

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: RECRUITMENT	Procedure: General Order 14.1.1 CALEA 31.1.1	Total Pages: 3
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	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to maintain an active recruitment program structured to attract applicants for actual or forecasted department vacancies, while maintaining the highest possible level of professionalism.

II. PURPOSE

This written order establishes guidelines for a recruitment program for sworn personnel.

III. SCOPE

This directive is applicable to all Departmental personnel.

IV. RESPONSIBILITY

All department personnel involved in the recruitment program will adhere to this policy.

IV. OBJECTIVE

The objective of this program is to search for and attract as many qualified candidates as possible, not merely to eliminate the least qualified. Ideally, the implementation of this plan would allow the ethnic, racial, and gender workforce composition of the department to approximately reflect the demographic makeup of the Shoals area. The benefits of an effective and fair recruitment program such as this should be manifested in a lower rate of personnel turnovers, fewer disciplinary problems, higher morale, better community relations and more efficient and effective services.

V. EQUAL EMPLOYMENT

“All employees of the City of Florence have the right to be treated on the basis of their own skills, abilities, and merits. To that end, the City will implement its employment policies without regard to race, color, sex, national or ethnic origin, creed, religion, age, citizenship, veteran status, or disability. This policy applies to all aspects of the employment relationship, including all terms, conditions, and privileges of employment” – City of Florence Manual for Supervisors and Employees.

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VI. RECRUITMENT COORDINATOR:

The position of Recruitment Coordinator shall be designated by the Chief of Police.

- A. The Recruitment Coordinator shall have the authority to manage the Department's role in the operation and direction of recruitment activities.
- B. The Recruitment Coordinator shall pursue methods designed to involve all Department personnel in the recruitment effort.
- C. The Recruitment Coordinator, and all employees directly involved in recruitment activities should be knowledgeable in personnel matters, especially equal employment opportunity and minority recruitment as it affects the management and operation of the department.
- D. The Recruitment Coordinator shall ensure that employees directly involved in recruitment activities are aware of the following:
 - 1. The agency's recruitment needs;
 - 2. Agency career opportunities, salaries, benefits, and training;
 - 3. The community and its needs (including demographic data, community organizations, educational institutions, etc.);
 - 4. Cultural awareness, or an understanding of different ethnic groups and subcultures;
 - 5. The selection process including information on background investigations, physical agility tests, written examinations, and interviews;
 - 6. Characteristics that disqualify candidates; and
 - 7. Medical requirements.

VII. COMMUNITY OUTREACH

- A. The Department seeks recruitment assistance, referrals, and advice from community organizations and key leaders.
- B. The Recruitment Coordinator or his designee, shall develop, implement, and maintain a recruitment program presentation for use in "Career Days" and other "Job Fair" activities.
- C. The Department will attempt to recruit personnel from area colleges through its Intern program whenever possible.
- D. The Department will recruit high school students through the use of the Police Ranger Program.
- E. All personnel requested to speak before public groups, events, etc, particularly those involving young adults will, as part of their program, mention career opportunities with the Police Department.

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- F. When possible, minority personnel within the Department will be involved in the recruiting process.
- G. The Florence Police Department, when necessary, and by use of the department's website, shall recruit outside of its service area.

VIII. WORK FORCE ANALYSIS

The Florence Police Department shall engage in positive recruiting efforts to employ qualified female and minority personnel by seeking to achieve a sworn workforce that is representative of the community.

IX. PROGRAM REVIEW

- A. The Command Staff and Recruitment Coordinator will review and discuss the demographics of police applicants on an annual basis and evaluate the progress being made towards the objective of recruiting qualified candidates, including females and minorities.
- B. Adjustments to department recruitment efforts will be made, as needed, based on findings of the program review.

X. JOB ANNOUNCEMENTS AND PUBLICITY NOTICES

- A. When vacancies or projected vacancies exist, job position postings and job announcements shall provide accurate and precise job descriptions. These postings and announcements will provide a description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position(s) to be filled.
- B. Job vacancies will be publicized at least 10 working days prior to any official application filing deadline. Any filing deadlines will be indicated on announcements and advertisements.
- C. The City of Florence Personnel Department will follow city policies when advertising and posting job notices and deadlines.
- D. Job vacancy advertisements will include a statement indicating that the City of Florence is an equal opportunity employer.

XI. APPLICANT TRACKING

- A. The City Department of Human Resources maintains contact with applicants from initial application to final employment disposition.
- B. The City Department of Human Resources is responsible to receive and review for accuracy, completeness, and eligibility, all applications. Applications that are deficient will be processed routinely if the deficiencies can be rectified prior to the testing or interview process.