




City of Manassas Police Department General Duty Manual



Effective Date: 12-06-2010	GENERAL ORDER	Number: 03-07
Subject: Recruitment		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 01-03-2019 General Order 3-7 Dated: 09-09-2006		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 16.3.2/ 31.1.1/ 31.1.2/ 31.2.1/ 31.2.2/ 31.2.3/ 31.3.1/ 31.3.2/ 31.3.3/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To establish policy and procedures regarding the recruitment of sworn and non-sworn personnel for the Department.

POLICY:

The Department seeks highly qualified men and women to fill the ranks of sworn and non-sworn personnel. The Department actively participates in the recruitment of candidates available to perform tasks vital to the Department and the community's interest. The Department seeks to recruit the best qualified candidate, not merely eliminate the least qualified. At all times, the goal of the Department's recruitment function is to reflect and complement the diversity of our community. The Department's recruitment effort shall be administered and conducted within the scope of the City of Manassas' Equal Employment Opportunity Plan (EEOP).

PROCEDURE:

I. Administrative Practices and Procedures

- A. The Department's recruiting efforts are governed by the provisions of the City Employee Handbook, and this General Order. The Department's recruitment and selection components operate in accordance with the City's EEOP.
- B. The Department is responsible for the majority of activities critical to the recruitment effort. Such involvement is conducted in accordance with the guidelines established in the City Employee Handbook and is overseen by the City's Human Resources Manager (or designee).
- C. The Recruitment Officer under the command of the Office of Professional Standards is the staff member primarily involved in recruitment activities.
 - 1. On-the-job transition training will be conducted when a new staff member fills this position.
 - 2. This training is conducted by the outgoing Recruitment Officer, the Office of Professional Standards, the Administrative Services Division Commander, and appropriate staff members from the City's Human Resource section.
 - 3. The Recruitment Officer is then responsible for training all Department members who assist with recruitment activities.
- D. A recruitment plan for agency personnel is prepared by the Recruitment Officer and presented to the Chief of Police, at least triennially. The Plan includes the following elements:
 - 1. Statement of Objectives to delineate goals for the recruitment of personnel in the sworn and non-sworn ranks to ensure efforts are directed toward representation of the community's residents.
 - 2. Plan of Action including specific steps designed to achieve the goals delineated in the Statement of Objectives.
 - 3. Procedures to track and evaluate the progress made toward objectives every year.
 - 4. Provisions to revise/reissue the plan as needed. based on identification of deficiencies and/or successes.
- E. At least annually, the Recruitment Officer will compare the ethnic and gender composition of Department members to that of the workforce composition of the community. Should substantial deviation exist between the two, the Recruitment Plan will be revised and reissued accordingly. In determining the

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available workforce, data from the US Census Bureau, Department of Labor and the Department of Homeland Security and other reliable state and local sources will be used to calculate the most accurate projection.

- F. Job announcements are developed by the City’s Human Resources with input from the Recruitment Officer. Recruitment Notices and brochures are developed by the Recruitment Officer. Each provides the following information at a minimum:
 - 1. A description of the position’s duties, responsibilities, requisite skills, educational level, and other minimum qualifications.
 - 2. A statement that the City is an Equal Employment Opportunity employer.
 - 3. Official application filing deadline.
- G. The basis for the content of job announcements and recruitment notices is the written job task analyses maintained by Human Resources.
- H. Entry level job vacancies are advertised in local print media, electronically on a variety of websites designed to reach a diverse audience, and in select publications with a targeted minority audience.

II. Community Outreach

- A. The Recruitment Officer distributes job announcements to community service organizations and faith based organizations. This information is also disseminated to local high schools, colleges, universities, and technical and professional schools.
- B. Recruitment activities are performed by the Recruitment Officer with the assistance of members who have volunteered to assist with this function. Those members who volunteer or are enlisted to assist in the recruitment process are provided training prior to initiating recruitment activities. The training program provides knowledge and skills in the following areas:
 - 1. The Department’s recruitment needs and commitments.
 - 2. Department career opportunities, salaries, benefits and training.
 - 3. Federal and State compliance guidelines including Equal Employment Opportunity
 - 4. Facts about the City including demographic data, community organizations, educational institutions, and housing.
 - 5. Multicultural awareness or an understanding of different ethnic groups and subcultures.
 - 6. The components and requirements of the selection and hiring process.
 - 7. Potential disqualifying characteristics or factors.
- C. The Recruitment Officer and selected members conduct / attend off-site recruitment and community outreach, including but not limited to:
 - 1. Local and regional job fairs, career days and other institutional formats at:
 - a. Colleges and universities.
 - b. High schools.
 - c. Business and trade shows.
 - d. Community Events such as the Fall Jubilee, the annual African American and Latino Festivals.
 - 2. Job fairs and career days at locations outside the Northern Virginia Region are specifically selected based on the diversity of their population and the Department’s recruitment needs.
- D. The Department encourages all its members to actively seek and engender interest among potential candidates, especially minorities and women. Further incentive is offered in the Employee Referral Program administered by Human Resources. Employees are eligible for a \$500 cash incentive for the referral of a successful candidate for employment. Information regarding this program can be found in the City Employee Handbook.

Attachments: N/A
 Index as: Recruitment.
 References: N/A