

# EXHIBIT "A"

Commission on Peace Officer Standards and Training

## SECTION C PERSONNEL SELECTION AND STANDARDS TABLE OF CONTENTS

	<u>Page #</u>
COMMISSION PROCEDURE C-1, PERSONAL HISTORY INVESTIGATION .....	C-1, C-2
C-1-1 Personal History Investigation (Purpose) .....	C-1
C-1-2 Personal History Investigation .....	C-1
C-1-3 Completion of Personal History Statement .....	C-1
C-1-4 Written Evaluation Required .....	C-1
C-1-5 Sources of Investigation .....	C-1, C-2
C-1-6 Relationship to Medical and Psychological Examinations .....	C-2
COMMISSION PROCEDURE C-2, MEDICAL AND PSYCHOLOGICAL SUITABILITY EXAMINATIONS .....	C-3, C-4
C-2-1 Medical and Psychological Suitability Examinations (Purpose) .....	C-3
C-2-2 Sequencing of the Medical and Psychological Suitability Examinations .....	C-3
C-2-3 Verification of Medical and Psychological Suitability .....	C-3
C-2-4 Medical Suitability Examination Requirement .....	C-3
C-2-5 Completion of Medical History Statement .....	C-3
C-2-6 Vision and Hearing .....	C-3
C-2-7 Physician's Findings .....	C-3
C-2-8 Psychological Suitability .....	C-4
C-2-9 Psychological Suitability Examination Requirements .....	C-4
C-2-10 Findings of the Psychological Suitability Examination .....	C-4
C-2-11 Updated Medical and Psychological Suitability Examinations .....	C-4
COMMISSION PROCEDURE C-3, LAW ENFORCEMENT CODE OF ETHICS .....	C-5
C-3-1 Code of Ethics (Purpose) .....	C-5
C-3-2 Code of Ethics .....	C-5

POST ADMINISTRATIVE MANUAL  
COMMISSION PROCEDURE C-1  
PERSONAL HISTORY INVESTIGATION

Purpose

1-1. **Personal History Investigation:** This Commission Procedure implements the personal history investigation requirements established in Section 1002(a) of the Commission Regulations. The purpose of the personal history investigation is to verify the absence of past behavior indicative of unsuitability to perform the duties of a peace officer. The POST "Peace Officer Background Investigation Manual," or its equivalent should be followed in conducting an investigation.

Procedure

1-2. **Personal History Investigation:** This procedure shall be followed in the pre-employment investigation of each proposed peace officer employee and shall be completed on or prior to the appointment date.

1-3. **Completion of Personal History Statement:** The department head shall require the candidate to complete the POST Personal History Statement, Form 2-251, or its equivalent prior to conducting the background investigation.

1-4. **Written Evaluation Required:** The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the candidate is suitable. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.

1-5. **Sources of Investigation:** The investigation shall include an inquiry into the following sources of information for the purpose indicated:

- (a) The State Department of Motor Vehicles, Division of Drivers Licenses--to determine the candidates driving record.
- (b) High school and all higher educational institutions that the candidate attended--to determine the school record, character and career potential of the applicant.
- (c) Appropriate official documents--to verify birth and age records. In the case of foreign born, appropriate federal or local records.
- (d) All police files in jurisdictions where the candidate has frequently visited, lived or worked--to determine if any criminal record exists.
- (e) Criminal records of the California Bureau of Investigation and Identification. A copy of the return shall be retained in the candidates personnel record.
- (f) The Federal Bureau of Investigation records. A copy of the return shall be retained in the candidates personnel records.

- (f) Previous employers within the past 10 years--to determine the quality of the candidates work record.
- (h) Within practical limits, references supplied by the candidate, and other references supplied by them, if any--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- (i) The candidates present neighborhood and where practicable, neighborhoods where the candidate may have previously resided--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- (j) The candidates credit records--to determine his/her credit standing with banks, department stores and other commercial establishments that would tend to give a clear indication of the candidates reliability and integrity.
- (k) When appropriate, military records in the service of the United States, jurisdictions therein, or foreign government--to determine the quality of the candidates service.

1-6. Relationship to Medical and Psychological Examinations; Pursuant to the provisions of the Americans with Disabilities Act of 1991, the hiring department may not make medical inquiries of a candidate prior to extending a conditional offer of employment. For a job offer to be considered bona fide, all non-medical information should be gathered at the pre-offer stage, unless doing so is practically or legally unreasonable. Subsequent to a conditional job offer and provided that the confidentiality provisions of the law are observed, the background investigator, examining physician, and examining psychologist should work cooperatively to ensure that each has complete information upon which to make their respective assessment of the candidate.

Historical Note:

Procedure C-1 was adopted and incorporated by reference into Commission Regulation 1002, on April 26, 1982 and amended effective May 23, 1997.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE C-2

MEDICAL AND PSYCHOLOGICAL  
SUITABILITY EXAMINATIONS

Purpose

**2-1. Medical and Psychological Suitability Examinations:** This Commission procedure implements the medical and psychological suitability examinations requirements established in Government Code Section 1031(f) and Sections 1002(a)(7) and 1007(a)(7) of the Regulations. The purpose of the medical examination is to select personnel who are free from any medical condition which would be expected to adversely affect their performance of peace officer duties. The purpose of the psychological suitability examination is to select personnel who are free from any mental or emotional condition which would be expected to adversely affect their performance as a peace officer.

