
	MESQUITE POLICE DEPARTMENT
	124.00 BACKGROUND INVESTIGATIONS FOR SELECTION OF EMPLOYEES
	Effective Date: December, 2013
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>

I. Policy Statement

Background investigations are the most critical step in the selection process for new employees. The policy of the Mesquite Police Department is to conduct a background investigation on all sworn and non-sworn applicants prior to a conditional offer of employment. Background investigations should be an objective fact-finding process which results in an accurate record of the applicant's past behavior, conduct and job performance.

All background investigations shall be conducted in accordance with current Departmental General Orders, the City of Mesquite Policies and Procedures Manual, State and Federal Laws and will include the EEOC, ADA and the Civil Rights Act.

II. Procedure

- A. The Human Resources department will process all initial applications for positions within the police department.
- B. The Police department will receive all civilian applications (public safety dispatcher, detention officer, records clerk, etc.) from Human Resources and will conduct a preliminary review for disqualifications. Applicants who successfully pass this initial review will continue in the hiring process by completing the following steps:

1. Polygraph examination
2. Oral interview board (pass/fail)
3. Extensive background investigation

- C. Applicants for the position of police officer will be scheduled to take the competitive civil service written examination administered by the Human Resources department. Applicants for police officer will then continue through the following steps:

1. Physical assessment (pass/fail)
2. Polygraph examination
3. Oral interview board (pass/fail)
4. Extensive background investigation

The Training Sergeant will be responsible for assigning applicant background investigations to sworn officers who have received training in conducting applicant background investigations. Investigations will be completed in accordance with current department General Orders and standards set by the City of Mesquite Policies and Procedures Manual. Also, TCOLE rules will be consulted to prevent an applicant from continuing in the process who does not meet minimum requirements for a Texas Peace Officer license, Telecommunicator certification or Detention Officer certification. All background information and files shall be kept confidential and files shall be secured from unauthorized access.

- D. The completed background investigation will be submitted through the Staff Support Bureau chain of command for review and approval. If approved, the applicant will meet with the Chief of Police at which time a conditional offer of employment may be offered. If so, the applicant will complete the following steps:
 - 1. Full medical examination.
 - 2. Psychological examination.
- E. The Human Resources department will issue the final clearance for the applicant to be hired after the successful completion of both examinations.
- F. All applicant files will be kept in accordance with the City of Mesquite's records management and retention policy.
 - 1. All applications for those applicants that are not hired will be returned to Human Resources for filing.
 - 2. Any applicant that is hired, sworn or non-sworn, will have their background file stored at the police department in a secured location. All background files, interviews, certificates and documentation for the application will be kept together and stored securely.
 - 3. The secured storage may be by paper or electronically. Any electronic storage of applications shall be kept on secured computers, with access by only those authorized by the Chief of Police.
 - 4. All applications in which the applicant is hired shall be kept for the duration of their employment with the police department. Applications from retired or resigned employees will be kept in accordance with the City of Mesquite's current records management and retention policy.

EFFECTIVE: March, 2013; REVISED: December, 2013