


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date July 6, 2022		APD.SOP.2071 Filling Full-time Civilian Vacancies
Applicable To: All employees		Review: 2026
Approval Authority: Interim Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 7/5/2022

1. PURPOSE

The intent of this directive is to standardize the selection process to fill full-time civilian vacancies within the Atlanta Police Department (APD).

2. POLICY

2.1 APD is committed to placing the best qualified applicant in each position. The department shall fill full-time civilian vacancies in accordance with Title VII of the Civil Rights Act of 1964, the City of Atlanta Civil Service Code, and the Atlanta Police Department's written directives.

2.2 The Department is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation, or physical disability.

3. RESPONSIBILITIES

3.1 The Employee Services Commander shall implement this directive and ensure compliance with its policies and procedures.

3.2 The Personnel Unit Commander shall manage the civilian selection process and ensure compliance with its policies and procedures.

3.3 Division, Section, and Unit commanders shall request the Personnel Unit to initiate action to fill their position vacancies. The commanders and/or designated supervisors shall conduct interviews to fill all full-time civilian vacancies within APD.

4. ACTION

4.1 Upon receipt of a request to fill a vacancy, the Human Resource Unit Director shall:

1. Prepare and forward through the chain-of-command to the Chief of Police for approval the City of Atlanta Personnel Requisitions (BPA 6-A-10) to open a vacant position for competitive selection and placement of qualified candidates.
2. Forward approved personnel requisitions to the City of Atlanta Department of Human Resources.
3. Give the requesting commander or designated supervisor the opportunity to review personnel registers and associated job applications to select which applicants to interview.



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4. Set up and manage interview panels. Forward the names of applicants selected for hire to the Recruitment Unit for background investigations.
5. Upon successful completion of a background investigation forward the name of the applicant to the Chief of Police, through the chain-of-command, for final approval to hire.
6. Process new employees who are approved for hire by the Chief of Police.

5. DEFINITIONS

- 5.1 Full-time Civilian Employee: For the purpose of this directive a full-time civilian employee is any 40-hour employee excluding; Police Officer Assistants (POA's), summer interns, and cadets or explorers.

6. CANCELLATIONS

APD.SOP.2071 "Filling Full-time Civilian Vacancies" Issued October 15, 2018.

7. REFERENCES

Title VII of the Civil Rights Act (1964), as amended

City of Atlanta Civil Service Code & Labor Relations

8. SIGNIFICANT CHANGES

Only minor revisions were made to policy. No changes were made that meaning of the policy.