



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

RECRUITMENT AND SELECTION PROCESS

GENERAL ORDER: 03.01	CREATED: November 19, 2021	ISSUE DATE: October 1, 2022
CALEA STANDARD: 31.4.1		EFFECTIVE DATE: October 1, 2022
ACTION: Annual review of general order.		REVIEW DATE: December 12, 2024

03.01.0 **PURPOSE**

The purpose of this general order is to establish and maintain a recruitment plan for the Concord Police Department, outlining recruiting strategies and procedures.

03.01.1 **POLICY**

It shall be the policy of the Concord Police Department and the City of Concord to actively recruit qualified applicants for actual and forecasted departmental vacancies.

03.01.2 **JOB ANNOUNCEMENTS**

A. The Chief of Police shall notify the City of Concord Human Resources Department when the department has a vacancy to be filled. The Human Resource Director is responsible for publishing notices of position vacancies, and the maintenance of related records in accordance with City of Concord personnel policy. Vacancies may be advertised through electronic means, print, or other media as necessary. The announcements shall contain at a minimum the following information:

1. A description of the duties, and responsibilities of the position;
2. A list of prerequisite skills necessary to perform the job task;
3. The education, training, and other minimum requirements established for the position;
4. The closing date of the application process.

03.01.3 **SWORN APPLICANTS**

The Support Services Division commander or designee shall maintain contact with applicants for sworn positions throughout the application and selection process. This shall include providing answers to questions concerning the process, information pertaining to testing, interviews and the applicant's status during the selection process. Assigned background investigators shall also maintain contact during the background investigation.

03.01.4 SWORN COWORKER SELECTION PROCESS

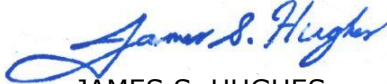
- A. The selection process for the sworn position of police officer consists of, but may not be limited to the following multiple-step process.
1. Phase I (see form RF-1).
 2. Phase II (see form RF-1).
 3. Phase III (see form RF-1).

03.01.5 NON-SWORN COWORKER SELECTION PROCESS

- A. The selection process for the non-sworn position with the Concord Police Department consists of, but may not be limited to the following multiple-step process.
1. Phase I (see form RF-2).
 2. Phase II (see form RF-2).
 3. Phase III (see form RF-2).
- B. Refer to City of Concord Personnel Policies and Procedures Manual, Article 8 (Miscellaneous Policies and Procedures), Section 9.1 (Hiring Procedures Policy).

03.01.6 EQUAL EMPLOYMENT OPPORTUNITY

Refer to City of Concord Personnel Policies and Procedures Manual, Article 4 (Recruitment and Employment), Section 4.1 (Equal Employment Opportunity).


JAMES S. HUGHES
CHIEF OF POLICE