

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 31.1

RECRUITMENT

ACCREDITATION STANDARDS: CALEA – 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; CFA 8.02

EFFECTIVE DATE: March 1, 1996

RESCINDS: G.O. 31.1, December 8, 2014 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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This General Order contains the following numbered sections:

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 - II. Member Involvement in Recruiting
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POLICY

It shall be the policy of the Winter Haven Police Department to maintain a recruitment program to identify qualified applicants for actual or forecasted vacancies. The Department will actively recruit qualified applicants for the position of police officer. Working in conjunction with the City of Winter Haven Human Resources Department, the Department will involve itself in all the activities critical to the recruitment effort. (CALEA 31.1.1)

PURPOSE

The purpose of this General Order is to establish guidelines for the recruitment of Police Officers.

SCOPE

This General Order shall apply to all Department members.

DISCUSSION

The significance of a quality recruitment program cannot be overemphasized for the recruiting of qualified candidates. It is of paramount importance in the field of law enforcement.

PROCEDURE

I. Administration

- A.** The Personnel Selection Coordinator shall have the responsibility for initiating and being responsible for all recruitment activities. (CALEA 31.2.1c)
- B.** All personnel who are assigned to recruitment programs shall become knowledgeable in Equal Employment Opportunities and Affirmative Action Plans. They shall also become knowledgeable in the following: (CALEA 31.1.2)
 - 1. Recruitment needs of the Department;
 - 2. Career opportunities, benefits, training and salaries;
 - 3. Federal and state compliance guidelines;
 - 4. The community and its needs;
 - 5. Cultural awareness/human diversity;
 - 6. Techniques for candidate tracking and recruitment programs in other jurisdictions.
 - 7. The selection process utilized by the Department.

II. MEMBER INVOLVEMENT IN RECRUITING

- A.** All agency members and employees are encouraged to be involved in recruiting the best-qualified person to become police officers.
- B.** Members fluent in the languages of minority groups, who are members of the minority community, or who are aware of the cultural environment shall be involved in recruitment activities whenever possible. This will demonstrate the Department's commitment to minority communities, enhance the receptivity of minority communities to recruiters and increase the potential for recruiting Department members from minority groups. (CALEA 31.2.1)

III. COMMUNITY OUTREACH

- A.** Winter Haven Police Department will co-sponsor with the local high school a career day for the purpose of promoting the law enforcement profession.
- B.** The Winter Haven Police Department will sponsor and maintain a Police Explorer Post, as outlined in General Order 16.3, to encourage young people to enter the law enforcement profession.
- C.** The Department actively encourages recruitment referrals and advice from community organizations and community leaders.
- D.** A copy of all job announcements shall be given to community service organizations that are in contact with individuals who are likely candidates for recruitment. (CALEA 31.3.2)

IV. EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

- A.** The Winter Haven Police Department will not discriminate in employment, employee development, or employment advancement because of religious or political opinions or affiliations, race, color, national origin, sex, age, physical handicaps or other non-merit factors except where such factor is a bona-fide occupational qualification or is required by State and Federal Law. Guidelines as established in the City of Winter Haven Equal Employment Opportunity Plan Narrative will be followed. (CALEA 31.2.3)
- B.** The Department shall have a recruitment plan for full time sworn members. The recruitment plan shall have the goal of achieving an ethnic, racial and gender workforce that is approximate in proportion to the available workforce in the City of Winter Haven. The recruitment plan shall include: (CALEA 31.2.1) (CFA 8.02)
 - 1.** Reasonable and obtainable objectives. (CALEA 31.2.1a) (CFA 8.02a)
 - 2.** Plan of action or strategies to reach the listed objectives. (CALEA 31.2.1b) (CFA 8.02b)
 - 3.** Identify members, whether inside or outside the Department, that are responsible for administration of the recruitment plan. (CALEA 31.2.1c)
- C.** Nothing herein is intended to reflect a recruitment plan whose emphasis is anything but the selection of the best-qualified applicants.
- D.** Annually the Personnel Selection Coordinator shall conduct a report/analysis of the recruitment plan, which shall be forwarded to the Chief of Police. The report shall contain: (CALEA 31.2.2) (CFA 8.02c)
 - 1.** Progress made toward the objectives of the plan; (CALEA 31.2.2a) (CFA 8.02c)
 - 2.** Results of recruitment efforts (e.g. number of applicants from a recruiting source, number of applicants hired, etc.)
 - 3.** Recommendations for any revisions or changes to the recruitment plan if necessary. (CALEA 31.2.2b)
- E.** The Personnel Selection Coordinator shall update and/or revise the recruitment plan as needed. (CALEA 31.2.2b) (CFA 8.02d)

V. JOB ANNOUNCEMENTS AND PUBLICITY

- A.** When job announcements are posted, a description of the job shall be included and contain the following: (CALEA 31.3.1a)
 - 1.** Description of the duties, responsibilities, requisite skills;
 - 2.** Educational level and other minimum qualifications or requirements.
- B.** All job vacancy notices shall be advertised at least ten working days in advance prior to any official application deadline. These job announcements will be distributed via local media, posting in the City of Winter Haven Human Resources Office, other city departments, and through community organizations. Job vacancies in positions of

Captain and higher are appointed by the Chief of Police with concurrence of the City Manager. (CALEA 31.3.1b, 31.3.2)

- C. All job vacancy notices and applications shall be advertised as an Equal Opportunity Employer. (CALEA 31.3.1c)

VI. APPLICATION PROCESS

- A. All application forms given to perspective applicants shall be noted with a date for a filing deadline.
- B. The Personnel Selection Coordinator shall be responsible to keep in contact with each applicant from the time he/she first files an application until the final employment disposition. The purpose of this directive is to keep the applicant informed of the progress of his/her application. Applicant contacts should be documented in the applicant's file. (CALEA 31.3.3)
- C. Applicants shall not be rejected because of omissions or deficiencies if such omissions and deficiencies can be corrected prior to any testing or interview process. (CALEA 31.3.4)

APPROVED



Charles E. Bird
CHIEF OF POLICE