CONCORD POLICE DEPARTMENT
GENERAL ORDER

RECRUITMENT AND SELECTION PROCESS

GENERAL ORDER: 03.01	**CREATED:** November 19, 2021	**ISSUE DATE:** June 29, 2026
CALEA STANDARD: 31.4.1 **NCLEA STANDARD:** 2.11		**EFFECTIVE DATE:** July 13, 2026
ACTION: Amends general order reviewed on December 12, 2024.		**REVIEW DATE:**

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).

03.01.7 BACKGROUND INVESTIGATIONS

A. Any coworker authorized to conduct a background investigation shall successfully complete department approved background investigation training prior to conducting an applicant background investigation.

B. Applicants may be required to submit to a polygraph or Computer Voice Stress Analyzer (CVSA) examination as part of the selection process. Such examinations shall be conducted by a trained or certified operator and used only as an investigative aid in determining the applicant's suitability for employment.

C. Applicants may be required to submit to a psychological evaluation designed to evaluate emotional and psychological stability. Psychological evaluations shall be conducted by licensed professionals using valid, useful, and nondiscriminatory procedures.

D. Applicants shall meet all legal requirements to hold their position with the appropriate Commission.

03.01.8 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

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CHIEF OF POLICE