

# GENERAL ORDER

4-311

**SUBJECT: RECRUITMENT**



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INDEX: ADVERTISEMENTS, ANNOUNCEMENTS, APPLICANT PROCESS, CANDIDATES FOR POLICE PATROL OFFICER

**I. PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish the procedures for the recruitment of candidates for the position of police patrol officer at the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of the Chief of Police to fill vacancies within the Department which cause the actual strength of the Department to fall below the authorized manpower level.

# GENERAL ORDER

4-311

## **SUBJECT: RECRUITMENT**

2. It will be the responsibility of the Chief to cause the publication of an advertisement announcing the recruitment of candidates for police patrol officer.

### **II. DISCUSSION:**

- A. This general order deals with the recruitment of candidates for the position of police patrol officer. The objective of a recruitment process should be to identify and employ the best-qualified candidates available. The benefits of a positive approach to recruitment to an agency are many: lower personnel turnover rates, reduced disciplinary problems, higher morale, improved community relations and more efficient and effective service. The recruitment of candidates for employment as police officers is the responsibility of the Chief of Police. It is intended that the information presented in this directive will establish an understanding of the recruitment process.

### **III. DEFINITIONS:**

- A. **ACTUAL STRENGTH:** The total number of persons currently employed in an agency.
- B. **AFFIRMATIVE ACTION PLAN:** A written plan for recruiting, hiring, training and promoting minorities and women.
- C. **AUTHORIZED STRENGTH:** The number of persons legally or officially sanctioned by the agency's government.
- D. **EQUAL EMPLOYMENT OPPORTUNITY:** The provision of equitable opportunities for and conditions of employment to all employees regardless of race, creed, color, sex, religion, national origin or physical impairment.
- E. **RECRUITMENT ACTIVITIES:** A systematic method of seeking potentially qualified job applicants.

# GENERAL ORDER

4-311

**SUBJECT: RECRUITMENT**

**IV. POLICY:**

- A. It will be the policy of the Monroe Police Department to maintain authorized manpower levels at all times, filling vacancies as soon as practical after they arise.
- B. It will be the policy of the Monroe Police Department to recruit qualified candidates in an open process, offering equal employment opportunities to all applicants in accordance with established personnel rules.

**V. PROCEDURES:**

**A. RECRUITMENT ADMINISTRATION:**

- 1. **RECRUITMENT PROGRAM:** Whenever the actual strength of the Department falls below the authorized strength, the Chief of Police will conduct the implementation of an entry level recruitment process, provided there is no acceptable candidate on any current employment list. Members of this Department will actively participate in the recruitment program.
- 2. **RECRUITERS:** Department personnel shall have training and knowledge in personnel matters, including equal employment opportunity and affirmative action programs. Prior to initiating recruitment activities, recruiters will undergo training that provides knowledge in the following areas:
  - a. This Department's recruitment and commitments;
  - b. This Department's career opportunities, salaries, benefits, and training;
  - c. The federal and state government compliance guidelines;
  - d. The community and its needs;

# GENERAL ORDER

4-311

**SUBJECT: RECRUITMENT**

- e. Cultural awareness;
- f. Techniques of informal record keeping systems for candidate tracking;
- g. The selection process as a whole, including the written, oral, polygraph, psychological and physical agility exams and the background investigation;
- h. The recruitment practices of other jurisdictions;
- i. Characteristics that disqualify candidates;
- j. Medical requirements.

**B. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITIES:**

- 1. **MINORITY RATIO:** This Department shall at all times adhere to the affirmative action plan of the Town of Monroe, CT and make available to the public all collected demographic data.
- 2. **RECRUITMENT PLAN:** This Department has a plan for recruitment, which includes the following elements:
  - a. Statement of objectives;
  - b. Plan of action designed to achieve the objectives identified in Subsection a. above; and
  - c. Procedures to periodically evaluate the progress toward objectives and revise/reissue the plan.
- 3. **EQUAL OPPORTUNITY EMPLOYER:** The Town of Monroe is and will continue to be an equal opportunity employer.

**C. JOB ANNOUNCEMENTS AND PUBLICITY:**

- 1. **ANNOUNCEMENTS:** This Department's job announcements and recruitment notices for sworn personnel include:

# GENERAL ORDER

4-311

## SUBJECT: RECRUITMENT

- a. **JOB DESCRIPTION:** When a decision has been made to fill a vacancy within the Department, the Chief's secretary shall cause the publication of an announcement. This announcement shall provide a description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position.
  - b. **JOB ANNOUNCEMENTS:** Announcements of employment opportunities shall be advertised in the media pursuant to Equal Opportunity Rules which will include circulation beyond the immediate jurisdiction.
  - c. **EQUAL OPORTUNITY EMPLOYER:** Announcements of employment opportunities and Department applications shall clearly indicate that this Department is an equal opportunity employer.
  - d. **FILING DEADLINES:** The job vacancies are publicized for a period of at least ten (10) working days prior to the filing deadline. The filing deadline shall be very clearly stated and emphasized in bold print.
2. **COMMUNITY ORGANIZATIONS:** The office of the Chief of Police will maintain a list of community organizations that are in contact with individuals who are likely candidates for recruitment as sworn personnel. Permission will be obtained from these organizations to post job announcements so that there is a greater exposure of recruitment information.
  3. **APPLICANT CONTACT:** This Department will maintain contact with applicants for sworn personnel from initial application to final employment disposition. Applicants will be notified of their status after each phase of the process.
  4. **REJECTED APPLICATIONS:** No application for sworn personnel shall be rejected solely due to omissions or deficiencies on the application provided such

# GENERAL ORDER

4-311

**SUBJECT: RECRUITMENT**

omission/deficiency can be corrected prior to the initiation of the testing process.