

	PARADISE VALLEY POLICE GENERAL ORDER Hiring of Employees	Order Number
		32.1 Date 07-21-20

32.1 *Hiring of Employees*

Testing and processing of applicants varies with the position and includes a variety of testing methods. All applicants for police positions, *sworn* and *non-sworn*, *must* pass both polygraph examinations and background investigations. All applicants shall receive a complete written description of the steps in the hiring process for the position for which they are applying, as well as an estimate of the duration of the process and any policy on reapplication for unsuccessful applicants by the TRACE Unit as well as from Town Human Resources. Town HR shall ensure that only job-related criteria are used to rate applicants, and that processes are administered, scored and interpreted, and applicants are evaluated, in a uniform manner. The TRACE Unit and HR shall maintain a complete record of each hiring process, including the application and testing materials for unsuccessful applicants. All selection materials (test questions, for example) shall be securely stored or disposed of in a secure manner by the TRACE Sergeant or their designee. All applicants will receive written notice of the results of the hiring process.

Persons selected for positions *shall* be conditionally notified of their selection and of the need to pass a post-offer psychological examination (where required), a medical examination and a pre-employment drug test. Final *hiring will* depend upon the successful completion of those examinations. The Town pays for pre-employment physical, medical and psychological examinations.

Seniority shall be established by the *employee's* first day of employment. *Employees* who begin their employment on the same date *shall* have their *seniority* established by order of placement on the *hiring* list.

Final selection and seniority decisions shall be made by the Chief or their designee.