

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER: 32.2

SELECTION: ADMINISTRATIVE PRACTICES AND PROCEDURES

ISSUED APRIL 2006

32.2.1 Pre-Employment Background Investigations

Prior to the employment of any Police Department employee, a complete and thorough background investigation will be conducted. The background investigation is intended to verify the applicant's qualifications based on the information provided on the pre-employment application, Personal History Summary and the oral board interview. The background investigation will be assigned through the Professional Standards Unit.

All background investigations will conform to the standards contained in the Santa Clara Police Department Background Investigation Manual, and in accordance with the P.O.S.T. Background Investigative Manual. A copy of the Santa Clara Police Department's Background Investigation Manual is provided to every employee who conducts background investigations. The Sergeant assigned to Personnel in the Professional Standards Unit will be responsible for updating the Background Investigation Manual.

32.2.2 Training for Background Investigators

All employees who are selected to conduct background investigations will be sent to the P.O.S.T. Background Investigation class before they conduct any background investigations. All investigations will comply with all applicable City, State and Federal laws, and will follow the format of the Santa Clara Police Department Background Investigation Manual.

32.2.3 Maintenance of Background Investigations

All completed background investigations will be maintained in a secured cabinet in the Services Division for at least three years. Investigations on candidates that are not hired will be forwarded to the City of Santa Clara Human Resources Department for storage. These are also kept for at least three years.

Once hired, the portions of the background investigation that P.O.S.T. directs be maintained by the agency for the duration of the employee's career (including, but not limited to: birth certificate, marital records, DMV history, transcripts and diplomas, credit report, etc.) will be placed into the employee's permanent file in the Services Division.

All other material (including but not limited to reference interviews, polygraph report, local agency returns and investigator notes), which is considered to be "Confidential", shall be maintained in a separate file, controlled by the Professional Standards Unit.

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No employee will be allowed to view any of the contents of his or her "Confidential" file. If an employee leaves the City's employment before this file is destroyed, the entire contents will be forwarded to the City of Santa Clara Human Resources Department for retention.

32.2.4 Notification of Polygraph Questioning

Upon initial filing of an application, all candidates for a police officer position shall be advised that a polygraph will be used as part of the background process, and that questions for use in the examination will come from any area legally explorable at the time of the examination. Because the polygraph is used before the conditional offer of employment is extended, no questions of a medical or psychiatric nature will be asked.

32.2.5 Training Requirements of Polygraphers

For the purposes of a pre-employment polygraph examination, the City of Santa Clara will only contract with polygraphers who have undergone professional training in the use of the polygraph, and are trained in the interpretation of results obtained from these tests.

32.2.6 Use of Polygraph Results

The polygraph is designed to be used as an investigative aid during the background investigation process. Any admissions during pretest, test, or posttest interviews must be corroborated through additional interviews or collection of evidence. No decisions on employment suitability of the applicant will be made solely on the basis of a polygraph examination.

The results of the polygraph examination will be deemed confidential, and shall not be disseminated to anyone not entitled to this information.

32.2.7 Pre-Employment Medical Examination

Every candidate for employment with the City of Santa Clara must undergo a comprehensive physical examination (at City expense) before employment commences.

The results of the medical examination will be deemed confidential, and shall not be disseminated to anyone not entitled to this information.

32.2.8 Pre-Employment Psychological Evaluation

Every candidate for a position involving peace officer powers shall undergo a comprehensive psychological evaluation, to assess the emotional stability and psychological fitness of the applicant for the position being applied for.

The results of the psychological evaluation will be deemed confidential, and shall not be disseminated to anyone not entitled to this information.

32.2.9 Storage of Medical and Psychological Results

The results of both the medical and psychological examinations are sent to the City of Santa Clara Personnel Department. No copies will be provided to the Santa Clara Police Department. The investigator assigned to complete the background investigation shall review the reports, and attach written notes to the completed investigation indicating the results of each examination. These notes will be maintained in compliance with Santa Clara Police Department [General Order 32.2.3](#).

32.2.10 Length of Probationary Periods

All individuals hired as police officers shall be in a probationary status for eighteen (18) months. This time period shall not count the time spent at the police academy, as the employee is classified as a "recruit police officer" during that time. Lateral police officers start their eighteen-month probationary period when their employment starts.

Employees hired in a non-sworn capacity shall be considered probationary for the first twelve (12) months of their employment with the City.

Upon promotion to a higher classification, employees will function in a probationary status for twelve (12) months.

32.2.11 Contract Janitors

The following process will be completed for all janitorial personnel assigned to work in the Police Administration Building who are not employees of the City:

The Building Maintenance Department will forward a copy of the janitor's employment application for the janitorial company to the Services Division Captain. Based on the information on the application, a local records check will be done. If there are issues of concern, the janitor will not be allowed to work in the police department. If there are no issues of concern, the janitor may start working.

The janitor will be issued an in-house ID card by the police department, identifying him as a contract city employee who is allowed in the building. The ID card shall be worn in plain view while the janitor is in the building.

A set of the janitor's fingerprints will be taken and submitted for a criminal history check. If the criminal history reveals a record of offenses that would make the janitor unsuitable, he will not be allowed to continue working in the police department.