

MESA POLICE Department Policy Manual	Release of Hiring File Information	DPM 1.3.30 Effective 12/13/2012
Approved by: Chief of Police	Chapter: Hiring/Human Resources	Page: 1 of 3

1. PURPOSE

This policy provides Mesa Police Department (MPD) members with established procedures for the release of information involving MPD hiring files.

2. GENERAL

2.1 Access to Hiring Files

- A. Hiring files are confidential due to the sensitive nature of the information. Only designated members assigned to MPD Human Resources will have access to these files.
- B. Hiring files will only be accessed and/or reviewed by members of the Human Resources Section during the course of official duties.
- C. The Chief of Police, any Assistant Chief of Police, or designee, and the MPD Legal Advisor can obtain access to the hiring files at any time.
- D. Hiring files may only be subject to review by Department members conducting official business. Only information limited to job reference and approved by the affected Assistant Chief can be viewed.
- E. To request to view Hiring files:
 1. A memo through the requestor's chain of command will be completed requesting a review of an applicant file.
 2. The approved memo will be sent to the Human Resources Commander/Professional Staff Equivalent (PSE) for approval.
 3. If the request is granted a member of the Human Resources Section will contact the requestor to arrange the file review.
 4. The Human Resources member will complete [DPM 1.3.30F1 Hiring File Review Log](#) entry.
 5. A [DPM 1.3.30F2 Personnel File Review Form](#) will be signed by the Human Resources Commander and the member reviewing the file. The form will then be placed into the applicant file with the notarized release form for future review
 6. A copy of the memorandum will be placed into the applicant's file.

2.2 Release Form/Waiver of Liability

- A. A **notarized** release form must be received prior to releasing any information, in consultation with PD Legal.
- B. The release form must contain the following:
 1. The name of the agency requesting the Information.
 2. The name, date of birth, and social security number of the individual who is the subject of the request.
 3. A signature from the person who is the subject of the request.

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4. The scope of the information requested.

2.3 Current City Member Employment Verification

- A. Refer all requests for current City of Mesa (COM) member verifications to COM Human Resources.
 1. Phone verifications can be made by calling COM Human Resources or agencies can mail directly to 20 E. Main Street, Suite 130, Mesa, Arizona 85201.
 2. File review may be conducted on a case by case basis upon approval from the Human Resources Commander/PSE.

2.4 Applicant Hiring Checks

- A. All outside agency requests for applicant hiring checks received by telephone, email and/or fax will only be released upon receipt of a release form/waiver of liability.
- B. The form will be date stamped and processed by a MPD Human Resources Section member.
- C. The MPD Human Resources Section member will complete [DPM 1.3.30F3 Hiring Check Form](#) and submit to the MPD Human Resources Sergeant for review.
- D. The MPD Human Resources Sergeant will review and approve or disapprove the request before hiring file information is released.
- E. A copy of the request is placed into a hiring check binder.
- F. The original is placed into the hiring file for future review.
- G. The MPD Human Resources member will only release information contained in the file. Information about an applicant's medical and psychological report will not be released without approval from the MPD Human Resources Commander.
- H. All written responses must be reviewed by the MPD Human Resources Sergeant prior to release.
- I. Members from AZPOST are not required to submit a release form/waiver of liability prior to reviewing a hiring file for official purposes.

2.5 Outside Agency File Review

- A. MPD Human Resources member will confer with and obtain authorization from the MPD Human Resources Sergeant prior to releasing MPD Personnel file(s) to an outside agency background investigator for review.
- B. Personnel files may be reviewed by an outside agency background investigator if they provide a notarized release form from the candidate.
- C. Request for review not related to hiring to be approved by PD Legal.
- D. The investigator may take notes in reference to the file; however, no copies will be made.
- E. The hiring file will not leave the MPD Human Resources Section.

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- F. The MPD Human Resources member will complete an entry in [DPM 1.3.30F1 Hiring File Review Log](#).
- G. [DPM 1.3.30F2 Personnel File Review Form](#) will be signed by the MPD Human Resources member and the other agency investigator. The form will then be placed into the applicant file with the notarized release form for future review.

REFERENCES

- [DPM 1.3.30F1 Hiring File Review Log](#)
- [DPM 1.3.30F2 Personnel File Review Form](#)
- [DPM 1.3.30F3 Hiring Check Form](#)