgrounds staff should also attend whenever possible. Sworn members should stand at attention. Recruiters should be in long sleeve uniform and stand together at attention.

Cameras and immediate family members of the new employee are welcomed. Pictures with the Unit Lieutenant and/or Chief in attendance are encouraged.

When swearing in a newly hired POIs or POIIs, the oath of allegiance is read from the card (form CS-646) to the new officer by the Chief of Police or his designee. The newly hired officers will recite the oath.

At the conclusion of the swearing in, the new officer and the Recruiting Sergeant will sign the form (CS-646) which will be routed to Police Human Resources, with a copy for the background file.

## **ACADEMY PRE-ORIENTATION**

The Recruiting unit schedules a pre-orientation presentation for newly hired Police Recruits, POIs and POIIs.

The purpose of the pre-orientation is to allow the new hires to acquaint themselves with the Police Department and to provide them with a list of requirements prior to their start date.

In addition, it is an opportunity to get the recruits prepared for the academy and the POIs and POIIs prepared for the lateral training program. One of the areas covered will be where to purchase their uniforms and what equipment to buy. In addition, we will explain what the police Academy is like and provide general information about the Department. It is a great opportunity for the new hires to introduce themselves to each other, and to begin the team building process.

### **PROCEDURES**

The new hire must be told this pre-orientation is their first paid workday and attendance is mandatory.

The Recruiting Sergeant [about six (6) weeks in advance] will determine the best day to have the pre-orientation. The pre-orientation is generally one (1) week prior to the academy start date. A Police Recruiter will coordinate this event.

Scheduling on a Friday is optimal; however, any weekday is permissible. The pre-orientation is held in room 213 at Police Headquarters, Police Plaza, or POA. The room must be reserved far in advance.

Pre-orientation begins at 0600 hours.

**The Recruiting Sergeant or designated coordinating Recruiter will invite the following persons:**

- The Administrative Aide from Police Human Resources to provide a presentation on benefits.
- A representative from the POA to explain their benefits. (Note: The POA will also be invited on the first day of employment to discuss membership).

Additional items discussed at pre-orientation include the following:

- Introduction to City Benefits and the issuance of benefit packages (to be completed and returned on the first day of employment).
- Uniform and equipment requirements are discussed and places to purchase the items are provided; and
- A time for questions

# ACADEMY PRE-ORIENTATION CHECKLIST

## ACADEMY PRE-ORIENTATION TIMELINE

### ONE (1) YEAR PRIOR TO PRE-ORIENTATION/ORIENTATION

<input type="checkbox"/>	<p><b>Go to Novell application/Conference Scheduler and reserve Room 213, Police Plaza or POA for both Pre-Orientation (from 0600-1200) and Orientation (from 0500-1700) *Please do not schedule on City-observed Holidays</b></p> <p><b>**NOTE: Refer to projected Academy Dates as provided by the San Diego Regional Public Safety and Training Institute</b></p>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

### THREE (3) MONTHS PRIOR TO PRE-ORIENTATION

<input type="checkbox"/>	<p><b>1.) Contact PD Human Resources to provide Pre-Orientation date and time (0800-0830) and provide number of PORs to prepare Benefit packages and Photo I.D.s</b></p> <p>Administrative Aide II - Direct Phone No.: 619-531-2109 / Main Line: 619-531-2126</p>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

<input type="checkbox"/>	<p><b>2.) Contact Risk Management to provide Pre-Orientation Date and Time (from 0830-0930) and provide number of PORs</b></p> <p>Plan Administrator for Benefits - Direct Ph. No.: 619-236-6785 / Risk Mgmt. Main Line: 619-236-7300</p>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

<input type="checkbox"/>	<p><b>3.) Contact Academy Training Officers to provide Pre-Orientation Date and Time (from 0930-1030)and provide number of PORs</b></p> <p>Training Officer - Direct Phone No.: 619-388-7979                  Training Officer - Direct Phone No.: 619-388-7451                  Training Officer - Direct Phone No.: 619-388-7982</p>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

**ACADEMY PRE-ORIENTATION CHECKLIST *cont.***

**ACADEMY PRE-ORIENTATION TIMELINE**

**THREE (3) MONTHS PRIOR TO PRE-ORIENTATION**

<input type="checkbox"/>	<b>4.) Contact Police Officer Association to provide Pre-Orientation date and time (Subject to Change) and provide number of PORs</b> Office Manager - POA Main Line: 858-573-1199
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	
<input type="checkbox"/>	<b>5.) Contact California Coast Credit Union to provide Pre-Orientation date and time (Subject to Change) and provide number of PORs</b> Membership Development Administrator - Direct Ph. No.: 619-278-5723
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**THREE (3) MONTHS PRIOR TO PRE-ORIENTATION**

<input type="checkbox"/>	<b>1.) Make sure the room will have enough tables and chairs to fit the projected Academy class. Contact Facilities Maintenance to help facilitate the tables and chairs.</b> Administrative Assistant II - Direct Phone No.: 619-531-2771
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**FIVE (5) DAYS PRIOR TO PRE-ORIENTATION**

<input type="checkbox"/>	<b>Prepare Pre-Orientation Packets.</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**ACADEMY PRE-ORIENTATION CHECKLIST *cont.***

**ACADEMY PRE-ORIENTATION TIMELINE**

**ONE (1) DAY PRIOR TO PRE-ORIENTATION**

<input type="checkbox"/>	At 1500-1700 set up the tables and chairs in Conference Room 213.
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**ACADEMY PRE-ORIENTATION AGENDA**

**[Academy No.] REGIONAL ACADEMY PRE-ORIENTATION**

**[Locations]**

**Room 213 at 1401 Broadway San Diego CA 92101 / Police Plaza at 4020  
Murphy Canyon Rd San Diego CA 92123 / POA at 8288 Vickers St. San Diego  
CA 92111**

**[Date]**

Meet PORs outside Police Plaza/POA/Broadway-Side Fountain	6:45 a.m. – 7:00 a.m.
POR Introduction Preparation .....	7:00 a.m. – 8:00 a.m.
PD Human Resources (Medical Packets).....	8:00 a.m. – 8:30 a.m.
Risk Management/Medical Assistance.....	8:30 a.m. – 9:30 a.m.
Wellness.....	9:30 a.m. – 10:30 a.m.
POA (POA Membership) .....	10:30 a.m. – 11:00 am.
• <b>Talk to POA Rep about Continental Breakfast Reimbursement</b>	
California Coast Credit Union (Membership).....	11:00 a.m. – 11:30 a.m.
Clean Up/Return Tables .....	11:30 a.m. – <b>Finished</b>
	(Subject to change)

## **ACADEMY ORIENTATION**

City orientation for newly hired Police Recruits and laterals begins on the Thursday prior to the first day of the academy. Retention Wednesday is conducted at the Police Officer Association Building at 8388 Vickers St. San Diego CA 92111. Retention Wednesday consists of a preparation day with guest speakers about the history of the San Diego Police Department. Orientation is on the Thursday prior to the start of the Academy and is conducted at Police Headquarters, Room 213, Police Plaza or POA.

Although these days are the first days of employment, they are not included in the Regional Police Academy curriculum. These are days where new hires, PORs, POIs and POIIs are given information relevant to employment with the city and have the opportunity to become familiar with the Department.

Generally, for Orientation Day, the first fifteen (15) minutes, the Backgrounds Lieutenant, Background Sergeants, and Unit staff will greet the new hires and give an overview of the day. Immediately following, the Chief of Police or an Assistant Chief of Police are invited to give welcoming remarks. The Department's expectations of new employees as individuals, and as a group, are discussed, as well as Recruit introductions.

### **PROCEDURES**

The Recruiting unit will prepare the agenda approximately six (6) weeks in advance and designate the Recruiting Officer to set up the orientation.

A member of the Recruiting Unit will coordinate guest speakers, arrange for refreshments, set up the room and address any concerns that may arise.

If this is also the first day of employment of Lateral Officers, they will be sworn in directly following the Chief of Police's welcoming remarks to the group. This provides the Chief the opportunity to present the new laterals with their badges. The swearing in ceremony is accomplished by the Unit Lieutenant, in accordance with the powers granted them as Deputy City Clerks. However, lateral hires will normally have their orientation day on the Friday that coincides with the graduating academy's start of agency-specific training.

The Operational Support staff must be contacted in advance and told how many people are being hired. They will arrange for the issue of equipment.

New hires shall be instructed to wear formal business attire.

# ACADEMY ORIENTATION CHECKLIST

## ACADEMY ORIENTATION TIMELINE TWO (2) WEEKS PRIOR TO ORIENTATION

**\*\*The following departments/representatives must be contacted via an emailed scheduled appointment and a follow-up phone call for confirmation.**

<input type="checkbox"/>	<b>1.) Contact Chief's Office to provide Orientation date and time (0700-0800) and provide number of PORs and Laterals</b> Confidential Secretary - Direct Phone No.: 619-531-2709
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>2.) Contact PD Human Resources to provide Orientation date and time (0800-0830) and provide number of PORs to start employment jackets, includes Security Access Form/LAN account</b> Administrative Aide II - Direct Phone No.: 619-531-2109 / PD HR Main Line: 619-531-2126
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>3.) Contact Risk Management to provide Orientation date and time (from 0830-1000) and provide number of PORs *Collaboration w/ POA*</b> Plan Administrator for Benefits - Direct Phone No.: 619-236-6785 / Risk Mgt Main Line: 619-236-7300
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>4.) Contact Police Officer Association to provide Orientation date and time (from 0830-1000) and provide number of PORs *Collaboration w/ Risk Mgmt.*</b> Office Manager - POA Main Line: 858-573-1199
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>5.) Contact San Diego City Employment Retirement System to provide Orientation date and time (from 1000-1100) and provide number of PORs</b> Benefits Specialist - Direct Line: 619-525-3656 / SDCERS Main Line: 619-525-3600
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

