SECTION
300

CSU Long Beach Police Department

RECRUITING, STAFFING, AND DEVELOPMENT

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300.1 General Provisions

California State University, Long Beach is an Equal Opportunity/Affirmative Action employer. The Department embraces the concepts and established guidelines which form this statement. Therefore, the Department will ensure that hiring is done in compliance with the Americans with Disabilities Act (ADA), and with the guidelines as prescribed by the California Commission on Peace Officers' Standards and Training (POST).

300.2 Hiring and Promotional Procedures

The purpose of this regulation is to provide a consistent method of screening and assessing qualified applicants to all positions within the Department and to ensure compliance with current CSULB Personnel Regulations, Equal Employment Opportunity guidelines, and those collective bargaining agreements in effect.

300.2.1 All promotions and appointments shall be made without prejudice or bias and shall be accomplished in accordance with State and Federal guidelines.

300.2.2 Preference will routinely be given to those persons applying from within the Department, but no one shall be excluded from consideration of promotion or appointment without just cause.

300.2.3 The following procedures shall be followed:

(a) All Police Officer Applicants must:
   (1) Be at least 20 ½ years of age at time of application.
   (2) Be at least 21 years of age when sworn in as a police officer.
   (3) Possess a valid California Driver's License
   (4) Have graduated from High School or possess a GED
   (5) Possess proof of United States Citizenship

(b) The hiring process for police officers will include:
   (1) A physical agility test
   (2) A written exam
   (3) An oral interview
   (4) A background interview and examination
   (5) A psychological examination
   (6) A medical examination
   (7) A Polygraph examination may be required at the discretion of the Chief of Police

(c) The hiring process for Communications Personnel will include:
   (1) A critical skills assessment
   (2) An oral interview
   (3) A background interview and examination
   (4) A medical examination

(d) The hiring process for other civilian employees within the Department may include:
   (1) A critical skills assessment
   (2) An oral interview
   (3) A background interview and examination

(e) The psychological examination, medical examination, and/or physical agility examination may be waived, at the discretion of the Chief, for candidates in a promotional process who are currently employed by the Department.

(f) An Oral Board will convene and interview qualified applicants to a position. The composition of the Board will conform to the requirements of the current collective bargaining agreements. Board members may include members of the Department, members of the community, or officers from area law enforcement agencies.
   (1) Qualified applicants will be contacted and given reasonable notice to schedule an interview.
   (2) Prior to appearing before the Oral Board, applicants will be given and allowed sufficient time to read and /or sign a copy of the vacant position description for which they have applied.

(g) Applicants appearing before the Oral Board will be asked to respond to a pre-determined set of questions that will be asked of all applicants for the position.

(h) Any candidate, without giving just cause, who fails to appear before the board at the designated time, shall no longer be considered for the position.

(i) Upon completion of Oral Board interviews, the Chairperson will be responsible for:
   (1) Ranking the final set of applicants and recording the Board's observations for each applicant.
   (2) Recommending, in writing, to the Chief of Police the final set of applicants who the board feel best meet the criteria for the position
   (3) Collect all materials, notes, and tally sheets generated by the Board. All such materials are to be kept on file for a minimum of five (5) years.

(j) Following the conclusion of the oral interview process, selected candidates, determined by the Chief on recommendation of the Oral Board, will be invited to a background interview. See Section 300.6 of this manual for further on the background investigation process.

(k) The final determination of hiring will be made at the discretion of the Chief of Police.
   (1)When a job offer is made to a police officer applicant, the applicant will be informed that the job offer is conditional pending successful completion of a medical examination and psychological examination.

300.2.4 Candidates for a Department promotional process will be evaluated during all stages of the process based upon their job related skills, abilities, and performance. Seniority shall not enter into the promotional process unless all other factors are equal.

300.2.5 Candidates may request to review a summary of evaluations and recommendations made by the Oral Board. Such requests shall be made in writing to the Chief of Police.

300.2.6 The Department requires a 12 month probationary period for all competitive promotions, unless specified at the time of the offer of the position. Promoted candidates shall not be awarded "permanent status" until successfully completing the probationary period, and after satisfying those mandates by POST.

300.2.7 Promotions/appointments for the following grades shall be made at the discretion of the Chief and are not required to adhere to the above process:
(a) The rank of Lieutenant or above
(b) Reallocation/reassignment of existing positions
(c) Appointments to an acting position

300.3 Vacancy Announcements
Position vacancies will be posted within the Department and in appropriate campus fliers for not less than two (2) weeks or as required by the current collective bargaining agreements.

