

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 31 RECRUITMENT CALEA Standard(s):	General Orders
Issue Date: 6-24-13	Review Date:	Revision Date:

31.1 RECRUITMENT

A. All Department recruitment will be coordinated through the City’s Human Resources Department, with the assistance of Department personnel.

B. Recruitment is and must be a community-wide and Department-wide effort. The Department is focused on having a diverse workforce representative of the community, a focus that requires the effort of all concerned. Whether positions are available at a specific point in time or not, the needs of the agency for qualified, professional applicants should be consistently discussed at community gatherings and through contact with students in various stages of the educational process. Any contact with community groups or educational programs should include a discussion of employment opportunities with the agency. Outreach to all sectors of the community must be continuous and ongoing.

C. Any personnel assigned to the recruiting function should be familiar with the City’s benefit package; City, Department and AZPOST requirements for Department employees; the local community and educational systems; and equal employment opportunity policies and guidelines. Records should be kept of recruitment efforts and an applicant tracking mechanism should be employed.

D. The Department’s recruitment efforts are focused on the hiring and retention of qualified personnel who reflect the diversity of the community. Recruitment efforts are to be directed toward that goal. In furtherance of that goal, the agency has adopted a recruitment plan. This plan shall be analyzed and a report generated noting progress toward the goals in the recruitment plan, as well as any needed revisions to the plan.

E. Posting and circulation of recruitment materials is the responsibility of City Human Resources. The assigned Department personnel should ensure that the job descriptions used by the City are complete and up-to-date; that the materials receive wide distribution in the City (including posting on the Internet, AZPOST web site and available law enforcement recruitment sites) and to community

groups; that all materials include the City's policy regarding EEO; and that the application deadlines are included. The City's process should track all candidates and keep them notified of their status in the process.

F. All recruitment material for Department positions shall describe all elements of the selection process.

31.2 MINIMUM REQUIREMENTS

Minimum requirements for personnel are established by the City. Sworn personnel must also meet the minimum requirements of AZPOST (AZ Administrative Code R13-4-105), are required to have and maintain AZPOST certification, and to have and maintain the ability to testify in a court of law without limitation.