**ACADEMY ORIENTATION CHECKLIST *cont.***

**ACADEMY ORIENTATION TIME LINE**  
**TWO (2) WEEKS PRIOR TO ORIENTATION**

<input type="checkbox"/>	<b>6.) Contact PD Payroll to provide Orientation date and time (from 1100-1130) and provide number of PORs and identify existing City employees</b> Payroll Specialist II - Direct Line: 619-531-2692 / Payroll Main Line: 619-531-2856
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>7.) Contact PD Operational Support to provide Orientation date and time (from 1130-1200) and provide number of PORs</b> Stock Clerk – Supply Room Main Line: 619-531-2209
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>8.) Contact PD EEO Unit to provide Orientation date and time (from 1330-1400)</b> EEO Sergeant - Direct Line: 619-685-1466 / EEO Main Line: 619-685-1464
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>9.) Contact PD Medical Assistance to provide Orientation date and time (from 1400-1430)</b> Sergeant - Medical Assistance Main Line: 619-531-2124
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	
<input type="checkbox"/>	<b>10.) Make sure the room will have enough tables and chairs to fit the projected academy class. Contact Facilities Maintenance to help facilitate the tables and chairs.</b> Administrative Assistant II – Facilities Main Line: 619-531-2771
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____ Notes: _____	

**ACADEMY ORIENTATION CHECKLIST *cont.***

**ACADEMY ORIENTATION TIMELINE**  
**FIVE (5) DAYS PRIOR TO ORIENTATION**

<input type="checkbox"/>	<b>1.) Request Backgrounds clerical staff to make the name tents of the PORs attending Orientation.</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	
<input type="checkbox"/>	<b>2.) See PD Human Resources to collect the printouts of POR i.d. cards and collect security access cards for laterals only.</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	
<input type="checkbox"/>	<b>3.) Contact FTO Administration to schedule "New Officer Experience" speakers (from 1500-1600). Police Officer II - Direct Phone No.: 619 446-1004 / Main Line: 619 446-1008</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**ONE (1) PRIOR TO ORIENTATION**

<input type="checkbox"/>	<b>1.) Go to Price Club and/or Smart and Final to purchase items for the continental breakfast.</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	
<input type="checkbox"/>	<b>2.) At 1500-1700 set up the tables and chairs in Conference Room 213.</b>
Date Email Sent: _____ Date F/U Phone Call: _____ Date Completed: _____	
Notes: _____	

**ACADEMY ORIENTATION AGENDA**



**RETENTION DAY AGENDA**

**Headquarters Room 213/Police Plaza/POA**

Uniform Inspection .....0700 - 0745

Captain Speaks.....0800 - 0845

Academy Video/Staff Expectations.....0900 - 0945

New Officer Experience..... 1000 - 1045

POA's..... .1100 -1145

Lunch.....1200 - 1300

Museum Presentation..... 1300 - 1400

(Subject to change)

**ACADEMY ORIENTATION AGENDA**



# **ORIENTATION AGENDA**

**Headquarters Room 213/Police Plaza/POA**

Continental Breakfast/Meet & Greet.....0600-0645

Command’s Welcome & Recruit Introductions .....0700-0755

IA/EEO.....0800-0845

Retirement.....0900-1000

Supply (OPS Support) .....1030-1130

Lunch.....1130-1230

Sign Up for Benefits.....1230-1330

Staff Time .....1330-1400

(Subject to change)

## **PROBATION PERIODS**

### **POLICE RECRUITS**

Police Recruits are on probation as recruits while attending the Academy and will be required to complete an additional one (1) year probation period upon career advancement to a POI (begins approximately around Academy graduation). After two (2) years as a POI, trainees will career advance to POII. Probation for a POII is six (6) months.

### **LATERAL HIRES**

POIs and POIIs are on City probation for one (1) year from the date of hire.

## **POST COMPLIANCE INSPECTIONS**

### **GENERAL**

POST conducts regularly scheduled compliance inspections (generally once a year) to determine whether agencies are hiring peace officers in accordance with POST standards and guidelines.

As a result, a Unit Sergeant will use a form designed to ensure that all the requirements are met. The "**Supervisors' Inspection Sheet of Hired Files for POST Compliance Audits**" form will be used on all hired files. POST requirements that pertain to the background investigation and are examined during a compliance inspection are:

1. The Background Investigation results are documented in writing (B.I. Reports).
2. Personal History Statement (PHS) completed.
3. DOJ (BID) fingerprint and Firearm check.
4. FBI fingerprint check.
5. DMV record check.
6. Law enforcement agencies checked where the Applicant has lived or worked.
7. Credit Check printout.
8. Documentation and verification of education requirement.
9. Citizenship verified.
10. Compliance of Selective Service registration or Military records (DD214).
11. Proof of dissolution of marriage (if Applicant is divorced and has remarried).
12. Employment and Personal References contacted.
13. Neighbors, past and present, contacted.
14. Educational institutions contacted.
15. Applicant undergone Psychological Suitability Examination; and
16. Medical History Questionnaire and Examination conducted.

### **PROCEDURES**

POST will notify the Department (generally a letter to the Chief of Police) that an inspection will be conducted. The advance notice is generally two (2) weeks. The letter will have a list of Police Recruits, Laterals, Reserves and on occasion, Dispatchers, whose file will be inspected. Generally, the list of names is of new employees that were hired within the last six (6) months.

A Unit Sergeant will notify the clerical to pull all the hired files indicated on the inspection list. A list will be tracked or marked accordingly.

## **POST COMPLIANCE INSPECTIONS *cont.***

### **PROCEDURES**

The Unit Sergeants will inspect the files to ensure that they are in compliance and are ready for the inspection. Any corrections that need to be made will be handled immediately. The Sergeant will maintain the files, in alphabetical order, in the Sergeant's Office.

A Unit Sergeant and Duty Detective will be assigned to provide assistance and be available for questions during the time of the POST inspection.

POST will advise the results of the inspection in writing to the Chief of Police.

**SECTION VI:**  
**CIVILIAN BACKGROUND**  
**PROCEDURES**

## **CIVILIAN BACKGROUND PROCEDURES**

The San Diego Police Department (SDPD) has both a legal and moral obligation to select civilian employees, including volunteers, interns, part-time, temporary and contract workers who are law abiding persons of good moral character with high ethics and integrity who will be able to maintain public trust and conform to the high standards of the Department. For this reason, SDPD **MANDATES** a background investigation for all Applicants.

### **PURPOSE**

*Although not limited to, the primary purpose of conducting the background investigation is to achieve the following objectives:*

1. Verify, confirm, and document the accuracy of the information provided by the Applicant on his/her application.
2. Determine if the Applicant has a criminal record which may tarnish his/her credibility or veracity.
3. Determine if the Applicant is or has been involved in undetected illegal or criminal activity (i.e., thefts, illegal drug use, crimes of violence, etc.) or may be considered a security risk.
4. Determine if the Applicant is currently associating with convicted felons or individuals who have dangerous, undesirable, or criminal backgrounds.
5. Determine a history or pattern of discipline, misconduct, incompetence, substandard work performance or a tendency to violate work policies or regulations.
6. Evaluate job-related behavior, conduct, and demeanor of the Applicant by contacting individuals who may have applicable knowledge about the Applicant.
7. Ensure the protection and safety of the community and public we serve.
8. Ensure the safety and security of all employees of the Department (including undercover officers and equipment).
9. Safeguard sensitive and confidential records, reports, files, and other information accessible within the police Department.
10. Ensure the protection of property and evidence.
11. Ensure individuals who have dangerous or undesirable backgrounds from gaining access to any secured police facility.
12. Ensure the Applicant will appreciate, support, and uphold the Department's Vision, Values, and Mission Statement; and
13. Determine if the Applicant can effectively deal with all people, recognizing and appreciating diversity, respecting others regardless of ethnicity, culture, race, age, economic status, religious beliefs, or sexual preference.

## **CIVILIAN BACKGROUNDS PROCEDURES *cont.***

### **REQUIRED BACKGROUNDS INVESTIGATIONS**

*Background Investigations shall be conducted on all civilian Applicants who:*

- Will be issued a police identification card or civilian police badge.
- Will be provided the security access code, security card, or keys to any police facility.
- Will have access to any computer or any other informational system(s) containing restricted, controlled, or confidential information or data including ARJIS, SUN, and other County systems.
- Will have authority to issue enforcement citations or who will have powers of arrest.
- Will have access to police reports, phone rosters, personnel files, divisional files, court documents, investigative reports or other records or files deemed confidential or restricted.
- Will have access to firearms and other weapons within the police Department (Police Range, Property room, etc.).
- Will have access to evidence, impounded property or other related material goods in protective custody.
- Will be handling narcotics, illegal drugs or related items.
- Will have access to any financial records, accounts, contracts or handling police funds.
- Will have access to undercover officers, tactical or strategic undercover plans, undercover rosters or pictures or undercover equipment or vehicles.
- Will have authority to carry a firearm as part of their employment with the Department; and
- As deemed necessary by the Chief of Police.

## CIVILIAN BACKGROUNDS PROCEDURES *cont.*

### CLASSIFICATIONS

*The following list is a general description of civilian classifications and is NOT all inclusive:*

1. **City Employee:** Any person selected or hired (full-time, part-time, limited, or temporary) where the person selected will be assigned to work at any City facility except the Police Department and will **NOT** have a personnel file maintained by Police Human Resources.
2. **City Transfer:** A City employee transferring to the Police Department.
3. **Department Employee:** Any person selected or hired (full-time, part-time, limited, or temporary) by Police Department personnel, where the person selected will be assigned to work at the Police Department or any other Police facilities and will be provided a police I.D. and have a personnel file maintained by Police Human Resources.
4. **Department Transfer:** A Police Department employee (full-time, part-time, limited, or temporary) transferring to another Unit or Command within the Police Department.
5. **Department Volunteer:** Any person selected by Police Department personnel, where the person selected will be assigned to work at the Police Department or any other Police facilities and will be provided a volunteer police I.D. and have a personnel file maintained by the Volunteer Services Office.
6. **New Hire:** An Applicant who is not currently employed or has never been hired by the City or Police Department.
7. **Re-hire:** An Applicant who was at one time employed with the City of San Diego or Police Department.
8. **Reinstatement:** An Applicant who has applied for reinstatement to his/her previous position with the City or Police Department within one (1) year from the time of resignation.

Appointing Authorities must fill their civilian vacancies as quickly as possible. Most civilian Applicants go through a lengthy selection process and are given a conditional job offer prior to a background investigation.

## **CIVILIAN BACKGROUNDS PROCEDURES *cont.***

### **INVESTIGATORS DUTIES**

Due to the heavy volume of civilian applicants, coupled with the high priority of completing civilian cases in a timely manner, Civilian Background Investigators are assigned and designated as “Civilian Coordinators”.