300.4 Psychological Examination
The psychological examination is to be administered after a conditional offer of employment has been extended and will conform to the requirements forth in California statutes and the Americans with Disabilities Act. The scope of the examination and the service employed shall be determined by the Chief.

300.5 Medical Examination
The medical examination is to be administered after a conditional offer of employment has been extended and shall conform to the requirements set forth in California statutes and the Americans with Disabilities Act. The scope of the examination and the service employed shall be determined by the Chief.

300.6 Background Investigation
It shall be the responsibility of the assigned or contracted Background Investigator to ensure all phases of this section are completed.

300.6.1 Backgrounds for Police officer and Dispatcher candidates will include:
(a) Active warrants check through NCIC and JDIC
(b) Fingerprints processed through DOJ
(c) Driver's license check
(d) Contact with all law enforcement agencies where the applicant has listed residency or previous employment for the past five years and request a records check for the previous ten (10) years from the date of the application.
(e) Contact with basic training academy (where applicable) to determine if any disciplinary problems exist
(f) Contact with the last three employers, including the current employer, to verify employment history and request an employment recommendation
(g) A credit history check
(h) A personal interview with the applicant's spouse or significant other

(i) A personal interview with two or more residential neighbors and/or personal references
(j) Pursuit of any relevant information received from steps (1) through (8)

300.6.2 Backgrounds for other civilian candidates will include:
(a) Active warrants check through NCIC and JDIC
(b) Fingerprints processed through DOJ
(c) Driver's license check (if the position being applied for requires use of a vehicle
(d) Contact with all law enforcement agencies where the applicant has listed residency or previous employment for the previous five years and request a record check for the previous ten (10) years from the date of the application
(e) Contact with the last three employers, including the current employer, to verify employment history and request an employment recommendation
(f) Pursuit of any relevant information received from steps (1) through (5)
(g) A credit history check

300.6.3 A Background Investigation File will be established on all applicants who participate in the background process.
(a) The Background File will contain:
(1) The POST Background Investigation Checklist
(2) Driving history report
(3) Credit reports
(4) Fingerprint results
(5) Applicable documents, transcripts, birth, marriage, divorce, and military certificates
(6) Applicant Personal History Statement
(7) Background Summary Report
(8) Medical Examination Cover Letter
(9) Psychological Examination Cover Letter
(b) The Background Investigation Files are maintained by the Support Services Division Commander. Access to the Background Investigation Files shall be limited to the Chief of Police and/or a Division Commander. Exceptions to this must be personally approved by the Chief of Police or a Division Commander.
(c) Retention of Background Investigation Files
(1) Background Files shall be maintained on all Department employees for the duration of their employment.
(2) Background files will be retained for five (5) years following the separation of an employee.
(3) Background files for candidates not offered a position or disqualified from a position will be retained for two (2) years.

300.7 Oath of Office

All police officers will be required to execute an oath of office as it appears in the Foreword of these regulations. A copy shall be maintained in the officer's Personnel file and Department file. Police officers required to attend a basic academy will be sworn in following their successful completion of training.

300.8 Post Employment Records Checks

At the order of the Chief of Police the Support Services Division Commander will be responsible for completing a Post Employment Records Check on all Department employees annually. The records check is intended to determine any outstanding warrants and any convictions during the preceding twelve (12) months. A record of these checks shall be maintained by the Chief.

300.8.1 Any employee who has a previous conviction which violates the conditions established by California statute defining the requirements to be a police officer or any violation affecting the laws for Criminal History Records Information (CHRI) shall be deemed to be in breach of a condition of employment and is subject to termination.

300.8.2 Any employee who has an outstanding warrant will be informed of the warrant and be given fourteen (14) calendar days to resolve the warrant. Failure to do so may result in termination. When the existence of a warrant causes a conflict with an employees ability to legally perform their job function the Chief of Police retains the right to temporarily reassign or require the use of accrued leave by the employee until the warrant is legally resolved.

300.9 Training

Training is viewed as both a requirement to satisfy State law and an opportunity for personal development. These procedures are established in an effort to ensure that all employees who request training have an equal opportunity to attend, within budget limitations.

300.9.1 Required training (excluding Roll Call Training):

(a) Employees attending will receive a Special Order from the Training Manager which will detail:
  (1) The location, subject matter, dates, and times of the training assignment.
  (2) The tuition status, lodging, meal, transportation, and salary status of the training assignment.
  (3) Reimbursement of training expenses will be based on POST and University guidelines.
  (4) Upon completion of the training, the employee may submit a critique of the course to the Training Manager with a copy to the immediate supervisor.

