

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 300 - Personnel Management	
	<b>Directive:</b> 310.03 - Recruitment	
<b>Authorized by:</b> Chief Brandon Zuidema		<b>Effective Date:</b> March 17, 2014
<b>CALEA Standards:</b> 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.3.4 (5 <sup>th</sup> Edition).		<b>Last Revision:</b> August 6, 2004

### 310.3.1 - Purpose

The purpose of this directive is to provide guidelines for the recruitment of qualified applicants who reflect the Department values of commitment, integrity, and professionalism.

### 310.3.2 – Policy (31.2.3)

It is the policy of the Garner Police Department to ensure an equal employment opportunity for all applicants on the basis of individual merit and regardless of race, sex, creed, color, age, religion, national origin, or physical impairment.

### 310.3.3 - Program Administration (31.1.1, 31.2.1)

- A. The recruitment and selection program for the Department will be the responsibility of the Chief of Police. The Chief of Police delegates primary responsibility and authority to administer the program to the Personnel and Training Sergeant (P&T Sergeant).
- B. The P&T Sergeant will be responsible for ensuring that a liaison is maintained with the Town Human Resources Department on recruiting matters and will ensure that the Department implements and participates in the recruiting strategies outlined in the Department's recruitment plan, as documented in the *Garner Police Department Recruitment Manual* (see addendum to this directive).
- C. The Department will establish and maintain a comprehensive recruitment plan to conduct an organized and effective search for well-qualified applicants. This plan will include the following elements:
  1. Objectives stated in quantitative terms;
  2. A plan of action designed to achieve the stated objectives;
  3. Procedures that will be used to seek assistance from community organizations and leaders.
- D. The Chief of Police is authorized to offer a salary incentive (i.e. a higher starting salary) in order to attract more qualified candidates. The Chief will give consideration to those applicants who possess education, law enforcement experience and/or certification, military training, foreign language skill(s) or other knowledge related to the functions of a police officer.

### 310.3.4 – Recruitment (31.1.2; 31.2.3)

- A. The P&T Sergeant will ensure that all personnel assigned to participate in formal recruitment efforts are knowledgeable in the following areas:
  1. The Equal Employment Opportunity Plan utilized by the Town and the Department;

2. The Department's Recruitment Plan;
  3. The Department's recruitment needs;
  4. Career opportunities, salaries, benefits, and training provided by the Department;
  5. Federal and State compliance guidelines;
  6. The demographics of the community and those educational and community organizations which may be appropriate for recruiting efforts;
  7. An understanding of different ethnic groups and cultures;
  8. Techniques of record-keeping systems for candidate tracking;
  9. The selection process and procedures used by the Department and the Town;
  10. Recruitment programs of competing law enforcement agencies; and
  11. Disqualifying factors for candidates.
- B. The Department will involve as many officers as possible in the recruitment process by encouraging them to actively recruit police candidates, participate on review boards, and attend recruitment events. All officers will be provided with the Equal Employment Opportunity Plan utilized by the Town and the Department.
- C. Minority personnel will be actively involved in recruitment activities and included in recruitment literature whenever possible. This will demonstrate the agency's commitment to the minority community, demonstrate promotion ability by virtue of their position, enhance the reception of the minority community to the recruiter, and increase the potential for recruiting minority personnel.

#### **310.3.5 - Job Announcements (31.3.1; 31.3.2)**

- A. Job announcements released by the Town Human Resources Department will contain the following information:
1. A description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements for the position;
  2. A statement advertising the Department/Town as an equal opportunity employer; and
  3. The official application filing deadlines.
- B. Job announcements will be posted with community service organizations that are likely to be in contact with likely candidates for recruitment. The P&T Sergeant and/or personnel identified to serve as recruiters will seek cooperative assistance from key leaders in these organizations.
- C. Job vacancies will be publicized at least ten (10) working days prior to any official filing deadline or closing date.
- D. Entry level vacancies will be advertised in a variety of media, including but not limited to, the Town website, local and regional media, professional organizations, and social media outlets. media.

**310.3.6 - Receipt of Applications (31.3.3; 31.3.4)**

- A. Whenever the Department is conducting a recruitment and hiring process, the P&T Sergeant, or designee, will:
  - 1. Acknowledge receipt of each application within ten (10) working days of its submission;
  - 2. Periodically inform applicants of the status of their application, from initial receipt through final disposition; and
  - 3. Record all applicant contacts in the applicant's file.
- B. Applications will not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process.

**310.3.7 - Pre-application Job Interest Card**

- A. During those times when the Department does not have position vacancies, interested parties are able to express their interest in a position with the Department by completing a "Job Interest Card" on the Town's website.
- B. The Department's pre-application job interest card will contain the following information:
  - 1. The applicant's name;
  - 2. The applicant's home address;
  - 3. The applicant's home and work phone numbers;
  - 4. The applicant's email address; and
  - 5. The position desired.

**310.3.8 - Annual Analysis (31.2.2; 31.2.3)**

- A. Prior to March 1 of each year, the P&T Sergeant will conduct an annual analysis of the Department's recruitment plan.
- B. The evaluation will contain information on activities of the previous calendar year along with summary information for the entire year. The evaluation will include, but not be limited to, the following elements:
  - 1. A statistical summary of positions advertised, applications received, and applicants hired including a breakdown of each category by race and gender;
  - 2. Progress toward the quantitative objectives identified in the Recruitment Plan;
  - 3. An analysis of the effectiveness of the recruitment activities;
  - 4. Suggestions for improvement of selection criteria or components; and
  - 5. Recommendations for review or revision of the Recruitment Plan.

ADDENDUM (31.2.1)