***Background investigators who handle civilian cases are responsible for the following duties:***

1. Conducts all background investigations on the following positions:
  - Crisis Intervention Members
  - Dispatchers (Note: Public Safety Dispatchers is a POST regulated position. See POST manual for further.)
  - Psychiatric Emergency Response Team (PERT)
  - Contractors (i.e. Janitors, Cafeteria)
  - Sexual Assault Response Team (SART)
  - Special Event Traffic Controllers (SETC) and SETC Supervisors
  - Department Interns
  - Police Investigative Service Officers
  - Phlebotomists
  - Parking Enforcement Officers
  - Clerical (CAI and CAII, Records, etc.)
  - Crime Lab
  - Property Room
  - Homeland Security
  - Fiscal
  - Data and IT Positions
  - Police Chaplain
  - Unit Liaisons
  - Media
  - Harmonium
  - DVRT
  - Fleet Services
  - Sub-Contractor (i.e. landscapers, window repair, plumbers etc.)
  - Non-Sworn Outside Agency Personnel (including City Attorney Civilian Personnel)

***Please Note: Other civilian positions may require a background investigation as directed by the Unit Lieutenant.***

2. Tracks civilian cases (maintains a log).
3. Notifies Appointing Authorities and Police Human Resources of the results of the investigations.
4. Coordinates any large group of incoming civilian Applicants.
5. Assists with statistical data relating to civilian cases.

## **CIVILIAN INVESTIGATORS PROCEDURES *cont.***

### **INVESTIGATORS DUTIES *cont.***

6. Conducts status checks on civilian cases for unit Sergeants.
7. Greets, welcomes, and explains the investigative process to applicants attending mass hiring and processing presentations.

## **CIVILIAN BACKGROUNDS PROCEDURES *cont.***

### **PROCEDURES**

A Unit Sergeant shall liaise with Appointing Authorities regarding issues/concerns which may result from the Background Investigations.

***The following procedures pertain to civilian Department employees consisting of new hires, City transfers, Contractors, and temporary employees:***

1. Appointing Authority selects applicant and provides a conditional job offer pending a background investigation and medical clearance.
2. Appointing Authority notifies the Unit Sergeant, Civilian Background Investigator(s) and clerical staff of the conditional job offer via email.
3. Backgrounds staff prints out the e-mail and inserts the copy into the “Civilian Assignment Log” located at the front counter.
4. Appointing Authority refers applicant to the Backgrounds Unit to initiate the background investigation. This includes completing the Pre-Investigative Questionnaire (PIQ) and picking up the Personal History Statement (PHS) and backgrounds packet.
5. Clerical staff greets the applicant and provides the (civilian) PIQ to be filled out immediately at the Backgrounds office. Clerical staff shall notify Background Investigator when an applicant has arrived. Clerical staff assigns the case to a Background Investigator on the civilian assignment log, entering any required information.

***Please Note: If the applicant is a Spanish speaker, the case will be assigned to a city-certified Spanish speaking Background Investigator and/or assistance will be requested from another Backgrounds staff member who has been City certified as Spanish speaking.***

6. Clerical staff makes a copy of his/her California Driver’s License, Social Security Card, or other valid form of I.D. (i.e., California Identification Card, Out of State Driver’s License or ID, Passport)

## **CIVILIAN BACKGROUNDS PROCEDURES *cont.***

### **NO IMMEDIATE DISQUALIFIERS**

*If there is NO CAUSE to IMMEDIATELY disqualify an applicant, the following procedure shall be followed by the assigned Civilian Background Investigator:*

1. After clerical staff provides an appropriate Civilian Background Packet (Standard, Basic, Modified or VIP) to the applicant (see previous section for details), the applicant will be instructed to return the **COMPLETED** packet within **TEN (10) BUSINESS DAYS**.
2. Clerical staff enters the applicant's information into the Backgrounds database and provides the assigned Background Investigator the prepared case folder (includes the PIQ, case jacket).
3. The Background Investigator reviews PIQ and waits for the applicant to return the PHS and Civilian Background Packet.
4. The Background Investigator reviews the submitted paperwork for concerns. A criminal history check (green sheet) is completed. If the applicant still appears viable, the background investigator conducts the follow-up interview (pre-poly).
5. The Background Investigator initiates the background investigation as time/caseload permits
6. Civilian standard investigations require a polygraph exam. After a polygraph is completed and if the applicant passes the exam, they will then be live scanned. If a polygraph exam is not given, detectives may live scan at their discretion.
7. Upon completion, the Background Investigator submits case to their assigned Sergeant for approval.
8. The Unit Sergeant submits case to the Unit Lieutenant for review.
9. The Unit Lieutenant returns case to the Background Investigator.
10. The Civilian Background Investigator notifies Appointing Authority and captures pertinent information. If necessary, the Unit Sergeant or if instructed, the Background Investigator will present "concerns" to Appointing Authority for final decision to hire or not hire.
11. The Background Investigator gives case to clerical staff.
12. Clerical staff enters final disposition into the Backgrounds Database and files case folder.

## CIVILIAN BACKGROUNDS PROCEDURES *cont.*

### DISQUALIFIERS

*If there is CAUSE to DISQUALIFY an applicant during initial screening, the following procedure shall be followed by the assigned Civilian Background Investigator:*

1. The Background Investigator may conduct a screening interview and verifies or confirms concerns or adverse information with the applicant.
2. The Background Investigator consults with their assigned Sergeant. If their Sergeant is not available, another Unit Sergeant shall be contacted.

***Please Note: If all of the Unit Sergeants are not available, the Background Investigator shall contact the Unit Lieutenant.***

3. If the Sergeant agrees with the disqualification, the Background Investigator will advise the applicant they have been disqualified from the process and are no longer a viable candidate. In addition, the Unit Lieutenant or Sergeant shall direct the Background Investigator to notify the Appointing Authority and the Human Resource Department *via email*, of the applicant's disqualification from the Backgrounds process.
4. If the Applicant is disqualified due to having a **Criminal Conviction**, the Civilian Background Investigator **must** notify the Human Resource Department, via email, so they can send an "**Appeal Letter**" to the Applicant. **Note: The Background Investigator will not disclose the specific Criminal Conviction in the email sent to the Human Resource Department. The email will read as follows: Applicant John Doe has been disqualified from the background process due to having a criminal conviction.**
5. The Background Investigator shall prepare a top sheet (Pink sheet) and log as an assigned case.
6. The Background Investigator shall submit the final report to their Sergeant for approval.
7. The case file shall be routed to appropriate personnel for final disposition, data entry and filing.

## V.I.P. APPLICANTS

The VIP coordinator at Volunteer Services shall be primarily responsible for conducting background investigations on volunteer positions for the Department.

### *The following procedures have been mutually agreed upon by the Backgrounds Unit and Volunteer Services:*

1. Volunteer Services initiates, provides, and accepts all applications for VIP's, RSVPs, and Crisis Intervention positions.
2. The VIP Investigator will instruct the applicants to report to the "Background Unit" to begin the background process. The VIP Investigator will also instruct the applicant to bring his or her driver's license and social security card with them when reporting to the "Background Unit. The VIP Investigator will also inform the applicant to plan on being at the "Background unit" for approximately 2 hours.
3. Because the VIP investigator is considered the "Hiring Authority" for VIP applicants, they will immediately send an email to the "Background Unit" clerical personnel authorizing the background process to be conducted on the VIP applicant. The email should read as follows: "Please allow Jane Smith (DOB 01-01-1999) to begin the background process for the position of VIP."
4. The clerical personnel who received the email from the VIP Investigator will print a copy and put it in the civilian log under the VIP Investigator's name. Clerical personnel will then log the VIP applicant in the "Civilian Log."
5. When the VIP applicant arrives at the "Background Unit" to begin the process, a background investigator or clerical personnel will check the "Civilian Log" and confirm an email was received by the VIP Investigator authorizing the applicant to begin the background process.
6. A Background Investigator or clerical personnel will explain and administer the "Preliminary Investigative Questionnaire (PIQ)." The applicant has two (2) hours to complete the PIQ.
7. A Background Investigator or clerical will make a colored copy of the VIP applicant's **driver's license** and **social security** card. If the applicant does not have either of the two (2) forms of ID, another form of legal ID will be acceptable (i.e., Passport, California ID Card, Out of State Driver's License, or an Out of State ID).
8. After completing the PIQ, Background Investigator or clerical personnel will provide them with an envelope containing an instruction sheet on how to download the necessary form from the department website and advise them that they will be contacted by a VIP Coordinator at a later date.
9. The clerical personnel will enter the applicant's information in the "Background Tracking System." The clerical personnel will then make a folder containing the applicant's paperwork.

## **V.I.P. APPLICANTS *cont.***

10. The clerical personnel will then put the folder into the VIP Investigator's mailbox located within the "Background Unit."
11. It's the VIP Investigator's responsibility to pick up the applicant's folder from the mailbox.
12. VIP Investigator will conduct the background process on the applicant and submit the completed case to their assigned Sergeant for approval.
13. The Background Unit Sergeant shall route the case to the Unit Lieutenant for review.
14. The Unit Lieutenant shall forward the completed case to "Clerical" so the final disposition can be entered into the Background Tracking System and filed.

## **POLICE CADETS**

Personnel from Community & Youth Services (CYS) shall be primarily responsible for conducting background investigations on all Police Cadet Applicants.

***The following procedures have been mutually agreed upon by the Backgrounds Unit and CYS:***

1. CYS initiates, provides, and accepts all applications and background packets for all Police Cadet Applicants.
2. CYS will forward the completed packets directly to the Backgrounds Investigator(s) within the "Youth Services" unit.
3. CYS shall enter the Applicant's information into the Backgrounds database and provide the Investigative Aide the prepared case folder (consisting of the Applicant's paperwork forwarded by CYS).
4. The Investigator(s) shall submit the completed case to their assigned Sergeant for approval.
5. The Sergeant shall route the case to the Unit Lieutenant for review.
6. The Unit Lieutenant shall forward the completed case to Clerical staff for final disposition and filing.

## **CIVILIAN CITY TRANSFERS**

Applicants wishing to transfer to the Police Department from other City Departments are required to submit to a pre-designated background investigation for each civilian position.

1. Applicants shall complete the standard PHS.
2. Unless significant issue(s) are discovered within the PHS, the timeline for the polygraph shall be seven (7) years.
3. References are generally limited to include past and present supervisors and co-workers. However, if the Civilian Background Investigator deems necessary, the Applicant's family members may be solicited for reference input/feedback.
4. Applicants shall be asked to provide copies of their last two (2) job evaluations.

## SPECIAL EVENTS TRAFFIC CONTROLLERS (SETC)

Due to the high demand and delay of civilian background cases and the multiple contact attempts (to include letters, calls, computer checks, etc.) in previous SETC processes, the onus of facilitating the background investigation has been placed on the Applicant.

