

MESA POLICE Department Policy Manual	New Hire Mentor Program	DPM 1.2.65 Effective 01/10/2013
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines regarding the new hire mentor program.

2. PROGRAM GOALS

- A. The MPD New Hire Mentor Program is an integral part of the recruiting, hiring, and training of each newly hired member. The mentor will serve as an advisor, supporter, contact person, and a resource for information, helping the new hires make a successful transition into their new work environment.
- B. The Career Development Coordinator will assign a mentor to each new member after receiving notification from the Hiring Unit.
- C. The mentor will address the needs and concerns of new members, support and encourage the successful completion of their training program and continued career growth. One of the best ways for people to learn is from each other.
- D. The MPD new hire mentor program goals are to orient new members to the organization by:
 1. Providing information on the City and Police Department's mission statement, vision and values.
 2. Providing opportunities to enhance member experiences and skill development.
 3. Exploring future opportunities for career development.
 4. Encouraging successful completion of their training program.
- E. The New Hire Mentor Program will assist in providing opportunities for Department members to enhance their personal and professional development.
- F. The Career Development Coordinator will administer the New Hire Mentor Program.
- G. The Career Development Coordinator shall review the New Hire Mentor Program annually and submit a report to the Support Services Assistant Chief.

3. PROGRAM PARTICIPATION

- A. All mentors are volunteers.
- B. The selection process for mentors will be administered by the Career Development Coordinator and announced as openings exist.
- C. Training for mentors will be provided upon selection to the program.

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- D. The Career Development Coordinator will offer mentoring to all new members, both sworn and professional staff.
- E. The Hiring Unit will notify the Career Development Coordinator when a job offer has been made and accepted by a new member with information on the new member and their hire date.
- F. The Career Development Coordinator will review the information and skills database for mentors and pair the new hire with a mentor.
- G. The Career Development Coordinator will contact the mentor to provide them with the information about the new member and their hire date.
- H. The initial contact between the mentor and the new member will occur immediately after a conditional job offer has been accepted or prior to the first day of employment of the new member.
 - 1. The mentor will contact the new member and explain the mentoring process, which will include the date of the first mentor meeting.
 - 2. The mentor will review and sign the mentor agreement to ensure the program goals and limitations are reviewed.

4. MENTOR TRAINING

- A. Mentors will be required to attend training that is facilitated by the Career Development Coordinator prior to their first mentor/new member meeting.
- B. Training will include, but is not limited to, the following sessions:
 - 1. Program Overview.
 - 2. City/Department Vision and Values.
 - 3. Conducting a Mentoring Session.
 - 4. Communication Skills.
 - 5. Evaluation Process.
 - 6. Resources.
- C. Mentors will be required to sign [DPM 1.2.65F1 Mentor Contract](#).

REFERENCES

- [DPM 1.2.65F1 Mentor Contact](#)