



Boulder Police Department Policy and Procedure

	Subject: Police Officer Recruitment		General Order: 115
	Effective: October 24, 2024 Reviewed: October 24, 2024	Replaces: GO 115 December 21, 2023	Approved by:  Chief Stephen Redfearn
General Order Topic(s): 115-1 Agency Participation 115-2 Assignment/Recruitment 115-3 Recruitment Plan 115-4 Equal Opportunity Plan 115-5 Job Announcements 115-6 Posting Locations 115-7 Contact with Applicants		Accreditation Standard(s): LE 31.2.1 Statutory References: C.R.S B.R.C Related General Orders:	

POLICY

The Boulder Police Department recruitment program is designed to actively seek out and recruit the highest quality candidates. The Department prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or specialized assignment, based on race, ethnicity, national origin, religion, age, gender, gender identity/expression, sexual orientation, immigration status, disability, housing status, occupation, language fluency, or other identifiable group. Personnel who conduct recruitment activities shall be trained in the various components of the recruitment effort.

DEFINITIONS

APPLICANT-Refers to any person who applies or makes a formal application for employment.

EQUAL EMPLOYMENT OPPORTUNITY-Refers to the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, sexual orientation, age, gender, religion, national origin, or physical impairment.

RECRUITMENT ACTIVITIES-Refers to a systematic method of seeking potentially qualified job applicants.

RECRUITMENT PLAN-Refers to a written plan for actively recruiting underrepresented populations. A recruitment plan details what the Department is doing, more than just fairly implementing its selection procedures and instruments.

PROCEDURE

115-1 AGENCY PARTICIPATION

- A. Under the direction of the Support Services Commander, the recruiting team is responsible to perform the following activities in an effort to support the Department's recruitment goals:
 - 1. Contacting individuals and providing information to potential candidates.
 - 2. Participating in job fairs and/or career days.
 - 3. Notifying civic organizations of vacancies.
 - 4. Working directly with community organizations and key community leaders who are in contact with individuals who are likely candidates for recruitment.
 - 5. Maintaining liaison with the faculty of the area colleges that are involved in criminal justice education.
 - 6. Making presentations to local and out-of-state schools and organizations that express an interest in the criminal justice field; and
 - 7. Posting application information on web-based platforms.
- B. The Department shall actively recruit with the purpose of establishing eligibility for filling sworn and non-sworn positions as they become available.
- C. Suggestions regarding possible candidates shall be forwarded to the Recruiting Sergeant. Recruitment announcements shall be posted. Department personnel should encourage qualified candidates to apply; if such candidates are successfully hired, the referring member will be eligible for a bonus.

115-2 ASSIGNMENT/RECRUITMENT

- A. Individuals assigned to recruitment activities shall be informed and trained in personnel processes, equal employment opportunities, and key recruitment objectives.
- B. Individuals assigned to recruitment activities shall receive training in the Department's needs and commitments, career opportunities, salaries, benefits and training, federal and state compliance guidelines, the community and its needs, cultural awareness, the selection process, recruitment programs of other jurisdictions, characteristics that disqualify candidates, background investigations and medical requirements.

115-3 RECRUITMENT PLAN

- A. The Recruiting Sergeant shall be responsible for developing and maintaining the recruitment plan for the Department. This document shall be reviewed annually or more frequently and updated as needed.
- B. The Department recruitment plan shall contain the following elements:
 - 1. A statement of objectives to include actively recruiting underrepresented populations.
 - 2. Plan of action designed to achieve identified objectives; and
 - 3. Identifying employees who are responsible for the plan's administration.

115-4 EQUAL EMPLOYMENT OPPORTUNITY PLAN

- A. The City of Boulder provides equal employment opportunities to all employees and applicants for employment.
- B. The recruitment team is focused on ensuring that applicants are treated fairly in the selection process by giving each applicant the same opportunity for employment. The plan will document the steps the Department will take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired.

115-5 JOB ANNOUNCEMENTS

- A. Job announcements and recruitment notices for all personnel shall provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
- B. The Department advertises job announcements and recruitment notices for all job vacancies through electronic, print, or other sources.
- C. It shall be included in all employment applications and advertisements that the Department is an equal opportunity employer.
- D. Official application filing deadlines shall be advertised on job announcements and recruitment notices.

115-6 POSTING LOCATIONS

- A. To achieve broader dissemination of recruitment materials and greater exposure for postings, recruitment information, and job announcements should be delivered to organizations that are in regular contact with, or regularly viewed by, community organizations and key campus leaders during recruitment efforts.

115-7 CONTACT WITH APPLICANTS

- A. The Department's Hiring Manager sends notifications of the receipt of applications to applicants for all positions.

- B. The Department maintains contact with applicants during initial application until their final employment disposition. The Recruiting Sergeant or designee sends correspondence to applicants during the interview process and upon decision of their final employment disposition. Copies of such letters shall be saved in the Personnel records for the corresponding hiring process.