***The following procedures shall take place after SETC Applicants have applied with City Personnel and submitted to an interview by SETC Administration (based at Traffic Division):***

1. SETC Administration will submit a list of SETC Applicants, deemed viable from the interview process to the Backgrounds Unit (Sergeant, Civilian Background Investigator and Clerical staff) via email. The date the email was received by the Backgrounds Unit shall be considered to be the ***“Notification Date”***. Each list shall contain **NO MORE THAN FIFTY (50)** Applicants.
2. The list submitted by SETC Administration shall be dated and Applicants will be provided a “Background Clearance Process” notification by the SETC Administration (see attached).

***Please Note: If an Applicant fails to comply within the pre-described two (2) week timeframe, the Applicant shall automatically be constructively waived.***

3. The Applicant shall complete a PIQ in person (at Traffic Division). Once the PIQ has been completed, SETC Administrator shall provide the Applicant a Civilian Take Home Packet to be completed at home. The SETC Administrator and/or supervising Sergeant shall pre-screen completed PIQs for viable candidates based on Unit guidelines. The SETC Administrator will email a ***list of Applicants deemed viable and non-viable (non-select) to Police HR***. The SETC Administrator will also notify and instruct the viable candidates to complete all the required documents in the “Take Home Packet.” The Applicant will also be given a specific deadline date (Set by the SETC Administrator) as to when the Packet must be turned into the Backgrounds Unit.

***Please Note: If the Applicant fails to submit their Packet by the deadline, the Applicant shall be constructively waived from the backgrounds process. Either the assigned Civilian Background Investigator or Unit Sergeant shall send a Waiver Notification to Police Human Resources (HR) and the Appointing Authority.***

4. All viable applicants will be assigned to Background Investigator(s).
5. The SETC Administrator will deliver all completed PIQ’s both viable and non-viable to the Backgrounds Unit.

## **SPECIAL EVENTS TRAFFIC CONTROLLERS (SETC) *cont.***

6. The PIQ's will be entered into the Backgrounds Unit's Data System by the clerical staff and all viable Applicant will be assigned to a background investigator.
7. Applicants waived for non-interest/non-compliance, requesting to restart the process shall be instructed to write a letter to the Backgrounds Unit Sergeant explaining the reason for their inability to complete the process in the time allotted. Additional supporting documentation may be requested (i.e. Airline itinerary, Doctor's note, etc.). Applicants should provide a current telephone number for re-contact. The Sergeant will review each case and notify the Applicant whether or not the background investigation will be reopened. Applicants whose cases are reopened may be given a new date which may place them significantly further behind other Applicants.

Appeal letters will be addressed to:

**San Diego Police Department, Backgrounds Unit  
Civilian Backgrounds Sergeant  
1401 Broadway, MS 768  
San Diego, CA 92101**

### **SETC BACKGROUND CLEARANCE PROCESS**

Your next step in the hiring process for the position of Special Events Traffic Controller is to undergo a background investigation. This process includes criminal history check, fingerprinting, additional interviews, and reference checks. Please follow the listed instructions.

You must turn in your PHS and civilian packet to the San Diego Police Department Background Unit within a two-week period beginning on **[SETC ADMIN TO INSERT DATE]**. The last day you may turn in PHS and civilian pack is on **[SETC ADMIN TO INSERT DATE]**. **If you fail to complete and return the Personal History Statement within the two-week time period, your name will be removed from the eligibility list.**

1. The Background Unit is located at the San Diego Police Department, 1401 Broadway, San Diego, CA 92101. The Headquarters front counter is open Monday through Friday from 7:30 AM to 5:00 PM. Parking is available in the area at private parking lots for a fee, or at metered spaces in surrounding streets.
2. Your assigned Background Investigator will then conduct a "Basic Investigation," but will not administer a **"Polygraph" or "Financial Check"**.

## **SETC BACKGROUNDS CLEARANCE PROCESS *cont.***

3. If you pass the criminal history screening, your assigned Background Investigator will call you to set up a date to be fingerprinted and go over all your submitted paperwork.
4. The last step in the background process is “Reference Checks”. Your assigned Background Investigator will send a “Reference Questionnaire” to each person listed on your PHS. The questionnaires need to be filled out and returned to Background Investigator via email, fax or regular mail. Once all of the questionnaires are returned, the Background Investigator will notify you with the results. If no issues or concerns arise from the returned questionnaires, you have successfully passed the background process for your security clearance.

## **SETC Background Process for the Investigator and Clerical Cont.**

After the completion of the investigation, the Background Investigator will contact the applicant, the SETC Administrator and the SDPD Human Resource Department regarding the results (pass or fail).

The Background Investigator will submit the completed case to their assigned Sergeant for review/ approval.

The Background Unit Sergeant shall route the case to the Unit Lieutenant for review/approval.

The Unit Lieutenant shall forward the completed case to clerical so the final disposition can be entered into the Backgrounds Tracking System and later filed.

## VETTINGS

### **BACKGROUND PROCESS FOR CITY UNCLASSIFIED DIRECTOR/CANDIDATES/BOARD MEMBERS FOR AUDIT COMMITTEE**

A proposal has been set forth for the San Diego Police Department Background Investigations Unit to conduct backgrounds on certain Applicants that will be Unclassified Officers or Directors for the City of San Diego. The proposed backgrounds will be based off of a “Basic” background and the balance will be based on the vetting process already used for the Mayor’s Office. Out-of-state applicants may not be subject to all the listed searches below.

There are a total of Five (5) committees that are vetted by the Background Unit. They are as follows: Mayoral, Council District, Audit, City Appointees, and the Citizens on Police Practices.

Basic Background Investigation for the different committees to be vetted is as follows:

#### **Mayoral Vetting, City Appointee, Council District, and Citizens on Police Practices:**

- Criminal History check (using a Modified Green Backgrounds Investigations Worksheet)
- Felony Convictions (Local Only) by Name and Social Security Number
- Wants and Warrants (Local and NCIC) by Name and Social Security Number
- Temporary Restraining Orders (Local only)
- C.I.U. Check
- PC290 Check (California Only and must use Public Website)
- Bankruptcy check (using Experian and Pacer) within the last Ten (10) years only

#### **Audit Committee:**

- Criminal History check (using a Modified Green Backgrounds Investigations Worksheet)
- Felony/Misdemeanor Convictions (Local Only) by Name and Social Security Number
- Wants and Warrants (Local and NCIC) by Name and Social Security Number
- Temporary Restraining Orders (Local only)
- C.I.U. Check
- PC290 Check (California Only and must use Public Website)
- Bankruptcy check (using Experian and Pacer) within the last Ten (10) years only
- **Live Scan (State and Federal Crime Check) ONLY REQUIRED FOR THIS COMMITTEE.**

The results of the investigation will be documented in a report (using company letterhead paper) and emailed to the person in charge of the committee member being vetted.

**\*\*NOTE\*\***

Because the committee leaders are Civilian (Not Sworn), they are not privy to any derogatory

## VETTINGS *cont.*

information you discover during the course of your investigation. The report will only state if derogatory information **was or was not** found on the committee member being vetted. See example below.

### SAMPLE: Mayoral Vetting Report

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## THE CITY OF SAN DIEGO

### M E M O R A N D U M

DATE:       **\*\*Date\*\***

TO:         Francis Barraza, Director of Appointments and Protocol, Office of Mayor Kevin Faulconer

FROM:       John Doe, Detective, San Diego Police Department

SUBJECT:   **\*\*First Middle Last\*\***, Appointee for **\*\*Entity\*\*** Advisory Board

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On **\*\*Date\*\***, I was assigned to conduct a background check on **\*\*Name\*\***. The check was limited to and included the following:

- San Diego County/City Felony Conviction Check
- San Diego County/City Restraining Orders
- California PC 290 Registrant Database (AKA: Megan's Law)
- San Diego Police Department's Criminal Investigative Unit's check
- Financial Check for Bankruptcies (within ten (10) years) and Credit History
- NCIC Wants/Warrants check

Pursuant to the specific parameters of this investigation, derogatory information **was or was not** noted regarding this applicant.

Please contact me if you have any questions.

John Doe ID#1234  
Background Detective  
San Diego Police Department  
SV/jd

**VETTING *cont.***

Applicants will be provided the required application and waiver forms from the committee leader. The completed application and waivers will then be sent to the Backgrounds Unit, via interoffice mail. Clerical will enter the applicant’s information into the “Background Tracking System” and then assign the applicant to a Background Investigator.

The Background Investigator **does not** conduct interviews of candidates, past employers, neighbors, business partners, acquaintances, and references **are not** contacted as part of the vetting process. “Rap sheets” containing comprehensive nationwide criminal histories **are not** obtained. Our investigations are limited in scope mainly to public records within San Diego County.

**\*\*NOTE\*\***

The “Modified Green Background Investigator’s Work Sheet” for the different Committees can be found in the G Drive.

**Sample:** “Modified Green Background Investigator’s Work Sheet for Mayoral Vetting

**BACKGROUND INVESTIGATIONS WORKSHEET FOR  
MAYORAL VETTINGS**

**CONFIDENTIAL: FOR BACKGROUND INVESTIGATIONS USE ONLY**

<b>NAME:</b>		<b>AKA</b>			
<b>DOB:</b>	<b>SSN:</b>	<b>RESULTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>FELONY CONVICTIONS (LOCAL ONLY, Name and SSN)</b>					
<b>WANTS AND WARRANTS (LOCAL AND NCIC, Name and SSN)</b>					
<b>TEMPORARY RESTRAINING ORDERS (LOCAL ONLY)</b>					
<b>CIU CHECK</b>					
<b>PC290 CHECK (CALIFORNIA ONLY, USE PUBLIC WEBSITE)</b>					
<b>BANKRUPTCY CHECK (EXPERIAN and PACER) PAST 10 YEARS ONLY (IF AUTHORIZED)</b>					

<b>INVESTIGATOR:</b>	<b>DATE</b>
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## DISQUALIFICATIONS AND NON-SELECTS FOR CIVILIANS

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DISQUALIFICATIONS AND NON-SELECTS *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTICS USE (CIVILIAN)**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTICS USE (CIVILIAN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTICS USE (CIVILIAN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTICS USE (CIVILIAN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**DRUG/NARCOTICS USE (CIVILIAN) cont.**

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**ALCOHOL USE (CIVILIAN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

**TRAFFIC VIOLATIONS (CIVILIAN) *cont.***

*This information is considered confidential and shall not be released to anyone outside the Background Investigations Unit without a Unit Supervisor's authorization*

**REDACTED**

## **CIVILIAN LEVELS AND TYPES OF INVESTIGATIONS**

### **LEVEL OF BACKGROUND**

All contract workers, consultants, volunteer positions and City employees not working at any police facilities will have a **“Basic”** investigation.

