

PALM BEACH GARDENS POLICE DEPARTMENT		
RECRUITING PROCESS AND PLAN		
POLICY AND PROCEDURE 4.1.8		
Effective Date : 11/01/11	Accreditation Standards: CALEA 31.2.2, 31.3.1 – 31.3.4 CFA 12.01M	Review Date: 01/01/2013

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PURPOSE: To establish procedures and define duties that will ensure the fair and efficient administration and management of the law enforcement personnel recruitment process, to establish a program to attract applicants for actual or forecasted Department vacancies, and to recruit the highest caliber personnel available.

SCOPE: This policy and procedure applies to all personnel involved in the Department recruiting process.

REVIEW RESPONSIBILITY: Administrative\Investigations Division Assistant Chief

POLICY: It is the intent of the Department to maintain a recruiting program and plan as a shared responsibility of the Department and the City's Human Resources Department (HR), and that the City and Police Department will recruit personnel in a manner that is consistent with state and federal laws, equal employment opportunity principles and regulations, city ordinances, and the policies and procedures of the City and the Police Department.

PROCEDURES

1. RECRUITING RESPONSIBILITIES

- a. The responsibility for recruiting activities is shared between the Police Department and HR. The Department will actively participate with HR in recruiting personnel for the Police Department.
- b. The Administrative\Investigations Assistant Chief is responsible for the recruiting process and plan of the Department and for coordinating such with HR.

2. RECRUITING OBJECTIVES

- a. The objectives of the recruiting process and plan are to:
 - i. Attract viable candidates for employment from diverse population groups;
 - ii. Bring the highest quality personnel into the Department;
 - iii. Enable the Department to promptly fill vacancies with quality candidates; and
 - iv. Maintain the Department's demographic make-up in approximate proportion to the available workforce of applicants qualified for law enforcement positions.

3. JOB ANNOUNCEMENTS AND PUBLICITY

- a. HR will be responsible for developing and publishing job announcements. The Police Department will assist whenever possible in the distribution of job announcements.
- b. Job announcements will be developed and published for, at a minimum, all entry level positions.
- c. All job announcements will contain, at a minimum, the following information:

- i. The duties and responsibilities of the position, along with any specific skill, educational and other minimum qualifications or requirements. All required skills, education and other qualifications shall be job related and/or required by law.
- ii. Closing date for the receipt of applications or indication that the application process is "Open Continuous" or "Open Until Filled."
- d. All recruiting advertisements, job announcements, and employment applications will include a statement that the City of Palm Beach Gardens is an Equal Employment Opportunity employer and may include a statement that the City is actively seeking minority and female candidates.
- e. Recruiting advertisements and job announcements will be provided to local community organizations and educational institutions that are in contact with individuals who are likely candidates for recruitment, including police academies.
- f. Other specific methods of publishing and distributing job announcements will depend on current needs and/or analysis of workforce demographics, but may include:
 - i. Posting on public notice bulletin boards and in other city locations.
 - ii. Publishing in local and out of area newspapers.
 - iii. Advertising via electronic media.
 - iv. Providing copies to community service, career development and employment organizations.
- g. Printed recruiting materials and advertisements with graphics should include the depiction of female and minority members of the Department in positive law enforcement roles.

4. RECRUITING ACTIVITIES

- a. Persons involved in recruiting activities will be knowledgeable about personnel matters, including Equal Employment Opportunity, the Department's recruitment needs, career opportunities, salaries, benefits, the selection process, and other related topics.
- b. This requirement shall not preclude the use of various Department personnel to assist in recruiting activities, as long as at least one representative of either HR or the Department present possesses such knowledge. This is intended to allow a cross-section of Department personnel to participate in the process. In addition, all Department personnel can be recruiters in their contacts with members of the public, professional organizations, and other activities. Members should always be aware of opportunities for encouraging potential applicants to consider a career with this Department.
- c. Recruiting activities may include participation in job fairs and similar events at colleges and universities throughout the state and those sponsored by other civic and community organizations.
- d. Recruiting activities may include the development of a city-wide career day or career fair.
- e. HR or the Police Department may seek recruitment assistance, referrals and advice from community organizations and key leaders.

