

<b>MESA POLICE</b> Department Policy Manual	<b>Recruit Pre-Hires</b>	<b>DPM 1.3.25</b> Effective 01/04/2013
Approved by: <b>Chief of Police</b>	Chapter: Hiring/Human Resources	Page: <b>1 of 2</b>

## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for requesting recruit pre-hire assistance.

## 2. GENERAL

### 2.1 Recruit Pre-Hire

- A. A recruit pre-hire is a Department member who has been given employment by the Chief of Police or designee pending the start of a MPD Recruit Academy.
- B. Once a person is hired by MPD as a recruit pre-hire, they are assigned to the MPD Human Resources Section for supervision.

### 2.2 Use of Recruit Pre-Hires

- A. Department supervisors who wish to request the assistance of a recruit pre-hire will request in writing through their chain of command to the affected Division Commander/Manager.
  - 1. The Division Commander/Manager forwards the request to the Human Resources Lieutenant.
  - 2. Supervisors are notified by the Human Resources Lieutenant as to the availability of any pre-hire recruits and if there are any additional reporting requirements to be met.
  - 3. The requesting supervisor has functional supervision over the recruit pre-hire's daily activities. However, the Human Resources Section retains overall supervision.

### 2.3 Recycling

- A. If a recruit pre-hire is physically unable to begin an academy class as scheduled or a recruit is injured in an academy class, they may be recycled to the next academy class.
  - 1. There is no obligation on the Department's part to maintain the recruit as a member following an injury.
  - 2. Any approved recycle will be of limited duration and extends only to the start of the next academy class following medical clearance by doctors designated by the City of Mesa and with the approval of the Chief of Police or designee.
- B. An academy recruit failing to meet training standards may be recycled to the next academy class with the recommendation of the Training Section Lieutenant.

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