All Department paid employees (part time or full time) will be given a **“Standard”** investigation.

### **CASE ASSIGNMENTS**

1. When mass hiring is in effect, or a large group of Applicants are hired, a Background Investigator may arrange to reserve Room 213 for one (1) or more dates. Up to thirty-five (35) Applicants will be invited to one (1) session.
2. The Background Investigator shall greet the Applicants, explain the process and pass out a sign in sheet.
3. The Background Investigator will distribute the PIQ to each Applicant.
4. After the Applicant has completed the PIQ, they will be scheduled for “Live Scan” fingerprinting and provided a Civilian Backgrounds Packet (to be completed at home).
5. The sign-in sheet and PIQs shall be given to clerical staff for data entry, assignment, and distribution (to the assigned Background Investigator).

### **BASIC INVESTIGATION REQUIREMENTS**

1. Verify, confirm, and document the accuracy of the information provided by the Applicant on his or her application.
2. Determine if the Applicant has a criminal record that would tarnish his or her credibility/integrity or be a non-credible witness in a court of law.
3. Determine if the Applicant has been involved in recent undetected illegal or criminal activity (thefts, illegal drug use, crimes of violence, etc.) that poses a security risk or as an undesirable employee.
4. Determine if the Applicant is currently associating with criminals, convicted felons or individuals who have dangerous or undesirable backgrounds.
5. Ensure the safety and security of all employees of the Department (including undercover officers), the community we serve and to maintain public trust.
6. Safeguard sensitive and confidential records, reports, files and other information accessible within the Police Department.

## **CIVILIAN LEVELS AND TYPES OF INVESTIGATIONS *cont.***

### **BASIC INVESTIGATION REQUIREMENTS (*cont.*)**

7. Ensure the protection of evidence and property.
8. Ensure individuals with a history of dangerous or undesirable backgrounds are not provided access to any secured police facility.

### **INVESTIGATION REQUIREMENTS**

1. Determine if a history or pattern of discipline, misconduct, criminal activity, incompetence, substandard work performance or a tendency to violate work policies or regulations (has ethical work record) or a pattern of terminations or job abandonment.
2. Determine the type of recommendation current and past employers, supervisors and co-workers will provide pertaining to work performance and job-related factors.
3. Verify any required any specific required training, education, or certificates.
4. Military performance and conduct.
5. Evaluate job related behavior, conduct and demeanor of the Applicant by contacting individuals who may have personal information about the Applicant.
6. Determine if the Applicant can effectively, fairly, justly, and equally interact with all people; recognizing and appreciating diversity; respecting others regardless of ethnicity, culture, race, age economic status, religious beliefs, or sexual preference during the performance of their duties.
7. Determine if the Applicant can be considered as a dependable, responsible, reliable, mature and conscientious person.
8. Determine if the Applicant is a liability risk when operating a city vehicle.
9. Determine if the Applicant will not tolerate unethical or illegal conduct.
10. Determine if the Applicant demonstrated good judgment when dealing with responsibilities involving his or her financial obligations, including illegal gambling, embezzlement, fraud, money laundering and illegal gains. Determine if the Applicant has potential of corruption, enticement, or bribery.  
  
***NOTE: No conclusion is drawn from the amount of indebtedness or lack of funds, but rather the management of their finances.***
11. Ensure the Applicant will appreciate, support, and uphold the Department's Vision, Values and Mission Statement.

# POLYGRAPH EXAMINATION

## STANDARD

Polygraphs may be given to Applicants who are going through either “Modified or Standard Investigations”.

If the job announcement indicates a polygraph will be given as part of the background investigation, then the Applicant shall be administered a polygraph, regardless of the position they are applying for (to include new hires or City transfers).

*Otherwise, as a general rule, the following will apply:*

- All new hires to the Department shall be given a polygraph.
- All new hires and City transfers to the Department shall be administered a polygraph when applying for any position in the Lab, Records Division, Data Systems or in Communications.
- Contract workers **shall not** be given polygraphs unless directed by the “Hiring Authority” (*see the “NOTE” below*).
- Interns shall be given polygraphs.

**NOTE:** *The” Hiring Authority” shall consider the access the contract worker will have, the location of their work and the length of their stay. PLEASE REFER TO THE UPDATED CIVILIAN “TYPE OF INVESTIGATION LIST”. YOU CAN FIND THIS LIST ON PAGES 50-53. IT PROVIDES A MORE DETAILED LAYOUT OF APPLICANTS TO BE POLYGRAPHED.*

## CIVILIAN INVESTIGATION TIME FRAMES / NOTIFICATIONS / APPEALS

### TIMEFRAMES

*Generally, the following timeframes will apply when completing an investigation:*

- Basic Investigations: Four (4) weeks
- Standard Investigations: Six (6) weeks

The Sergeant must be notified in advance when the civilian investigation will take longer than the expected time frame. In these cases, the Sergeant will direct the Civilian Coordinator to contact the Appointing Authority to inform them of the delay.

### NOTIFICATIONS

An Appointing Authority must be a Commanding Officer or civilian equivalent.

***NOTE: The Chief of Police is the Department Head and shall have the final approval, if necessary.***

The **ONLY** personnel authorized to notify the Appointing Authority and/or Police Human Resources of the **RESULTS** of the investigations include the following:

1. Police Human Resources/Training Captain,
2. Unit Lieutenant,
3. Unit Sergeants, and/or
4. Background Investigator (who handles civilian cases)

No confidential information will ever be released to anyone not considered an Appointing Authority.

Appointing Authorities (Commanding Officers) are the **ONLY** personnel authorized to review a background file; **HOWEVER, approval from a Backgrounds Supervisor MUST be obtained prior to reviewing the file.**

### APPEALS

If an Applicant appeals a decision, a Unit Sergeant shall designate personnel to hear the appeal. The designation shall be based on whether the Applicant was disqualified or non-selected by the Appointing Authority.

**SECTION VII:**  
**RECRUITING UNIT PROCEDURES**

## RECRUITING UNIT PROCEDURES

### UNIT GOAL AND EXPECTATIONS

In addition to the Unit's Mission Statement, the Recruiting Unit's Goal is as follows:

The Unit's goal is to actively identify and recruit the best qualified Applicants for the positions of Police Recruit, Police Officer I, Police Officer II, Police Reserve Officer, 911 Police Dispatchers, Police Radio Dispatchers and other Police Personnel.

The Recruiting Unit shall assist police Applicants throughout the testing and hiring process, while assisting the Backgrounds Unit and City Personnel.

### RECRUITERS STANDARDS

1. Recruiters shall report directly to the Recruiting Sergeant and inform him/her of their recruiting efforts.
2. Recruiters shall proactively recruit citizens from within San Diego County and abroad, as appropriate. Recruiters shall attend scheduled recruiting events.
3. Recruiters shall assist Applicants through the process by providing information and guidance, including but not limited to, setting up ride-alongs and providing information on the testing and background investigation process.
4. Recruiters shall conduct practice Physical Abilities Test (PAT) sessions on a weekly basis for interested Police Officer Applicants.
5. Recruiters shall conduct C.A.M.P. (Candidate Assistance Mentoring Program) sessions on a weekly basis to applicants in the background process.
6. Recruiters shall liaison with City Personnel to schedule monthly written tests, as well as the PAT.
7. Recruiters shall prepare the agenda, reserve the conference room and reserve/coordinate speakers and all other aspects of each Academy Pre-Orientation and New Hire Orientation for recruits and laterals. Scheduling shall be completed *one (1) year prior* to the start of each Academy (see the "Academy Pre-Orientation Checklist" and the "Academy Orientation Checklist" of the Operations Manual). The Unit Sergeant and Unit Lieutenant shall be provided, in writing, a schedule of both events, to include date, time, location, and Academy class. Ultimately, Recruiters shall be responsible for facilitating these events.
8. Recruiters shall pro-actively seek out ways to enhance our recruiting efforts by initiating special projects and/or advertising strategies.
9. Recruiters shall assist the unit with any other projects or events as necessary.

## **RECRUITING UNIT PROCEDURES *cont.***

### **CHECK OUT PROCEDURES AND EQUIPMENT INVENTORY**

The Recruiting Sergeant shall be responsible for checking out any Recruiting equipment requested by department personnel. The Recruiting Sergeant shall conduct a monthly inspection of the log and inventory.

### **STATISTIC REPORTS**

The Recruiting Sergeant shall prepare weekly, and monthly statistic reports based on the number of recruiting events recruiters attended or provided assistance. The reports shall be provided to the Unit Lieutenant.

At each written test, recruiters provide applicants with an “SDPD Recruiting Survey” to be filled out and returned to them prior to the start of the written test. Completed surveys are forwarded to Crime Analysis after each exam for analysis. Statistical reports based on the information provided in the surveys are returned to the Recruiting Sergeant on a quarterly basis. Copies are distributed to the training captain and unit lieutenant. A copy of the recruiting survey is located at the following electronic file path: G: Drive/RECRUIT/Forms/Recruitment Survey 2008.

### **EVENT PROCEDURES**

The quarterly Recruitment Source Statistics Report provided by Crime Analysis obtained from the monthly written tests monitors the success of recruiting events.

### **FUNDING EVENTS**

1. All requests for funding events shall be pre-approved by the Unit Captain.
2. Upon receiving an invitation to a recruiting event, the application shall be completed on the hard copy.
3. The original and one (1) copy of the completed application and other pertinent information shall be forwarded to the Recruiting Sergeant for review.
4. If appropriate, the Recruiting Sergeant will draft a memo to the Unit Captain requesting funds for the event. The memo, event flier, and receipt shall be routed via the chain of command, to the Unit Captain. Copies of the submitted paperwork shall be kept on file with the Recruiting Sergeant until funding has been approved.
5. Recruiters shall notate recruiting event information on the Recruiting calendar dry erase board.

