

**CHAPTER 7**

**POST-INVESTIGATION PROCESS: UNIFORMED CLASSIFICATIONS**

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## CHAPTER 7

### POST-INVESTIGATION PROCESS: UNIFORMED CLASSIFICATIONS

1. HEADQUARTERS REVIEW. Upon receipt of the completed electronic Statement of Personal History (eSOPH) documentation, Cadet Hiring and Recruitment Section, Cadet Hiring Unit (CHU), will review the investigation report. Each report will be completely reviewed to ensure that all minimum investigation standards have been met.
  - a. Reinvestigation. Investigation reports not completed satisfactorily, or that do not adequately address all factors, shall be returned to the appropriate Division for reinvestigation or development of additional information.
  - b. Overrule of Investigator/Division Recommendation. If, after a thorough review, CHU determines that the facts of the case will not support the recommendation of the field investigator and the Division Applicant Investigations Unit (AIU) coordinator, the recommendation would be discussed with the Division AIU coordinator. At that point, the investigation's recommendation may be reversed through facts developed during the discussion or through reinvestigation.
  
2. WITHHOLDING FROM ELIGIBILITY FOR APPOINTMENT. If the investigation has demonstrated that the candidate is unfit for appointment, and after CHU reviews the investigation, a withhold letter will be prepared by CHU and forwarded to the candidate.
  - a. Procedure. The information in the applicant's eSOPH documentation will describe the basis for withholding a candidate. It is therefore imperative that all facts needed to support a withhold action be carefully documented therein. The information must be accurate, timely, and job-related. When a withhold action is taken, the candidate is provided with a letter from CHU confirming the applicant's withhold based on details discussed during their final interview with the assigned investigator.
  - b. Appeals. Persons withheld from eligibility for appointment may appeal the action to the State Personnel Board (SPB) within 30 days from the date of the withhold letter.
  - c. Appeal Hearing. A hearing may be held by the SPB to allow both the candidate and the Department an opportunity to present oral arguments supporting their respective positions.
  - d. Decision. After the hearing, the SPB may:
    - (1) Order the candidate's name restored to the eligible list.

(2) Concur with the Department's action.

(3) Order further investigation of the candidate's qualifications.

e. Retention. In cases where the candidate was withheld from appointment as a result of the applicant investigation, drug screening, medical examination, or psychological screening, the retention of all files will be for a maximum of five years from the date establishing eligibility.

3. CLEARED FOR APPOINTMENT. After a candidate has been cleared for appointment and has accepted an invitation to the Academy, the following actions shall be taken:

a. Orientation. The Division AIU coordinator will receive a list from the CHU of those candidates cleared for appointment. The Division AIU coordinator shall ensure that an orientation regarding Academy training is conducted for those candidates within their Division and their significant others. The orientation shall cover specific topics which will, at a minimum, include:

(1) The rigors and stressors of Academy life.

(2) The probability of relocation to a metropolitan area upon graduation.

(3) The showing of the video, "Academy Blues."

b. The eSOPH documents are forwarded to Human Resources Section, Personnel Files Services.

c. Retention. The eSOPH documents shall be retained for the employed life of the candidate.

d. CHP 42, Cadet, California Highway Patrol Field Assignment Information. In cases where the candidate requested hardship consideration, the envelope containing the CHP 42 and supporting documentation shall be marked "CONFIDENTIAL" and forwarded to the Academy.