Summary: This order describes the process for recruiting personnel.

A. POLICY

THE POLICE DEPARTMENT supports the recruitment effort of the City to ensure a law enforcement system that effectively integrates all available resources.

B. POLICE DEPARTMENT RESPONSIBILITIES (SWORN)
[16.2.1] [31.1.2] [31.2.2] [31.3.2]

1. RECRUITMENT OFFICER has the primary responsibility for the department's recruitment efforts, including:

   a. Developing and maintaining an effective working relationship with the Human Resources Division regarding recruitment of applicants
   b. Coordinating the recruitment responsibilities for the Police Department
   c. Ensuring the use of minority officers as recruitment officers representative of the ethnic background of the contact group
   d. Using community service organizations for the recruitment effort when possible
   e. Maintaining liaison with criminal justice faculty at state universities and community colleges in order to increase the number of referrals

2. RECRUITMENT PLAN

   a. Goal: to obtain a department work force consisting of the best qualified people possible who proportionally reflect the makeup of the available work force in the City of Chandler population
   b. Responsibility: The recruitment officer along with the Recruitment Committee appointed by the Chief of Police will develop and administer the recruitment plan for the Police Department
   c. Elements of the plan:
      1) Objectives stated in quantitative terms
      2) Action steps with a timetable for execution
      3) An itemized recruitment budget for allocated funds for the recruitment effort
      4) Procedures for seeking assistance from community organizations and key community leaders
      5) An annual evaluation of the Police Department's recruitment effort, including:
         a) A measurement of recruitment activities against the quantitative objectives established in the recruitment plan
         b) An analysis of the effectiveness of the recruitment plan
         c) Any recommendations for improvement in recruitment efforts

3. A RECRUITMENT COMMITTEE appointed by the Police Chief or designee to assist in the formulation and execution of the recruitment plan
a. Chairman: The recruitment officer
b. Members are representative of the department's service area in ethnicity and gender
c. Personnel involved on the Recruitment Committee are knowledgeable in the following areas:
   1) The department's needs and commitments
   2) The department's career opportunities, salary program, benefits, and training opportunities
   3) The federal and state Equal Employment Opportunity compliance guidelines and the recruitment plan
   4) The community service area including demographic data, community organizations, educational institutions, and community service organizations
   5) Cultural awareness including an understanding of different ethnic groups or subcultures
   6) Selection process procedures
   7) The recruitment programs of other jurisdictions
   8) The automatic and discretionary disqualifiers
   9) The medical and health requirements of applicants

4. EMPLOYEE REFERRAL PROGRAM

a. GOAL: To encourage active recruitment and referrals of qualified applicants by current employees
b. A City of Chandler employee who refers an applicant for a Police Officer Recruit or Police Officer position, who is hired and completes AZPOST certification, will receive a referral payment of $500
c. Employees shall complete and submit an employee referral form to Human Resources prior to applicant testing
d. The employee referral forms shall be available on the City of Chandler website, the Chandler Police website, and in the police department forms bin

C. THE INITIAL ANNOUNCEMENT

1. THE PROFESSIONAL STANDARDS SECTION will send a recruitment request form (PRR) to the Human Resources Division when an actual or projected position opening occurs with adequate lead time to prepare for recruitment and testing activities

2. HUMAN RESOURCES DIVISION (HR) will open recruitment for the position. See City of Chandler Personnel Rule 9 for policy governing recruitment and evaluation.

   a. HR will post the job recruitment bulletin and publish job announcements through electronic, print, and other media
   b. The job recruitment bulletin must include:
      1) Deadline for filing
      2) All elements of the selection process
      3) A description of duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements
      4) The expected duration of the selection process
      5) Schedule for testing
      6) The policy of reapplication
      7) Identification as an Equal Opportunity Employer
3. **HR WILL RECEIVE** and process all applications

   a. All applicants meeting the minimum requirements are placed on a list and forwarded to Professional Standards
   b. Applications containing minor errors may not be disregarded if they can be corrected prior to the testing process

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