## **RECRUITING UNIT PROCEDURES *cont.***

### **FUNDING EVENTS *cont.***

6. Once the Unit Captain approves and initials the memo the paperwork is routed back to the Recruiting Sergeant, via the chain of command. A copy of the approved memo will be retained by the sergeant for future reference.
7. The original paperwork, including the memo initialed by the captain, shall be forwarded to Fiscal Management for funding.
8. The sergeant shall give the registration copy to the recruiter facilitating the event. This recruiter shall be responsible for confirming registration with the Vendor. The registration form shall be placed in the appropriate Recruiting Events folder located on the G Drive for future reference.
9. Once the event has been attended, Recruiters shall provide feedback to the recruiting Sergeant to outline the level of success. Negative feedback shall be noted on the saved memo.

### **FREE EVENTS**

1. Recruiters must obtain prior approval for “free events” from the Recruiting Sergeant.
2. The sergeant shall maintain a copy of the paperwork and the Recruiter shall place the original in the appropriate binder.
3. The recruiting event shall be noted on the dry erase board.

## **COMMUNICATIONS RECRUITMENT**

Communications has a continuous hiring rotation and only the most highly qualified Applicants are recruited. In order to accomplish this goal, Communication’s Recruiter has been trained in Communications recruiting and shall accompany the Recruiting Unit at various recruiting events. A Communications Recruiter is assigned to the unit and can be reached at (619) 533-5789. If the Communications Recruiter is not available, a message can be left at that number.

Dispatcher Career Information pamphlets are available both in Recruiting and Communications. The information includes a Communications Division Overview; Application, Testing and Selection Process; Length of Training; Salary and Benefits; Retirement and Communications’ Vision, Values and Mission Statement. City Personnel has all the appropriate applications and bulletins for the open positions.

## **RECRUITING UNIT PROCEDURES *cont.***

### **RECRUITING SEMINARS**

Recruiting Seminars are conducted once a month in Room 213 at Police Headquarters. The Seminars begin at 1800 hours and last approximately two to two and one-half (2 - 2-½) hours. The Recruiting Sergeant shall determine which Recruiter(s) will facilitate each Seminar.

### **PROCEDURES**

*To facilitate the Recruiting Seminar, the assigned Recruiter shall be responsible for the following:*

1. Once assigned a seminar, the Recruiter shall place their name on the dry erase board located on the wall of the Recruiting office.
2. Room 213 shall be prepared prior to the start of the seminar with appropriate paperwork and other necessary equipment.
3. The Broadway Front Counter shall be notified of the scheduled seminar so they may anticipate attendees waiting in the lobby.
4. On the day of the seminar, the water fountain on the Broadway-side of the building shall be checked prior to 1800 hours for other attendees.
5. All aspects of the hiring process shall be presented to attendees, to include, but not limited to, the following:
  - Academy Expectations.
  - Employment Benefits.
  - Ride-Along.
  - The Department's Vision, Values and Mission Statement.
  - Retirement Benefits; and
  - Other methods to make themselves more competitive.
6. Time should be set aside for the Civilian Communications Recruiter (if in attendance) to present the Police Dispatcher hiring process and answer any questions.
7. Questions and/or concerns from attendees shall be addressed at the close of the seminar, either in a group setting or on an individual basis depending on the attendee's comfort level/preference.

## **RECRUITING UNIT PROCEDURES *cont.***

### **RECRUITMENT INCENTIVE PROGRAM (Department Procedure 5.15)**

The Recruitment Incentive Program is designed to assist with recruiting highly qualified Applicants for the positions of Police Officer Recruit (POR), Police Officer I (POI), Police Officer II (POII), Reserve Police Officer, Communications Dispatchers, Crisis Interventionists and Retired Senior Volunteer Patrol (RSVP) members. The Recruit Incentive Program not only serves to reward Officers for recruiting qualified Police Officer Applicants, but also to function as a mentoring program to assist the candidate/POR move through the process.

Per Department Procedure 5.15, “The Recruitment Incentive Program is open to all employees, with the exception of sworn officers and Community Service Officers assigned to the Human Resources Division, Reserve Administration, Communications Administration or Volunteer Services.”

#### **PROCEDURES**

***The following procedures shall be followed for POR, POI, POII and Reserve Police Officer referrals ONLY:***

The Department employee must physically escort the Applicant into the Recruiting Office or refer the Applicant on-line to SDPD’s Recruiting Website, where he or she may reach a Recruiter and obtain all necessary information. The Recruiting Unit shall email the employee to acknowledge receipt of the incentive form. . ***(Refer to Department Policy 5.15 for further details.)***

## **RECRUITING UNIT PROCEDURES *cont.***

### **WEBSITE, E-MAIL, AND HOTLINE**

#### **WEBSITE**

The Department's Recruiting Website is located at [www.joinsdpdnow.com](http://www.joinsdpdnow.com). Recruiters shall include this web address on their Department ordered business cards.

As often as possible, recruiters shall direct applicants to utilize this website as a resource to obtain important recruiting information such as, up to date written test and PAT information, practice PAT and Recruiting Seminar dates and times, and other pertinent general information. Changes, additions and updates to the website shall be requested via the webmaster in Data Systems.

#### **E-MAIL**

The website currently lists direct desk phone numbers and individual e-mail addresses for each recruiter. In addition, the Unit has a general e-mail address on the Recruiting website in which prospective applicants may use to request additional information. This e-mail address is [sdpdrecruiting@pd.sandiego.gov](mailto:sdpdrecruiting@pd.sandiego.gov). New recruiters shall contact Data Systems to gain access to this e-mail account.

#### **HOTLINE**

The Recruiting Unit has a twenty-four (24) hour a day hot line, including but not limited to, information on requirements, testing and seminars. This hotline phone number is (619) 963-7373 and is maintained by the SDPD. The Recruiting Unit can modify this line at any time or for any reason, to include updating recruiter information or promoting various special events such as the Women's Expo or the annual Pave the Way Career Expo at Police Plaza.

***Editing instructions for (619) 963-7373 can be found in the G: Drive/Recruiting folder.***

## **RECRUITING UNIT PROCEDURES *cont.***

### **PROMOTIONAL ITEMS AND CONTACTS**

#### **GUIDELINES**

1. When possible, promotional items should be kept in supply.
2. A memo shall be approved through the appropriate chain of command when items are ordered.
3. Generally, orders should be kept under \$5,000.00
4. Artwork may be obtained through New Technology or Crime Analysis and other resources throughout the department.
5. When appropriate, recruiters shall take promotional items to distribute at recruiting events.
6. Promotional items shall not be provided to department members unless it is explicitly used for recruiting purposes.

#### **ADVERTISING POLICY**

If a recruiter receives a call from a salesperson promoting publication advertising, the solicitor shall be directed to submit a written proposal to the Department.

This proposal may include advertisement costs, demographic statistics, readership, drop-off locations and/or any other pertinent information.

All accumulated advertising proposals shall be reviewed by the Recruiting Sergeant and forwarded to the unit lieutenant for possible consideration.

Recruiters shall be courteous to salespersons; however, they shall not spend time negotiating possible advertising.

Recruiters shall not set up meetings with advertisers unless the Recruiting Sergeant has approved the meeting.

**SECTION VIII:**

**ADMINISTRATIVE AIDE I /  
CLERICAL PROCEDURES**

## **ADMINISTRATIVE AIDE I / CLERICAL PROCEDURES**

The Administrative Aide I shall serve as the Unit's office administrator and shall be responsible for the primary supervision of the Unit's Word Processing Operator and, on occasion, a Clerical Assistant II. In addition, the Administrative Aide I will work closely with the Unit Lieutenant and/or the Sergeants on various special projects as necessary.

### **FRONT COUNTER SUPERVISION**

The Administrative Aide I shall continuously monitor the progress, workload, concerns, staffing needs and procedural changes regarding the front counter. This shall include assisting clerical front staff with difficult situations and/or customers in person as well as over the phone. The Administrative Aide shall ensure clerical staff and the front counter maintains a professional posture at all times.

Questions or concerns from internal or external customers regarding front desk service shall be addressed with staff by the Administrative Aide I to improve efficiency and/or customer service.

In addition, the Administrative Aide I shall ensure the front desk is staffed at all times during business hours. With special exceptions, clerical personnel shall be assigned to the front desk to assist walk in traffic and answer phones to alleviate the necessity for the Duty Detective to cover. With this in mind, the Administrative Aide I must ensure adequate coverage is available before approving annual leave and/or furlough requests.

### **PAYROLL**

The Administrative Aide I shall act as the primary liaison between Unit employees and PD Payroll for any issues or concerns regarding payroll and timecards (i.e., special pay, merit increases, furlough). The Administrative Aide I shall facilitate and/or follow up on any memos/forms to payroll on behalf of Unit Members.

Additionally, the Administrative Aide I shall complete the Bi-Weekly Timesheet (as per PD Payroll procedures) and collect all leave slips and OT slips. Before submitting the Bi-Weekly Timesheet, the Administrative Aide shall re-verify leave using the Department's electronic Red Book and follow up with the Sergeant and/or the Unit Member to address any discrepancies. Once the Bi-Weekly Timesheet has been completed, photocopies of the timesheet and leave slips shall be made and the Administrative Aide I shall maintain the information in a designated payroll binder.

### **OVERTIME REPORT**

The Administrative Aide I shall be responsible for entering overtime (OT) into PD Roster immediately upon receipt (per Department Order). On the first of every month, the Administrative Aide I shall print the Overtime Report from PD Roster for both Units to be submitted to the Unit Lieutenant for review. The Administrative Aide I shall also retain a copy of the report and attach the month's yellow OT slips to the report.

## **ADMINISTRATIVE AIDE I / CLERICAL PROCEDURES *cont.***

### **SUPPLIES**

The Administrative Aide I shall be responsible for ordering all Unit supplies, to include office supplies from a designated City Office Supply Contractor (i.e., Staples), cleaning products, batteries, etc. from PD Supply Room, specially printed envelopes and business cards from City Print Shop and copier toner from Konica Minolta. (See “Ordering Supplies” in the subsequent pages.)

Additionally, the Administrative Aide I shall act as the liaison between the Unit and the designated PD Fiscal Management Analyst for any concerns regarding routine and special ordered supplies.

### **WORK ORDERS**

The Administrative Aide I shall be responsible for placing work orders to Facilities Maintenance, to include obtaining appropriate signatures and follow up. Work orders include basic office needs to special needs such as cleaning air vents, annual carpet cleaning, office space moves, etc.

### **UPDATING UNIT FORMS**

When necessary or as directed by the Unit Lieutenant, the Administrative Aide I shall be responsible for managing, updating, and editing all forms/templates utilized by Unit Members, such as the Operations Manual, Background Packet forms, Sworn and Civilian letters, etc.

