

CAMBRIDGE POLICE DEPARTMENT

Title: *RECRUITMENT*

Procedure: 3.500

Date Issued:

Revised:

PURPOSE:

To establish procedures and define duties that will ensure the fair and efficient administration and management of the law enforcement personnel recruitment process.

To establish a program to attract applicants for actual or forecasted Department vacancies, and to recruit the highest caliber personnel available.

POLICY:

It is the policy of the Police Department to recruit law enforcement personnel in a manner that is consistent with State laws, Equal Employment Opportunity regulations, City Ordinances, Rules and Regulations and the Procedures of the Police Department.

PROCEDURE:

RECRUITMENT PROGRAM

1. A recruitment program has been established to attract applicants for actual and forecasted Department vacancies. One of the highest priorities of the Police Department is to provide quality service through quality personnel.

2. The Police Department has the primary responsibility for recruitment. The Department is committed to a close working relationship with the Mayor and City Commissioners to ensure a thorough and effective program.

3. The Major will have the authority and responsibility to administer the recruiting program.

4. The Major will ensure that all personnel selected to participate in active recruiting are knowledgeable in the following areas:

The Department's recruitment needs and commitments.

The Department's career opportunities, salaries, benefits and training.

All aspects of Equal Employment Opportunity and Affirmative Action.

All phases of the recruitment and selection process.

5. Whenever possible, minority personnel and women, will be actively involved in recruitment activities.

COMMUNITY ORGANIZATION INVOLVEMENT

1. The Department will seek recruitment assistance, referrals and advice from community organizations and key leaders. The Department also recognizes the positive value of such information and solicits this input on a regular basis.

2. The flow of information may be facilitated by both formal and informal contact with community organizations in which Department members are actively involved.

3. The Department will make job announcements available for law enforcement positions in the police department to community organizations upon request.

4. To ensure job relevancy, the Department's recruitment strategies and procedures will be based on an analysis of

the nature of the job to be performed and the knowledge, skills and training required to perform the job tasks of a sworn law enforcement officer.

JOB ANNOUNCEMENTS AND PUBLICITY

1. Posting job announcements for sworn entry level positions within the Police Department is the responsibility of the Major.

2. The job announcements that will include the following information:

duties, responsibilities and minimum qualifications for the position;

educational level and physical requirements;

time and place of scheduled examination;

3. The Department will advertise for entry level positions through area newspapers, community organizations and educational institutions.

4. The Department's recruitment applications and announcements will contain the phrase "Equal Opportunity Employer".

APPLICATION PROCESS

1. Application filing deadlines will be plainly indicated on employment announcements and recruitment advertisements.

2. The Criminal Investigation Division Supervisor will maintain contact with each applicant from the initial phase to the final employment disposition.

3. The Department routinely conducts recruitment activities outside its local jurisdiction by means of recruitment efforts through newspapers and website.

4. Applications for positions within the Police Department will not be rejected because of omissions or errors that can be corrected or rectified prior to the testing or interview process.