300.9.2 Employee requested training:

(a) Employees must submit requests for training, in writing, to their immediate supervisor. Requests are to include cost and any other relevant information.

(b) The supervisor will review the request with the Training Manager to determine whether the course meets the objectives of the Department and whether funding is available.
  (1) Requested training courses must be in compliance with the Training Objectives outlined in the Department Training Profile for the course to be considered for approval.

(c) Where more than one employee has requested the same training, the review will also incorporate a decision as to how many and which employees will attend. Preference will be given to those employees who have demonstrated a significant propensity for the subject matter or who have not had a recent opportunity to attend any training functions. Final determinations will be held until sufficient time has elapsed to receive all requests.

(d) Requests will be placed in one of four categories:
(1) Training is compatible and funding is available.
i. Attendance at the course is granted. The Training Manager will coordinate attendance a the course as outlined in Section 300.9.1

(2) Training is compatible, but partial funding only is available.
i. The Department will offer to pay the employee salary for the training assignment. All other expenses for attending the training may have to be covered by the employee. If acceptable to the employee, the request will be approved and the Training Manager will coordinate the training assignment as detailed in Section 300.9.
(3) Training is compatible, but no funding is available.
i. The immediate supervisor will make it known to the employee that there is no funding for the training assignment. Employees wishing to attend the course will be responsible for all costs associated with the training assignment. Including the use of accrued leave to cover time spent at the training assignment. Employees wishing to attend will be assisted by the Training Manager in preparing the paperwork for attendance as outlined in Section 300.9.
(3) Training is incompatible with Department goals.
i. The immediate supervisor will notify the employee, in writing, that the request is denied. Attendance by the employee will be completely at the employee's expense and without the use of Department equipment or credentials.

300.9.3 Coordination and enrollment in all training courses certified by the Department must be made by, or in conjunction with, the Training Manager.
(a) Travel arrangements for training will be coordinated with the Training Manager.
(b) Employees are responsible for hotel reservations and costs. Claims and receipts must be submitted to the Training Manager for reimbursement.

300.10 Advisory Boards

Input from employees is recognized as a valued resource to assist in the efficient operation of the Department. In order to solicit input and recognize our valued resources the Department may create Advisory Boards to review Department policies and practices, advise on equipment, or recommend Departmental Awards.

The Chief or a Division Commander may assign Department personnel to Advisory Boards for the purpose of reviewing specifically defined issues, policies, or actions. The board may be made up of any number of personnel from any area of the Department and will meet for a limited predefined timeframe. Following meeting and coming to a simple majority conclusion regarding

the matter assigned the board will issue a written finding to the assigning administrator. Findings of these boards are recommendations only and are subject to final approval by the Chief.

300.10.1 Meetings and other activities directly associated with the duties of the Advisory Board will be considered on-duty time. Overtime which may occur as a result of board activities must be approved in advance by the Chief or Division Commander creating the Advisory Board.

300.11 Event Review Boards

During the course and scope of routine operations, events will arise that require a directed level of review to ensure strict adherence to established policies and practices. To accomplish this review, the Department recognizes the value of Event Review Boards.

300.11.1 The Chief or his designee may assign Department personnel to serve as one of four (4) boards of review. These Boards are:

(a) Command Review
  (1) Convened, as necessary, to review policy or matters at a command level.
  (2) Composed of the Field Services, Administrative Services, and Support Services Division Commanders.

(b) Accident Review Board
  (1) Convened, as necessary, to review on-duty traffic accidents involving department personnel.
  (2) Composed of at least one Sergeant, one Corporal and one peer of equal level to the employee(s) involved in the traffic accident.

(c) Use of Force Review Board
  (1) Convened, as necessary, to review the use of force by officers in the performance of their duty.
  (2) Composed of a Division Commander, a Sergeant, and both a Weaponless Defense and Rangemaster/Firearms Instructor.
  (3) This board does not include Shooting Review Boards convened under Section 1100.5.2 of this manual.

(d) Vehicle Pursuit Review Board
  (1) Convened, as necessary, to review Department involvement in vehicle pursuits.
  (2) Composed of a Division Commander and one Sergeant.

300.11.2 Event Review Boards, Role & Purpose

A review board assembled by the Chief or his designee shall convene for the purpose(s) of determining:

(a) If the involved officer(s) acted within the scope of the Department's Rules and Regulations
(b) If a formal investigation as outlined in Section 900 of the Department Rules and Regulations is warranted, and/or
(c) A recommended action, if requested by the Chief

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