Clayton County Police Department

PROCEDURES

Subject **RECRUITMENT**			Procedure # **C5**
Authorizing Signature 	Effective **11-14-2026**	☐ New ☒ Amended ☐ Rescinds	Total Pages **6**

I. PURPOSE

The purpose of this policy is to establish procedures and guidelines to fairly and efficiently administer the recruitment process established in cooperation with this Department, the Clayton County Human Resource Director and the Clayton County Civil Service Board.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to recruit personnel in a manner that is consistent with federal, state and local laws, *Clayton County Civil Service Rules and Regulations*, and equal employment opportunity (EEO) guidelines. The Department will at all times strive to recruit the highest caliber and best qualified applicant available for actual and forecasted vacancies. Such recruitment shall be done in a manner that is fair, consistent, and non-discriminatory.

III. RECRUITMENT

A. Clayton County Human Resource Director

1. The Clayton County Board of Commissioners (BOC) has assigned the Clayton County Human Resource Director (hereinafter referred to as the HR Director) as the County's Equal Employment Opportunity (EEO) Coordinator and given the responsibility to implement the *Equal Employment Opportunity Plan*.
   a. The BOC is an equal opportunity employer and promotes diversity in its workplace.
   b. The BOC does not make employment-related decisions based on race, color, religion, sex, national origin, disability, or any other discriminatory factors.
2. Section 6.100 of the *Clayton County Civil Service Act* grants the HR Director the primary responsibility for the establishment and conduct of a County recruitment program, through which every reasonable effort will be made to attract qualified applicants for jobs with the County's classified service.

3. The *Clayton County Civil Service Act* invests the HR Director with the responsibility for accepting applications from persons applying for employment with Clayton County, to include this Department. Section 6.200 of the *Clayton County Civil Service Act* prescribes the method by which applications will be accepted by the HR Director.
4. The HR Director advertises job announcement for vacancies within the Department through local news media, postings in the courthouse and/or other suitable means. The HR Director may post job announcements for the Department in County facilities and/or send them to applicable community service and civil organizations for posting and dissemination.
5. The job announcements prepared by the HR Director shall:
    a. Specify the title(s) and salary range(s) of the class(es) of position;
    b. Information as to the rates of pay at which appointments are expected to be made;
    c. The duties to be performed and minimum qualifications required;
    d. The final date(s) upon which applications shall be received; and
    e. Any other information as may be necessary to assure the attraction of qualified applicants.
6. The job announcements prepared by the HR Director are distributed at least ten (10) days prior to the final date(s) upon which applications shall be received.

B. Background and Recruitment Unit

1. The Background and Recruitment Unit in coordination with the HR Director shall be vested with the duty, accountability, and authority for administering the recruitment process. The officers assigned to the Background and Recruitment Unit must be knowledgeable in personnel matters, especially equal employment opportunity, as it affects the management and operations of the Department and must be able to effectively communicate with the public and job applicants. The officers assigned to the Background and Recruitment Unit shall receive training in but not limited to the recruitment process, equal employment opportunities and background investigations.
2. The Commander of the Background and Recruitment Unit shall be designated as the primary Background and Recruitment Officer for the Department and shall have such assistance as assigned by the Chief. The Commander of the Background and Recruitment Unit may, as required, delegate special duties to another officer assigned to the Background and Recruitment Unit.
3. The Commander of the Background and Recruitment Unit has a copy of the Department's *Recruiting Plan* on file for review.
4. The Commander of the Background and Recruitment Unit has a copy of the *Equal Employment Opportunity Plan* on file for review.
5. The Commander of the Background and Recruitment Unit shall be involved in the selection process up to and including the final interview.
6. If necessary to maintain an adequate and representative work force, the Commander of the Background and Recruitment Unit will submit to the Chief of Police a written plan to recruit applicants outside the jurisdictional boundaries of the Clayton County Police Department.

7. The Commander of the Background and Recruitment Unit shall submit to the Accreditation Manager and Chief of Police, no later than the fifteenth (15) of January of each year an *Annual Report* which shall include the following:
    a. Verification of efforts to meet equal employment opportunity (EEO) guidelines;
    b. Analysis of the effectiveness, or lack thereof of, the existing *Recruiting Plan*;
    c. Analysis of the recruitment activities against quantitative objectives;
    d. Any recommendation(s) for improvement of the existing *Recruiting Plan*;
    e. A brief summary of any special recruiting events occurring in the last twelve (12) months;
    f. Goals and objectives for the upcoming year; and
    g. Any other relevant information.
8. *Progress Reports* will be submitted to the HR Director by the Commander of the Background and Recruitment Unit on a quarterly basis during long-term recruiting efforts.
9. It is the policy of this Department that at least one (1) qualified minority employee of the Department shall be assigned as a Background and Recruitment officer or to assist in the recruitment process, whenever possible.
10. Officers assigned to the Background and Recruitment Unit shall make themselves available upon request for high schools, colleges, and community organization "Career Day" programs. The Commander of the Background and Recruitment Unit shall maintain on file copies of written notifications sent to the schools advising of their availability for said programs. The notifications shall be updated at the beginning of each school year.

C. Recruitment Strategy

All recruiting strategies shall be based on the skills and knowledge requirements of the vacant positions. These skills and knowledge requirements are outlined in the job descriptions available through the Clayton County Human Resources Department and are based on a scientific job analysis on file with the Department.

