



New Employee Packet

Employee Name: _____ Date: _____

*****NOTE: All forms must be signed by hand or using Adobe*****

Email completed packet on the first day of work to the Chief's Executive Assistant

Forms Included:

- ☆ **Personnel Information Form**
 - Please complete all applicable fields

- ☆ **Employee Certification Under Domestic Violence Statute**
 - Please read, check the paragraph that applies, and sign

- ☆ **Arrest/Criminal Information**
 - Please read the attached memo from the Office of the Chief and sign

Personal Contact Information

As a Tempe Police Department employee you are REQUIRED to notify the Chief's Executive Assistant by changing your information in PeopleSoft within ten (10) days per City Personnel Rules and Regulations, Section 307. This includes your address, phone numbers, emergency contacts, etc. See below for the excerpt from the Personnel Rules and Regulations:

Section 307: Employee Status and Address Changes

"Employees are required to notify their department manager or the Department Manager's designee, their supervisor, and Human Resources if they have a change of residence or telephone number within ten (10) business days. Employees are required to notify Human Resources if they have a change in domestic partnership, marital status (marriage, divorce, widowed) or change in number of dependents within thirty (30) calendar days. New dependents not enrolled in the employee's insurance benefits within thirty (30) calendar days may be enrolled during the next open enrollment period."



PERSONNEL INFORMATION FORM

First Name:		Middle Name:		Last Name:	
Start Date:		Employee ID #:		Breast Badge #:	Network Username:
Date of Birth:		Sex:		Race/Ethnicity: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Eastern Indian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White	
Street Address			City		State
					Zip Code
Home Phone:			Cell Phone:		
Driver's License #:		State Issued:		Social Security #:	
Job Title:					
Academy Class (sworn and detention):			Academy Graduation Date (sworn and detention):		
Are you a lateral Police Officer or Detention Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, which agency are you from?		
If you are a lateral, how many YEARS of prior law enforcement or detention experience do you have?					
Position Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Regular <input type="checkbox"/> Temporary					
Highest Degree of Education: <input type="checkbox"/> High School/GED <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate					
Supervisor's Name:		Supervisor's Title:		Supervisor's Phone:	

EMERGENCY CONTACT INFORMATION

Emergency Contact Name #1:		Relation:	
Address (Street, City, State, Zip):			
Home Phone:		Cell Phone:	
Emergency Contact Name #2:		Relation:	
Address (Street, City, State, Zip):			
Home Phone:		Cell Phone:	



EMPLOYEE CERTIFICATION UNDER DOMESTIC VIOLENCE STATUTE

Under 18 U.S.C. § 922(g)(9) it is unlawful for any person who has been convicted in any court of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. For purposes of the statute, a misdemeanor crime of domestic violence means an offense that:

- (1) is a misdemeanor under Federal or State law; and
- (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, guardian, or by a person similarly situated to a spouse, parent or guardian.

In order for us to make a reasonable inquiry as to whether any present employees may be subject to the prohibitions under Section 922, we are asking everyone to check the appropriate space and sign the certification below. This certification will become a part of your personnel file. A conviction does not automatically subject you to the provisions of Section 922. If you check the box indicating that you have been convicted of a misdemeanor crime of domestic violence, a further investigation will be done whether Section 922 applies. If you are uncertain as to whether you have been convicted of a misdemeanor crime of domestic violence as defined above, please check the appropriate space and advise your supervisor.

____ I hereby certify under penalty of perjury that I have never been convicted of a misdemeanor crime of domestic violence as defined in Title 18 of the United States Code.

____ I hereby certify under penalty of perjury that I was convicted of a misdemeanor crime of domestic violence as defined in Title 18 of the United States Code. The conviction was on _____ (date), in _____ (City, State).

____ I hereby certify under penalty of perjury that I have been convicted of a misdemeanor crime, but I'm not certain whether such misdemeanor crime falls under the offense as defined under Title 18 of the United States Code and request further information.

Employee Name (Print)

Employee Signature / Date



Memorandum



Tempe Police Department – Office of the Chief

To: All Police Department Personnel
From: Office of the Chief
Subject: Arrest/Criminal Information

On July 31, 1993, the Tempe Police Department was required to enter into a contract with the Department of Public Safety concerning the release of arrest/criminal information that is processed or derived from their Criminal Identification Section or ACIC and NCIC. This contract makes our Department and each employee responsible for the dissemination of arrest/criminal information derived for the Tempe Police Department or NCIC/ACIC.

Visit <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp> and search Title 41 to view a copy of Arizona Revised Statutes 41-1750 and 41-1756. Please note that 41-1756.B states that any person who releases or procures the release of information not in accordance with this law is guilty of a felony.

After reading Administrative Code ARS 41-1750 and 41-1756, please sign the Arrest/Criminal Information Form and return it to the Chief's Executive Assistant.

I, _____, have read the Arizona Department of Public Safety Criminal Identification Section – Administrative Rules and Regulations, and the Arizona Revised Statute 41-1750.

I further understand that I am responsible for the release of arrest/criminal information and may be held accountable for its dissemination to unauthorized personnel or agencies.

Employee Name (Print)

Employee Signature / Date