Procedure

**2-2. Sequencing of the Medical and Psychological Suitability Examinations:** The medical and psychological suitability examinations shall be conducted within 1 year before hire. The Americans with Disabilities Act of 1991 prohibits the collection of medical<sup>1</sup> information prior to a conditional offer of employment.

**2-3. Verification of Medical and Psychological Suitability:** The hiring authority shall retain written verification that persons employed have been examined and found medically and psychologically suitable to perform peace officer duties in accordance with the provisions of this procedure.

Medical Examination Requirements

**2-4. Medical Suitability Examination Requirement:** As specified in Government Code Section 1031(f), the medical examination shall be conducted by a licensed physician and surgeon. The use of the POST "Medical Screening Manual for California Law Enforcement 1996," in conducting the medical evaluation is discretionary.

**2-5. Completion of Medical History Statement:** The department head shall require the candidate to complete the POST Medical History Statement, Form 2-252, or its equivalent prior to conducting the medical examination.

**2-6. Vision and Hearing:** The hiring authority shall establish minimum standards to ensure that candidates are free from any vision or hearing conditions that would be expected to adversely affect their performance of peace officer duties. The POST vision and hearing guidelines provide recommended evaluation criteria for use in this regard. While the use of these guidelines is discretionary, the hiring authority shall, at a minimum, establish criteria for screening far visual acuity (corrected and uncorrected), color vision, visual field, and hearing sensitivity.

**2-7. Physicians Findings:** The physician shall report the examination findings in writing by completing the POST Medical Examination Report, Form 2-253, or its equivalent, to be used by the appointing authority in its hiring decision.

<sup>1</sup>The Americans with Disabilities Act definition of medical inquiries covers areas related to both medical and psychological disability.

POST ADMINISTRATIVE MANUAL  
COMMISSION PROCEDURE C-3  
LAW ENFORCEMENT CODE OF ETHICS

Purpose

3-1. Code of Ethics: To insure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment, shall be administered the Law Enforcement Code of Ethics, as prescribed in Section 1013 of the Regulations.

Code of Ethics

3-2. AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God<sup>(1)</sup> to my chosen profession...law enforcement.

<sup>1</sup> Reference to religious affirmation may be omitted where objected to by the officer.

Psychological Examination Requirements

2-8. **Psychological Suitability:** Peace officer applicants shall be judged to be free from job-relevant psychopathology, including personality disorders, by a qualified professional, as described in Government Code Section 1031(f) (i.e., by a licensed physician and surgeon or by a licensed psychologist who has a doctoral degree in psychology and at least five years of postgraduate experience in the diagnosis and treatment of emotional and mental disorders). References in making this determination are identified in the "POST Psychological Screening Manual; December 1984" the use of which is discretionary.

2-9. **Psychological Suitability Examination Requirements:**

- (a) A minimum of two psychological test shall be used. One must be normed in such a manner as to identify patterns of abnormal behavior; the other must be oriented toward assessing relevant dimensions of normal behavior.
- (b) A clinical interview shall be conducted. The psychological test results shall be reviewed in advance by the individual who conducts the clinical interview.
- (c) Interpretation of the psychological test score information and conduct of the clinical interview shall be performed by a qualified professional as defined in sub-paragraph 2-8.<sup>2</sup>

2-10. **Findings of the Psychological Suitability Examination:** Findings of the psychological suitability examination shall be reported in writing to the appointing authority for use in its hiring decision.

2-11. **Updated Medical and Psychological Suitability Examinations:** When more than one year has passed since initial examinations, medical and psychological suitability examination updates, as opposed to complete new examinations, may be conducted for individuals who:

- (a) Upgrade within the same agency to reserve peace officer or regularly employed peace officer status;
- (b) Were examined initially in accordance with all of the provisions of sub-paragraphs 2-1 through 2-10 of Commission Procedure C-2, and the results of such examinations are available for review; and
- (c) Have worked continuously for the agency since the time of initial appointment.

Each examination update shall be conducted by a qualified professional as defined in Government Code 1031(f), and shall include, at a minimum:

- (a) A review of previous examination findings;
- (b) A review and evaluation of the individuals work history and job-relevant life history while with the agency for indicators of potential changes in medical or psychological status and the conduct of more extensive examination and assessment when warranted by the findings of such review; and
- (c) Verification in writing by the qualified professional as to the individuals medical or psychological suitability for appointment as a peace officer, a copy of which shall be retained by the agency.

<sup>2</sup> Since determination of psychological suitability must be made in part on the basis of psychological test score information, as specified in this procedure, the testing is usually conducted by a licensed psychologist.

Historical Note:

Procedure C-2 was adopted and incorporated by reference into Commission Regulation 1002 on April 15, 1982, and amended on January 1, 1985, July 1, 1985, January 29, 1988, and May 23, 1997.