

THURMONT POLICE DEPARTMENT

GENERAL ORDER	Date Issued: August 27, 2007	Effective Date: August 27, 2007	Order No: Chapter 24.0
Authority: Chief of Police Gregory L. Eyer		Manual Page No:	
Subject: Recruitment/EEO		Replaces Page No:	
Accreditation Standard: 31	Distribution: ALL	Amends:	Number of Pages: 6
Related Documents:		Rescinds:	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this order is to identify within the Thurmont Police Department a formal recruitment and employ the best candidates available, not merely eliminate the least qualified. Additionally, this order asserts the Department's commitment to equal employment opportunity.

II. POLICY:

The policy of the Thurmont Police Department is to have a sworn work face, which is representative of the available work force in the Department's service community relative to its ethnic and gender composition. Additionally, the Department will prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignments, or any other matter of personnel management for reason of race, color, creed, religion, sex, age, national origin, sexual orientation, veteran status, ancestry, marital status, political affiliation, or disability. Recruitment shall be conducted in cooperation with the Town of Thurmont Personnel Department.

III. DEFINITIONS:

EQUAL OPPORTUNITY EMPLOYER: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, gender, religion, sexual orientation, natural origin, ancestry,

veteran status, or physical impairment.

IV. PROCEDURE

A. Recruitment

The Department's recruitment team is responsible for working in conjunction with the Town of Thurmont Personnel Department to perform the following activities:

1. Notifying local media, area press, and other town departments of current vacancies.
2. Providing information to potential candidates.
3. Notifying civic organizations such as the League of Women Voters, and other service organizations.
4. Participating in job fairs and career days.
5. Maintaining a liaison with faculty of universities and colleges, which are involved in the criminal justice education system.
6. Making group presentations to local schools and organizations, which express an interest in the criminal justice field.
7. In all group presentations, job fairs, and career day participation, a concerted effort will be made to utilize officers from the Department's recruitment team and where appropriate to utilize minority officers representative of the ethnic background of the contact group.
8. All officers must successfully complete Recruitment Training in order to participate in formal recruiting activities.

B. Recruitment and Equal Employment Opportunity Plan

The Chief of Police is responsible for the development of the departmental recruitment plan for sworn personnel and an equal employment plan for all agency personnel. The plan will contain the following elements:

1. A statement of objectives and policy.
2. A specific plan of action designed to achieve the objectives identified in

the recruitment plan objectives.

3. Procedures to periodically evaluate the progress toward the plan objectives and provisions for revising and reissuing the plan.

C. Recruitment Team

The Deputy Chief of Police or designee with the assistance of the training coordinator shall be responsible for the overall administration of the department's recruitment team which will include the following:

1. Developing and maintaining an effective working relationship between the Town of Thurmont Personnel Department and Police Department.
2. Commissioners with regard to recruitment of sworn personnel.
3. Ensuring the recruitment team members receive appropriate training in recruitment related topics which will include:
 - a. The department's goals and objectives in relation to the recruitment of qualified applicants.
 - b. The department's career opportunities, salary structures, benefits and working conditions.
 - c. Town of Thurmont benefit plans.
 - d. The Federal and State equal employment opportunity guidelines.
 - e. Cultural, which will include an understanding of different ethnic groups or subcultures.
 - f. The Thurmont Police Department's Physical Fitness Standards Program.
 - g. Town demographic data, community organizations, educational institutions and community service organizations.
 - h. Selection process and testing sequence.

D. Outside Recruitment Practices

1. The department's recruitment team conducts on-site recruitment visits at

educational institutions, career job fairs, and community organizations in which the likelihood of attracting qualified minority group members the greatest.

2. In the effort to meet this objective, the recruitment team will conduct activities not limited to the jurisdictional boundaries of the Town of Thurmont. It shall be normal practice to recruit in the D.C. Metropolitan area as well as the northeast portion of the country. Nationwide recruitment may be activated if necessary.

E. Recruitment Materials

1. The Thurmont Police Department's printed recruitment material will consist of brochures, photographs and informational pamphlets that if possible will include Thurmont police officers who are representative of various minority groups and women.
2. The Department will utilize a pre employment contact card as a means to track interested candidates and to keep them informed when the department actively begins the selection process. The Department's pre-employment contact card will request only the following information:
 - a. Name, home address, business address and phone, date of birth and phone number.
3. The Administrative Assistant to the Chief of Police shall be responsible for maintaining completed contact cards.

F. Job Announcements and Publicity

1. Departmental job announcements and recruitment notices for sworn personnel will include the following information:
 - a. A description of duties, requisite skills, educational level, and all required qualifications as may be determined by the Thurmont Police Department.
 - b. Official application filing deadlines.
 - c. The Town of Thurmont equal employment opportunity statement.
2. Job Announcements and advertisements may be placed in but not limited to the following:

- a. Area newspapers
 - b. Law Enforcement Professional Journals
 - c. Internet websites targeted to current and future law enforcement personnel.
 - d. Professional and culturally diverse law enforcement agencies and organizations in the D.C. Metropolitan area.
 - e. Thurmont Community Organizations
3. Contact with Applicants
 - a. The Administrative Assistant of the Chief of Police has the responsibility of contacting all applicants who apply for the position of police officer for the Town of Thurmont from the initial phase to the final appointment.
4. Employment Application Rejection
 - a. The Police Department will not reject a candidate's job application if the application contains an error or omission which can be corrected prior to the beginning of the mandatory orientation session which signifies the start of the testing process.
 - b. A logbook is produced at the commencement of each selection process, and contains the applicant data of all application received in the open application period. At each step of the process, the applicant's process is indicated in the book. The Administrative Assistant to the Chief of Police maintains this record.

ATTACHMENTS :

Appendix 24.0A - Recruitment/Equal Opportunity Employment (TPD Form 24.0A)

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Chief Gregory L. Eyler

Order Edited and Approved By: Chief Gregory L. Eyler

Accreditation Standards Included in this Order

CHAPTER 31 Recruitment