

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: RECRUITMENT		NUMBER: 408
EFFECTIVE DATE: September 13, 2011		REVIEW DATE: September 11, 2020
New X Amends Rescinds	General Order 408, dated May 31, 2002	
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01 Purpose: To establish guidelines and procedures for the Department’s recruitment efforts.

02 Policy: It is departmental policy to maintain an efficient, effective, and fair recruitment process that results in attracting and employing individuals who best possess the skills, knowledge, and abilities to perform the duties of the position for which they are recruited. It is a concurrent departmental policy to maintain a workforce representative of the City’s demographics.

03 Recruitment Program:

A. The major recruiting activities for all City of Takoma Park employees are vested with and under the direction of the City’s Human Resources Department. However, ultimate authority for the recruitment of Police Department personnel rests with the Chief of Police, who designates a Recruitment/Applicant Coordinator to administer and manage the program with as-needed assistance of the Human Resources Department. The Police Department utilizes a formal process for the selection of qualified applicants incorporating defensible minimum standards; job related written tests of mental ability and aptitude, oral interview, polygraph, psychological and medical examinations, and in-depth background investigation.

B. The Chief of Police or the Training Officer will arrange training in personnel matters for the Recruitment/Applicant Coordinator and other employees assigned to recruitment activities, especially as concerns equal employment opportunity. The training will cover the following topics:

1. The Department’s recruitment needs and commitments.
2. The Department’s career opportunities, salaries, benefits and training.
3. The EEO guidelines.
4. The community and its needs (including demographic data, community organizations, educational institutions).
5. Cultural awareness of different ethnic groups.
6. Techniques of informal record keeping and systems for candidate tracking.

7. The different components of the screening and selection process (e.g., background investigation, polygraph examination, psychological tests, and physical/medical examinations).

8. Characteristics that may disqualify a candidate.

C. The Recruitment/Applicant Coordinator will produce a recruitment plan for full-time sworn personnel. The recruitment plan will include a statement of objectives and steps to be taken toward the goal of proportionally approximating, within the sworn ranks, the demographic make-up of the department's service community.

D. The Recruitment/Applicant Coordinator will conduct an annual analysis of the recruitment plan for sworn personnel and provide a report of the analysis, to include progress toward stated objectives and any needed revisions to the plan.

E. The Chief of Police maintains a set of job descriptions for use by the Recruitment/Applicant Coordinator and other employees. Posting job announcements and recruitment notices for all positions within the Takoma Park Police Department is the responsibility of the Recruitment/Applicant Coordinator. Job vacancies are publicized at least ten working days prior to the application filing deadline. The announcements/notices will:

1. provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;

2. advertise entry-level vacancies through electronic, print, or other media;

3. advertise the department as an equal opportunity employer on all employment applications and recruitment announcements/notices;

4. advertise official application filing deadlines.

F. The Recruitment/Applicant Coordinator shall keep copies of all advertised vacancies for three (3) years.

G. The Recruitment/Applicant Coordinator, working with the Community Outreach Program officer, shall make job announcements available for all positions in the Police Department to community service organizations and/or seek cooperative assistance from community organization key leaders.

H. The Recruitment/Applicant Coordinator ensures that sworn vacancies are publicized in the City Newsletter as well as other newspapers in the Washington-Baltimore metropolitan areas and, when appropriate, the Northeast United States. The Coordinator also ensures that the Department participates in campus “Career Days”, and nurtures student interest both through frequent cooperative efforts with the Community Outreach Program officer, and daily interaction with any student interns assigned to Administrative Services Division. (The student intern program nurtures student interest in law enforcement. The Department makes every effort to award the internship to a needy, deserving student. A high school/college intern normally works a maximum of 15 hours per week, performing a variety of duties in the police station. The intern is expected to be courteous and is taught public relations skills. The intern becomes proficient at a wide variety of clerical tasks and interacts daily with police officers and dispatchers, as well as the Chief of Police. There are frequent discussions of life and career choices, including law enforcement.)

I. The Human Resources Manager, City of Takoma Park, maintains the citywide plans for affirmative action and equal employment opportunity (EEO). Pursuant to General Order 421, Section 04, the Police Department’s Administrative Services Commander conducts an annual examination of the department’s workforce composition (*sworn and non-sworn*) and compares it with the city’s population demographics as reflected in the most recent census report. This information is submitted in a workforce report to the Chief of Police and serves as the basis for setting goals to achieve the desired racial, ethnic, and gender workforce diversity, and for justifying resources necessary for recruiting and EEO purposes.

04 Application Processing:

A. The Recruitment/Applicant Coordinator will ensure contact is maintained with applicants for all positions from initial application to final employment disposition. All applicant contacts will be logged and documented.

B. Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview phases of the process. However, no application will be processed without the verification of a birth certificate and a high school diploma or G.E.D. certificate. Furthermore, an applicant will **not** be eligible to take the written exam unless **all** required documents are presented to the Recruitment/Applicant Coordinator by the established deadline for that particular process.

C. Refer to General Order 413 - Selection of Officers, for hiring process specifics.