

THURMONT POLICE DEPARTMENT

GENERAL ORDER	Date Issued: August 27, 2007	Effective Date: August 27, 2007	Order No: Chapter 24.0
Authority: <i>Chief of Police Gregory L. Eyer</i>			Manual Page No:
Subject: Recruitment/EEO			Replaces Page No:
Accreditation Standard: 31	Distribution: ALL	Amends: Order dated 8/27/2007	Number of Pages: 5
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 force, 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.

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 personnel is responsible for performing 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 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 and where appropriate to utilize minority officers representative of the ethnic background of the contact group.

B. Recruitment Objectives

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 which will include the following:

1. Developing and maintaining an effective working relationship between the Town of Thurmont Personnel Department and Police Department.
2. Ensuring the recruitment members receive appropriate information 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.

C. Outside Recruitment Practices

- 1. The department's recruitment members shall conduct on-site recruitment visits at educational institutions, career job fairs, and community organizations in which the likelihood of attracting qualified minority group members are the greatest.
- 2. In the effort to meet this objective, the recruitment members will conduct activities not limited to the jurisdictional boundaries of the Town of Thurmont.

D. Recruitment Materials

- 1. The Thurmont Police Department's printed recruitment material will provide job description information, incentives, salary, and benefits as provided by the Town of Thurmont.

E. 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. Internet websites targeted to current and future law enforcement personnel.
 - c. Thurmont Community Organizations
3. Contact with Applicants
- a. The Administrative Assistant of the Chief of Police and the Deputy 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.

ATTACHMENTS :

Police Officer Career / Recruitment Flyer

DOCUMENT DATES:

Amended Date: January 18, 2018

Amended by: Lt. P.A. Droneburg

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Chief Gregory L. Eyer

Order Edited and Approved By: Chief Gregory L. Eyer

Accreditation Standards Included in this Order

CHAPTER 31 Recruitment