D. Recruitment Activities

The extent of recruitment activities is based upon the actual number of vacancies within the Department. If the number of personnel currently employed is less than the number officially authorized in the Department's budget, recruitment efforts will be initiated. All personnel are encouraged to participate in the Department's recruitment activities.

1. It is desired that all employees actively recruit individuals to the Department that they feel would adequately represent the Department and the community. Business cards with recruiting information, are available for dissemination through the Background and Recruitment Unit, and employees are encouraged to forward them to potential candidates. Brochures and further information is available for all employees through the Background and Recruitment Unit.
2. The Background and Recruitment Unit shall perform recruitment activities at community organizations and local educational centers. Whenever possible, minority personnel, including women, will accompany Background and Recruitment officers during their recruitment efforts at community organized "Career Day" programs, high schools, colleges, job fairs and any other recruitment activity attended and/or sponsored by the Department.

E. Recruitment Budget

The Chief of Police shall ensure that sufficient funds are allotted from the appropriate budget line item to administer the recruiting program. Included shall be funds for advertising, printing of brochures, postage for mailings, and any other item(s) approved for the recruiting program.

F. Application Process

1. Officer(s) assigned to the Background and Recruitment Unit will prescreen applications received from the HR Director for completeness and minimum qualifications of applicants. Applications will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interviewing process.
2. Officer(s) assigned to the Background and Recruitment Unit will maintain contact with the applicants from initial application to final employment disposition and will advise them that their applications are still active and will contact the applicants whenever there is a change in the status of their applications.
3. Officer(s) assigned to the Background and Recruitment Unit will document their written record of all contacts in the applicant's folder.
4. Officer(s) assigned to the Background and Recruitment Unit will document their contacts with the applicants by placing a written record of all contacts in the applicant's folder.
5. The Commander of the Background and Recruitment Unit shall prepare and maintain a handout outlining the applicant selection process, and a copy of the handout shall be given to each applicant.
6. The Commander of the Background and Recruitment Unit shall utilize an electronic pre-applicant form, which requests the following information:
    a. Applicant's name;
    b. Home address;
    c. Home phone number;
    d. Business address;
    e. Business phone number;
    f. Date of birth; and
    g. Position desired.

G. Recruitment Plan

1. Notification /Plan of Action
    a. The HR Director shall use various methods, including media publicity, to recruit a pool of well-qualified applicants.
    b. Job vacancies will be advertised in the legal publication of the County with the following exceptions:
        1) Positions, which by action of the HR Director have been restricted to promotions from within.
        2) Positions in a particular job classification with sufficient numbers of names on a current eligibility list from previous public announcements or previous examinations.

c. The Background and Recruitment Commander will provide the HR Director with the names of specific community service organizations and key leaders. The HR Director will notify these organizations and leaders of the available positions in the Department and request their assistance in recruitment activities.

d. Any job vacancies in the Department will be publicized at least ten (10) working days prior to any applicants filling deadline. All job announcements shall provide a description of the duties, responsibilities, requested skills, location level, and physical requirements for the position to be filled.

2. Recruitment Incentive Bonus

a. Employees who recruit a successful applicant for employment as a sworn police officer with the Department may be eligible for a recruitment incentive, when authorized by the Chief of Police. The availability, type, and value of any recruitment incentive shall be determined by the Chief of Police.

b. To be considered for a recruitment incentive, the employee must sponsor the applicant and notify the Background and Recruitment Unit that they recruited the applicant. Notification shall be made by Memorandum (Memo) to the Background and Recruitment Unit Commander no later than one (1) week after the Department receives the applicant's application. The Memorandum (Memo) shall become part of the applicant's file.

c. The sponsoring employee shall assist the Background and Recruitment Unit by completing any documents necessary to establish the length of time the employee has known the applicant and providing any other information deemed necessary by the Background and Recruitment Unit Commander.

d. To be eligible for consideration for a recruitment incentive, the sponsored applicant must be hired, graduate from the Clayton County Police Academy, successfully complete Field Training, and be promoted from Police Recruit to Police Officer.

e. Sworn personnel assigned to the Background and Recruitment Unit are not eligible for a recruitment incentive.

f. Once all applicable conditions have been met, including the sponsoring employee's cooperation with the background investigation, the Background and Recruitment Unit Commander may forward a Memorandum (Memo), through the chain of command, to the Chief of Police recommending the employee for a recruitment incentive. The awarding of any recruitment incentive is at the discretion of the Chief of Police and is not guaranteed by completion of the eligibility requirements.

Other positions within the Department may be considered for a recruitment incentive when authorized by the Chief of Police. Sponsorship requirements and eligibility conditions shall be established as appropriate for the position. Employees with questions regarding the recruitment incentive process are encouraged to contact the Background and Recruitment Unit.

H. Police Recruits Awaiting Academy Assignment

The Commander of the Background and Recruitment Unit shall be notified when a Police Recruit awaiting academy assignment tests positive for alcohol or a controlled substance in violation of SOP C7, Clayton County Ordinance § 70-137, or other applicable Civil Service rule or regulation.

The Police Recruit shall be relieved of duty and may be directed to remain in a designated common office, lobby, or other appropriate location while immediate employment action is prepared. If immediate employment action is not taken, the recruit shall be released from duty and sent home or appropriate arrangements shall be made for transportation home. The recruit shall be instructed to remain available for further direction.

IV. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C5: Recruitment*, dated January 29, 2024.