

MESA POLICE Department Policy Manual	Reinstatement Process	DPM 1.2.30 Effective 10/17/2012 Revised 10/11/2018
Approved by: Chief of Police	Chapter: Hiring/Human Resources	Page: 1 of 2

1. PURPOSE

This policy provides guidelines for the Mesa Police Department (MPD) member reinstatement process.

2. REQUEST FOR REINSTATEMENT

- A. All former MPD members seeking reinstatement will:
 1. Submit a letter to the Chief of Police and a copy of the letter to the City of Mesa (COM) Human Resources Director requesting reinstatement. Include the date of resignation.
 2. Reinstatement must be requested prior to the one year anniversary date of resignation.
 3. The Chief of Police decides if an individual can be considered for reinstatement. If so, the Chief of Police directs the Human Resources Commander/Manager to start the reinstatement process.
 4. Upon completion of required examinations, the individual's reinstatement file is presented to the MPD Hiring Review Board.
 5. The Hiring Review Board reviews and makes a recommendation to the Chief of Police regarding the reinstatement request.

3. REINSTATEMENT PROCESS

- A. Per COM Personnel Rules, a member who has resigned or been separated in good standing is entitled to request reinstatement.
- B. The reinstatement process follows the following sequence:
 1. The Hiring Sergeant sends a letter to the individual requesting reinstatement. The letter explains the reinstatement process (according to COM Personal Rule #259E), includes a polygraph questionnaire and waivers for the individual to sign.
 2. Once the questionnaire and waivers are completed and returned:
 - a. A sworn officer applicant may be scheduled for a physical agility test. Once the sworn officer applicant physical agility test is completed successfully, they may be scheduled for a background interview.
 - b. A civilian applicant may be scheduled for a background interview.
 3. The Human Resources Commander reviews the background interview forms.

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- a. If applicant is acceptable, a polygraph examination is scheduled.
 - b. If not acceptable, file is sent to the Hiring Review Board to determine if the applicant is qualified.
4. The Hiring/Human Resources Unit reviews the polygraph report.
 - a. If acceptable, the applicant continues the background process.
 - b. If not acceptable, file is sent to the Hiring Review Board to determine if the applicant is disqualified.
5. The file is sent to the Hiring Review Board for review once the background process is completed. If the applicant is acceptable and an open position exists, conditional offer of employment may be given.
 - a. Sworn applicants are required to pass a drug-screening and may be required to pass additional tests as needed based on assignment.
 - b. Civilian applicants are required to pass a drug-screening and may be required to pass additional tests as needed based on assignment.

4. SWORN OFFICER ASSIGNMENT

The Human Resources Lieutenant, after consultation with their chain of command, determines where a reinstated police officer is assigned (Pre-Academy, Training Academy, Post Academy, FTO Program, etc.).