5. APPLICATION PROCESS

- a. City employment applications will be available at all pre-arranged recruiting activities. Anyone requesting an application will be provided with one.
- b. Any employee may obtain applications from HR for delivery to any recruiting contacts or potential applicants.
- c. In other situations, if employment applications are not immediately available, anyone requesting an application will be informed that applications are available from HR or its website.
- d. The application should be completed by the applicant and returned to HR in accordance with the instructions provided with the application.
- e. Applications will not be rejected because of minor omissions or deficiencies that can be corrected; however, the processing of an application may be delayed until the deficiencies are corrected. The applicant will be given the opportunity to correct minor omissions and deficiencies so that processing of their application can resume. This does not apply to substantive omissions that go to the applicant's moral character, such as intentionally omitting a previous job that the applicant left under unfavorable circumstances or other untruthfulness.
- f. Applicants will be kept informed of the status of their application.
 - i. HR will provide the applicant with acknowledgement of the receipt of an application.

- ii. After the initial reviews of an application by HR and/or the Police Department, an applicant who is not selected for interviews will be notified in writing by HR that they are no longer being considered for employment.
- iii. Applicants who make it through the initial screening may be scheduled for interviews and will be notified by the Police Department of the interview date, time, and location.
- iv. After the interview process, HR will provide selected applicants with a conditional offer. Non-selected applicants will receive written notification from HR that they are no longer being considered for employment.
- v. Applicants who receive a conditional offer will be contacted by the Police Department, which shall maintain contact with the applicant during the background investigation process. If an applicant is rejected during this phase, the Police Department will notify HR who will advise the applicant in writing that they are no longer being considered for employment.
- vi. Successful applicants will be notified by the Police Department with a start date for employment.

6. REVIEW OF RECRUITING PROCESS AND PLAN

- a. HR records the number of applications on an on-going basis, including tracking by race and sex (without identifying information). If HR identifies any group that is significantly under-represented in the application process in comparison to the available workforce data, that information will be provided to the Administrative\Investigations Assistant Chief. Adjustments should then be made to recruiting activities as needed, depending on the actual data. These adjustments may include increasing or decreasing recruiting activities at specific types of venues.
- b. If at any time a trainee fails to complete probation, the Administrative\Investigations Assistant Chief will take note of the circumstances. While this is a rare occurrence when a quality selection process is in place, the Administrative\Investigations Assistant Chief should be alert to any trends or commonalities in these situations that might relate to the recruiting process. If any such trends or commonalities are observed, the recruiting process and plan should be adjusted accordingly.
- c. At any time a vacancy in the Department is unfilled for more than six months, excluding external influences such as a hiring freeze, the Administrative\Investigations Assistant Chief shall review the situation to determine if it is the result of recruiting deficiencies. If so, the Administrative\Investigations Assistant Chief should make any needed modifications to the recruiting process and plan to address the situation.
- d. Each year, a demographic analysis is conducted for a CALEA annual report or on-site assessment. This analysis will be reviewed by the Administrative\Investigations Assistant Chief to determine if the recruiting plan is meeting the objective of maintaining the department's demographics in approximate proportion to the available workforce. If it is not, adjustments should be made to recruiting activities as needed, depending on the actual data. These adjustments may include increasing or decreasing recruiting activities at specific types of venues.

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RESPONSIBILITY INDEX

- ADMINISTRATIVE\INVESTIGATIONS DIVISION ASSISTANT CHIEF
- HUMAN RESOURCES DEPARTMENT

DRAFTED: SDD /11-01-11 FILED: 4.1.8.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

11/08/2011
Date