

Bowie Police Department - General Orders



TITLE: RECRUITMENT	NUMBER: 302
EFFECTIVE DATE: 7/4/11	REVIEW DATE:
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE: 4/8/16

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 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	TOTAL PAGES 5
---	---	----------------------

I. PURPOSE

This Order establishes guidelines and procedures for the Department's recruitment efforts.

II. POLICY

It is the policy of the Bowie Police Department to maintain an efficient, effective, and fair recruitment process that results in attracting and employing individuals who best possess the skills, knowledge, and abilities necessary, while maintaining a workforce representative of the population of the City.

III. RECRUITMENT PROGRAM (CALEA 31.1.1)

- A. In order to provide the highest level of service, the Department will have a proactive recruitment program, the goal of which is to find the most qualified candidates for vacant positions within the Department.
- B. The Bowie Police Department is committed to ensuring that professional law enforcement selection methods are incorporated into the hiring process. The 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, physical agility or a physical proficiency battery, medical examination and in-depth background investigation.
- C. The Captain or his/her designee is responsible to administer the recruiting program.
- D. The Chief of Police is vested with the authority and responsibility for administering the Department's role in the recruitment program.

IV. RECRUITMENT ASSIGNMENT (CALEA 31.1.2)

- A. All personnel assigned to recruiting duties will be knowledgeable in personnel matters, especially equal employment opportunity and the recruitment plan.
- B. Recruiter training will be a mutual effort by the Police and the Human Resources Departments. 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 in different ethnic groups;
 - 6. Techniques of informal record keeping and systems for candidate tracking;
 - 7. The different components of the screening and selection process (i.e., background investigation, polygraph, psychological tests); and,
 - 8. Characteristics that may disqualify candidate.

V. ETHNIC AND GENDER REPRESENTATION (CALEA 31.2.1)

- A. The City of Bowie has committed itself to be fair and impartial in all relations with employees and applicants for employment and to conduct all aspects of employment without regard to race, color, religion, gender, age, national origin or ethnic heritage.
- B. The City of Bowie voluntarily established a recruitment plan to ensure that positive actions continue, and to emphasize the City's commitment to compliance with the various federal and state laws regarding recruitment and equal employment opportunities.

VI. RECRUITMENT PLAN

- A. The Chief of Police Director has the primary responsibility for maintaining and furthering the goals of the recruitment plan and ensuring equal employment opportunity. (CALEA 31.2.1c)
- B. The City of Bowie Recruitment Plan for full-time sworn personnel, includes the following elements:
 - 1. Statement of objectives; (CALEA 31.2.1.a)

2. Plan of action designed to achieve the objectives identified in .06.B.1; (CALEA 31.2.1.b)
3. Procedures to evaluate the progress toward objectives annually; and, (CALEA 31.2.2a)
4. Revision of the plan as needed. (CALEA 31.2.2.b)

VII. EQUAL EMPLOYMENT OPPORTUNITY PLAN (CALEA 31.2.3)

- A. In accordance with the City policy concerning equal employment opportunities which is outlined in the Employee Manual, the Department will ensure that all personnel actions will be based on merit and ability without regard to a person's race, color, sex, age, religion, national origin, marital status, or handicap in practices involving recruitment, selection, training, transfers and other terms and conditions of employment.
- B. The purpose for the Department's E.E.O. Plan is to ensure fairness and equality in all aspects pertaining to personnel matters, and to ensure compliance with applicable provisions of state and federal laws and regulations prohibiting discrimination in the workplace.
- C. The Department will not support, nor will it condone, any action designed to intimidate, retaliate, harass, or discriminate against an employee who has exercised protective rights in opposing any practice made unlawful under applicable law, or has participated in any manner in any civil rights investigation, proceeding, hearing, or lawsuit.
- D. Sexual harassment by a Department member is prohibited and will not be tolerated, and allegations of such conduct will be taken seriously by Department management. See General Order 4-30.
- E. The Department will identify itself on all employment applications, recruitment literature, and job vacancy announcements as an equal opportunity employer.
- F. A "qualified applicant with a disability" is one who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, can perform the essential job functions of the position.
- G. The Department's job vacancy announcements will not use qualification standards that screen out or tend to screen out an individual with a disability or class or individuals with disabilities, on the basis of disability.
- H. The Department will ensure that any interviews that are administered as part of the recruitment and selection, and promotional processes are conducted in easily accessible locations.

- I. Employee complaints alleging discrimination should be handled pursuant to the provisions of the City of Bowie's complaint procedures as set forth in the City's Employee Manual.

VIII. JOB ANNOUNCEMENT CONTENT (CALEA 31.3.1)

- A. Posting job announcements for all positions within the Bowie Police Department is the responsibility of the Personnel Section. The job announcement will include statements on the following items:
 - 1. Provide a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements; (CALEA 31.3.1.a)
 - 2. Advertise entry-level vacancies through electronic, print or other media; (CALEA 31.3.1.b)
 - 3. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements; and, (CALEA 31.3.1.c)
 - 4. Advertise official application filing deadlines. (CALEA 31.3.1.d)
 - 5. When possible recruitment literature will depict women and minorities in law enforcement employment roles to enhance its credibility and sincerity.

IX. JOB ANNOUNCEMENT POSTING (CALEA 31.3.2)

Department, working with the Personnel Office, shall make job announcements available for all positions in the Police Department to community services organizations and/or seeks cooperative assistance from community organization key leaders. (CALEA 31.3.2)

- A. Community service organizations are in contact with individuals who are likely subjects for recruitment. Additionally, the Department will achieve broader dissemination and greater exposure of recruitment information.
- B. A list of organizations receiving job announcements will be developed and updated by the Personnel Office.

X. EMPLOYEE APPLICATION ACKNOWLEDGMENT

- A. Employment applications received by the Department will be entered into the Department's Master Name Index and the applications will be stored in a locked file cabinet. Applications will be stored for one (1) year.
- B. Throughout the selection process, the Department will maintain contact with applicants from initial application to final employment disposition. Any pertinent information from contact with applicants will be included with their file.

C. Coordination of all applicant contacts will be shared with the Operations Services Commander. The contacts will include the following: (CALEA 31.3.3)

1. At the time of their formal application candidates will be informed in writing as to the receipt of the application, all required elements of the selection process, the expected duration of the process and the Department's policy on re-application, re-testing, and re-evaluation of candidates not appointed.
2. Periodically informing applicants of the status of their applications; and,
3. Documentation and logging of all applicant contacts.
4. Copies of any and all correspondence sent to an applicant will be included with the applicant's file.
5. If an applicant is rejected, or the Department for good cause will not process an application any further, the applicant will be notified in writing of this decision.

XI. EMPLOYMENT APPLICATION REJECTION

Applications for all positions within the Police Department will not be rejected because of omissions or errors that can be corrected or rectified to the Department's satisfaction prior to the testing or interview process. (CALEA 31.3.4)

XII. CANCELLATIONS

This General Order cancels and replaces:

General Order 4-3 Equal Employment Opportunity Plan Dated 7/2011
General Order 4-4 Processing Employment Applications Dated 7/2011