The Administrative Aide I shall always ensure the correct electronic file path has been placed in the right-hand side of the footer and date and initial the revision at the left side of the footer.

### **PERSONNEL CHANGES**

The Administrative Aide I shall be primarily responsible for maintaining a current Unit Callback roster as well as updating the PD Roster program anytime Backgrounds or Recruiting gains or loses personnel and/or when any other applicable changes occur such as Shift Change or Department Transfers.

When gaining personnel via Department Transfer, the Administrative Aide I must email PD Human Resources Administrative Assistant II to provide him/her with applicable information such as, Supervisor Name, SAP Group Number, Days Off and Office Phone Number. The employees access card and computer access will occur automatically when employees are transferred via Department Transfers.

When gaining personnel via Transfer Requests, the Administrative Aide I shall immediately fill out the electronic Transfer Request form located in the F: Drive and shall email it as soon as possible to the PD Human Resources. Additionally, once the incoming employee has completed the Computer Access form, the Administrative Aide I shall facilitate the requests through the Crime Analysis Administrative Aide.

## **ADMINISTRATIVE AIDE I / CLERICAL PROCEDURES *cont.***

### **TELEPHONE WORK ORDERS**

The Administrative Aide I shall facilitate telephone number changes, voicemail resetting/moves and/or computer work orders through the PD Help Desk. Telephone changes usually occur when the Unit receives or loses employees. If the Unit loses an employee and there is a vacant telephone slot, the Administrative Aide I shall maintain record of the phone number for future uses.

### **ERGONOMIC REQUESTS**

The Administrative Aide I shall act as the liaison between Unit Members, Medical Assistant Sergeant, Fiscal Management Analyst (responsible for ergo purchases) and the Risk Management Safety Officer.

When a Unit employee has requested an ergonomic evaluation, the Administrative Aide I shall fill out the Ergonomic Request Form and shall email a PDF copy to the assigned Risk Management Officer within two (2) working days to request an ergonomic evaluation appointment. The original form shall be sent via interoffice to Risk Management. The Risk Management Safety Officer will schedule directly with the employee and cc the Administrative Aide I on the appointment. After the Safety Officer has completed their evaluation, a report will be sent to the Unit Administrative Aide I, the employee, and Medical Assistance Sergeant.

The Administrative Aide I shall type a Memo from the Backgrounds Lieutenant requesting approval from the Executive Chief to purchase the ergonomic items recommended by the Safety Officer. This memo shall be routed through the Unit Lieutenant.

Once the memo has been initialed and approved, the Administrative Aide I shall send the original memo and a printout of the ergonomic report from the Safety Officer and send it to the assigned PD Fiscal Management Analyst responsible for ergonomic purchases. The Fiscal Management Analyst will order the items and contact the Administrative Aide I directly when the items have been received. The Administrative Aide I shall distribute the items to the employee as soon as possible and notate details on the Monthly Safety Inspection.

### **ELECTRONICALLY ARCHIVING UNIT FILES**

Due to fluctuating interest in the Police Officer Recruit position and other Civilian positions, as well as the limited hardcopy file space, the Administrative Aide I shall closely monitor hardcopy file space to determine if and when files will need to be archived electronically. The Administrative Aide I shall offer direction to clerical staff to facilitate and supervise the scanning, electronic copying, and the destruction of hard copy files.

## **ADMINISTRATIVE AIDE PROCEDURES *cont.***

### **LIVE SCAN MACHINE**

The Administrative Aide I shall facilitate any problems or concerns relating to the live scan machines assigned to Backgrounds/Recruiting Unit. This live scan machine is provided via an interagency San Diego Sheriff's Department contract. Help Desk phone number on machine.

### **SAFETY OFFICER**

The designated Safety Officer for the Unit shall once a month inspect the workplace and complete the Department's Safety Inspection form to be submitted on the first of every month to the Unit Lieutenant. An electronic copy of the report shall be maintained in the G: Drive/Backgrounds/Safety Inspections.

The Safety Officer shall also maintain the Unit's Safety Board as per Department Orders. The Board shall be monitored and updated at least one (1) time each month to ensure compliance.

## **ADMINISTRATIVE AIDE I / CLERICAL PROCEDURES *cont.***

### **ORDERING SUPPLIES**

Supplies shall be ordered, as needed, from the existing City-wide office supply contractor, and/or as authorized/directed by the Police Fiscal Management.

#### **STAPLES**

The existing contractor has provided a website which automates the ordering process.

The Administrative Aide I is provided a login and password from the assigned Police Fiscal Management Analyst. After the order has been submitted electronically, an email will be sent to the Commanding Officer for electronic approval. Once the CO has approved the order, it is electronically sent to the Police Fiscal analyst liaison for review and final authorization. Once the order receives final approval, Staples will deliver the supplies within one (1) to two (2) business days. Orders should exceed a minimum of \$70.00 per order (to keep delivery costs down) and should only be submitted once a week (excluding special circumstances and/or ergonomic evaluations).

The Police Supply Room is the **ONLY** authorized receiver and shall receive **ALL** orders (excluding pay-day Friday, as the Police Supply room is closed and does not accept deliveries). Once the Supply Room has received the order, Clerical staff will be contacted for pick-up. Clerical staff shall be responsible for re-stocking and ensuring the supply room is kept neat and orderly.

If supplies need to be returned, the City Contractor must be contacted via telephone to facilitate the pick-up of the item(s). The delivery confirmation email from Staples should be taped to the front, along with a return confirmation number received from the Staples Customer Service Representative. The item(s) shall be delivered to the Supply Room to await pick-up.

#### **CITY PRINT SHOP**

The Unit utilizes different sized and specialized printed envelopes to facilitate Background Investigations. These pre-printed envelopes are obtained through City Print Shop, utilizing a designated triplicate City Print Shop. The Administrative Aide I should order the envelopes with consideration that delivery may take up to four (4) to six (6) weeks.

All City paid business cards are also ordered from the City Print Shop utilizing the Business Card order form and the triplicate City Print Shop form.

After the Unit Lieutenant has signed his/her approval, the Administrative Aide I shall interoffice the form and maintain a photocopy to follow up on the order.

The Administrative Aide I frequently ordered Department-wide supplies such as letterhead, generic City Department envelopes

## **ADMINISTRATIVE AIDE I / CLERICAL PROCEDURES *cont.***

### **ORDERING SUPPLIES *cont.***

#### **CITY CENTRAL STORE**

City Central store maintains, cleaning supplies, sun block, batteries, etc. Common items such as these shall be ordered filling out the form in SDOne Portal.

Once the City Central store has received/prepared the order Administrative Aide I will receive an email stating that order was ready/delivered to Police Headquarters mail room for pick-up. A clerical personal shall be responsible for picking up and re-stocking to ensuring the supply cabinet is kept neat and orderly.

#### **SHARP COPY MACHINES (3 in Unit)**

Machine electronically notifies Sharp when toner is needed. Sharp will automatically deliver toner to our office.

Any assistance or repairs to require to the machine(s) call the “Help Desk” at (619) 531-2228.

## FRONT DESK PROCEDURES

### TELEPHONES

Clerical staff shall be primarily responsible for answering all incoming telephone calls made to the main Backgrounds and Recruiting Unit phone line (619) 531-2148, in a courteous manner.

When answering incoming calls clerical staff shall clearly identify the Department Unit and identify themselves to the caller. This ensures the Unit is projected in a professional manner to our internal and external customers. The following is an example of how to appropriately answer the telephones:

*“Good Morning, Police Backgrounds and Recruiting Unit, this is \_\_\_\_\_.”*

The main phone line shall be taken off forward to the answering machine at 0730 hours on regular business days. Messages from the previous night shall be checked promptly at 0730 hours and forwarded to the appropriate personnel or handled immediately. Messages can be retrieved by dialing 58288, then enter code 5560. The phones shall be forwarded to the answering machine at the end of the business day at 1700 hours by dialing \*33 58288.

Ideally, clerical staff shall make an active attempt to answer the incoming call within one to two (1-2) rings. Although, one (1) person may be assigned as the primary to answering telephone calls, the other clerical staff should be cognizant of the telephone to offer assistance as necessary.

Often, callers will contact the main line asking for Unit Members specifically based on a letter they may have received. However, oftentimes these customers have very basic questions which can be answered by experienced clerical staff. With this in consideration, clerical staff shall screen all incoming calls to determine whether they can assist the caller with basic questions and/or shall ensure the caller has been directed to the most appropriate personnel.

When callers have more complex/legal/criminal questions and/or requests of information regarding closed files, clerical staff shall transfer the caller to the Duty Detective.

As a representative of the Unit and Department, telephone conversations shall remain professional with a high standard of customer service at all times.

### ETIQUETTE

Clerical staff is primarily responsible for assisting all walk-in traffic for the Unit. Clerical staff shall **PROMPTLY** and courteously acknowledge walk-in customers ensure they will be assisted **AS SOON AS POSSIBLE**.

Clerical staff shall maintain a positive, courteous, helpful and professional demeanor at all times while working at the front counter. This includes holding discussions with a professional tone, especially when customers are present. Clerical staff shall always be cognizant/aware of persons within the immediate vicinity and use their discretion when representing the Department to coworkers, customers (internally or externally), other agency personnel, etc.

## **FRONT DESK PROCEDURES *cont.***

### **ETIQUETTE *cont.***

Because front counter workspaces are in plain view of our walk-in customers, the front counter area shall remain organized and professional. Personal items within visibility of the public shall be limited and shall refrain from displaying anything which may be perceived in bad taste, inappropriate, offensive and/or unprofessional.

Additionally, eating in the front counter area should be limited and is considered inappropriate when customers/Applicants are present.

Clerical staff should use their discretion when using proper etiquette and if there is ever any uncertainty; staff shall request clarification from the Senior Clerk.

### **CIVILIAN APPLICANT PROCEDURES (FILLING OUT THE PIQ)**

In most cases, civilian Applicants will be instructed by PD Appointing Authorities to come into the Backgrounds Unit to fill out a PIQ. Applicants calling into the Unit requesting further information shall be notified of the following information:

- Applicants must plan to stay in the Unit for two to three (2-3) hours to fill out the PIQ.
- Under **NO** circumstances will the PIQ leave the Backgrounds Office.
- Applicants must bring a valid government issued identification card (i.e., Driver's License, Military I.D., U.S. passport) and their social security card.
- Applicants must also bring enough change to feed the metered parking which is the only available parking at their disposal.

When the Broadway front counter contacts the Unit to notify staff of an Applicant presence clerical staff shall facilitate the following initial Civilian Background procedures:

- Ensure Applicant is present between Monday and Friday, 0800-1400.
- Check the "Civilian Assignment Log" to verify they have been pre-authorized to begin the background process. Clerical staff shall also log the date and note the assigned Detective responsible for their background investigation.
- Escort the Applicant from the Broadway front counter to the Backgrounds office.

## **FRONT DESK PROCEDURES *cont.***

### **CIVILIAN APPLICANTS PROCEDURES (FILLING OUT THE PIQ) *cont.***

- Advise the Applicant of the estimated timeframe necessary to complete the PIQ [which may possibly take up to three (3) hours]. If the Applicant communicates their inability to stay, the Applicant must come back at a later time when they can allocate the time to complete the PIQ. (If the Applicant parked at a metered parking space, they may need to take a break to add more money to the meter).
- Ask for an original valid government-issued I.D. and Social Security Card (or military I.D. which will have a photo and Social Security Number). Clerical staff shall make a color photocopy of the card(s).
- Write the Applicants full name on a dry erase board (last name first, first name last) and take the Applicant's photograph while they hold the dry erase board in front of them to ensure proper identification.
- Provide the Applicant with the PIQ and offer a pen if they do not have one available.
- Provide basic verbal instructions (the complete instructions are printed directly on the questionnaire), highlighting frequently asked about sections to the Applicant.
- Once the Applicant has completed the PIQ, clerical staff shall provide the Applicant with an envelope containing an instructions sheet on how to download the necessary forms from the department website.
- Escort the Applicant out of the Building via the Broadway lobby area or out the side door.

**REMINDER:** *PIQs are ALWAYS to be completed in the Backgrounds Office and may NEVER leave the Unit. Applicant may NOT have a copy of this document.*

## **FRONT DESK PROCEDURES *cont.***

### **MAIL**

#### **PROCEDURES**

1. The distribution of the mail is a daily responsibility of the clerical staff.
2. Mail shall be picked up and dropped off from the mailroom at least one (1) time a day by no later than 1030 hours.
3. Mail shall be sorted and distributed immediately after pick-up.

#### **REFERENCE LETTERS**

The Backgrounds Unit receives dozens of reference letters on a daily basis from sworn and civilian Applicant employers, personal references, co-workers and/or family members. To assist Background Investigators to complete their background investigations in a timely manner, it is imperative clerical staff distributes mail within the pre-described timeframe (see above).

Reference questionnaires will normally be enclosed in an envelope with a return address from our office. Located on the front of the envelope are two (2) initials belonging to the Background Investigator which easily identifies who should get the letter.

If there are no initials on the envelope, the envelope should be opened in order to obtain the initials of the Background Investigator located at the top right-hand side of the letter. If the envelope or form letter inside has no initials, the Background Database should be checked under the Applicant's last name to determine the Background Investigator assigned to the case.

#### **REQUEST FOR RECORDS/TRW/MILITARY RESPONSE FORMS**

Requests for Record Transcripts, TRWs and Military Response forms are received via U.S. Postal mail. These forms shall be distributed to the appropriate Background Investigator's mailbox. These documents should have the Background Investigator's initials; however, if they do not, the Background Database should be checked using the Applicant's name to determine the Background Investigator assigned to the case.

#### **OTHER AGENCY REQUESTS**

Applicant Questionnaires are received (via U.S. Postal mail) from other law enforcement agencies whom they are conducting a background investigation on and who may have applied with SDPD. The Background Database should be checked to verify the location, of the Applicant's file, if any. A note of the findings should be annotated on the form (i.e., "No Record Found", "Not in Database", "Packet Received on [DATE]", "Closed"). If the case is currently "Open", the form shall be forwarded to the Background Investigator. All other inquiries shall be forwarded to the Duty Detective.

## **FRONT DESK PROCEDURES *cont.***

### **MAIL PROCEDURES *cont.***

#### **OUTGOING MAIL**

All outgoing mail should have our mail station number (MS 768) on the upper left-hand corner.

Any Unit member sending outgoing mail should have the envelopes prepared and ready for delivery. An "Outgoing Mail" basket has been placed at the Unit's Front Counter for the convenience of all Unit members. Clerical staff shall ensure delivery of outgoing mail at least two (2) times daily - once with the morning mail run and once in the late afternoon.

#### **APPLICANT CONTROL SHEETS (GREEN SHEETS)**

A bin has been placed near the front counter marked "Green Sheets/Military Forms". Completed "Green Sheets" filled out by Background Investigators are placed into this bin on a daily basis. Clerical staff is responsible for checking the bin once a day and mailing all of the Green Sheets collected in the bin to the following Unit and mail station:

- **CIU, MS 722**

#### **MILITARY RECORDS REQUEST (FORM 180)**

A bin has been placed near the front counter marked "Green Sheets/Military Forms". Completed "Military Records Request Forms (Form 180)" along with the Backgrounds Unit "Authorization and Request for Release of Military Records" form is placed into the bin by Background Investigators on a daily basis. Clerical staff is responsible for checking the bin once a day and mailing all of the "Military Records Request" forms. The Background Investigator shall highlight the address in the back of the Form 180 to direct clerical staff as to where to send the form.

#### **SUBPOENAS**

Subpoenas which have been served to Unit members by Unit Supervisor's shall be forwarded to clerical staff. Clerical staff shall immediately mail out subpoenas received to the Department's Subpoena Clerk at the following Unit and mail station:

- **SUBPOENA DESK, MS 721**

#### **PRE-STAMPED RETURN ENVELOPES**

Clerical staff shall maintain an adequate supply of pre-stamped return envelopes. The PD Mail Room will print postage on the Unit's return envelopes. A box shall be dropped off to the Mail Room and picked up on the promised delivery date.

## **FRONT DESK PROCEDURES cont.**

### **LETTERS**

#### **NON-SELECT/DISQUALIFIED LETTERS**

Background Investigators, Unit Lieutenant and/or Sergeants may submit sworn application packets/files to clerical staff to create a letter utilizing one of the following templates:

- 1.) Sworn Non-Select Letter.
- 2.) Sworn Non-Select, Two (2) Year Letter.
- 3.) Disqualified Letter.
- 4.) Constructive Waiver Letter; or
- 5.) Waiver Letter.

Once the letter has been created, clerical staff shall obtain appropriate signature on the letter, fill out the appropriate spaces on the Close Out form, update the Backgrounds Database and reprint an updated Backgrounds Database printout for the file. Once the appropriate signature has been obtained on the letter, clerical staff shall make a photocopy of the letter for the file and mail the original the same day. Once this has been completed, the file shall be filed in the closed-out file space designated for Non-Selected Sworn Applicants.

*Civilian non-select/disqualified letters are sent from PD Human Resources Administrative Assistant II.*

#### **REFERENCE LETTERS**

Background Investigators shall submit packets to clerical staff which shall include a list of references to be contacted (i.e., the persons, relatives, companies, agencies, or entities). Investigators shall highlight entities to receive letters. The packet shall include a corresponding number of the Authorization to Release Information form to accompany the letter. The Background Investigators shall write name and position of Applicant on outside of packet and shall log information onto the "Typing Log" located at the front counter.

All letters shall go in window envelopes. Letters to references working in our department are sent through interoffice mail. Use a plain white envelope for these and seal. Out of Country letters shall be mailed out on typed envelopes.

#### **CONDITIONAL JOB OFFER LETTERS**

Clerical staff shall pre-print "Conditional Job Offer" letters the day before an Applicant's Lieutenant's Interview. Their letter should include pertinent information such as their name, address, and Certification Number.

## **FRONT DESK PROCEDURE *cont.***

### **PROCESSING PACKETS (SWORN APPLICANTS)**

Shortly after a PAT, the Unit Sergeants will review all the PIQs received and determine the viability of each Applicant. Once their viability has been determined, the PIQs are forwarded to clerical staff to either be assigned or to be closed out. If the PIQ has been assigned to a Background Investigator, clerical staff must ensure the background case packet/folder has the following pertinent information notated:

1. Applicant's Last Name, First Name, Middle Initial.
2. Applicant's Race, using the following race codes:
  - (A) Asian: Persons having origins in the Far East, Southeast Asia, the Indian subcontinent (i.e., China, Japan, Philippines, and Korea). Persons having origins in the Polynesian and/or Micronesian Islands (i.e. Samoa, Guam, Hawaii, Tonga).
  - (B) Black: Persons having origins in the Black racial groups of Africa (i.e., Jamaica, Trinidad, or the West Indies).
  - (H) Hispanic: Persons having origins in Spanish culture origins (i.e., Mexican, Cuban, Central or South American origin, Spain).
  - (W) White: Persons having origins in Europe, Slavic, the Middle East, North African nations (i.e. Ireland, England, Germany, Russia).
3. Sex.
4. Investigator's Initials.
5. Position Applying for.

Once the file folder has been completed, the Applicant's information shall be entered into database by clerical staff and the file folder shall be forwarded to the assigned Background Investigator.

## **FRONT DESK PROCEDURE *cont.***

### **PROCESSING PACKETS (SWORN APPLICANTS) *cont.***

If the Applicant has been deemed Non-Select or DQ (see “Letters” section for additional information), clerical staff shall ensure the background case packet/folder has the following pertinent information notated:

1. Applicant’s Last Name, First Name, Middle Initial; and
2. Month and Year of the Closeout.

### **CIVILIAN APPLICANTS**

In most cases, once a civilian Applicant has completed their PIQ in the office, clerical staff shall assign the case to a Civilian Background Investigator upon the direction of the Civilian Background Sergeant. Clerical staff shall ensure the background case folder has the following pertinent information notated:

1. Applicant’s Last Name, First Name, Middle Initial.
2. Position Applying for; and
3. Investigator’s Initials.

## **OTHER CLERICAL DUTIES**

### **INTERVIEW ROOMS**

Clerical staff shall ensure the interview rooms are neat and prepared for interviews. This shall be completed on a daily basis, at the beginning of the workday.

### **ACADEMY FILES**

I-9's are completed after the applicant receives a Conditional Job Offer (COJ). The I-9 are then forwarded to Human Resources after the applicant is cleared (green lit).

Two (2) weeks after the Academy begins, clerical staff shall be responsible for shifting all the Academy files and ensuring the Backgrounds database has been updated appropriately.

Copies of college and university transcripts should be made, and the originals sent to In-Service Training, MS 731A.

### **SHRED BINS**

The Units shred bins are maintained by Fiscal Department (619) 531-2743.