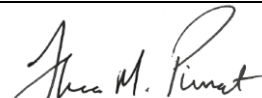


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 401	Section: PERSONNEL	Effective Date: SEPTEMBER 2022
Title: RECRUITMENT		
Accreditation Standards: N/A		
Review Date: JANUARY 2024	Total Pages: 3	Chief of Police: 

I. ADMINISTRATIVE PRACTICES AND PROCEDURES

A. Recruitment Program.

1. The Leesburg Police Department will maintain an active recruitment program to attract applicants for actual or forecasted departmental vacancies. One of the highest priorities of the Leesburg Police is to provide quality service through quality personnel. The recruitment program will ensure that a list of qualified applicants is on file to fill personnel vacancies as quickly as possible and ensure the authorized personnel strength of the Department is maintained. The recruitment program will be conducted in a manner that is consistent with Equal Employment Opportunity (EEO) regulations. To ensure job relevancy, the Department’s recruitment strategies and procedures will be based on a detailed analysis of the nature of the job to be performed, the knowledge, skills, and training required to perform the job tasks, and prerequisite personal attributes.
2. Objectives:
 - a. Establish and maintain objective methods to analyze and monitor the recruitment process. A records retention system has been developed to maintain characteristics of applicants, such as gender, race, national origin, referral source, date of application, and position desired. Every effort will be made to fill vacated positions immediately to maintain personnel at the authorized budgeted levels;
 - b. To recruit qualified applicants on a nondiscriminatory basis. A review of position qualifications for job relevancy will be conducted prior to recruitment efforts. Efforts will be made to establish new and maintain existing contacts with formal and informal organizations acting as advocates for identified target groups. Contacts will be developed and maintained with general recruitment resources, such as colleges, military facilities, churches, community organizations, and government agencies, with special focus placed on those which represent substantial numbers of persons within identified target groups. Job opening and recruitment announcements will be forwarded to identified recruitment resources with special emphasis upon those agencies representing appropriately qualified individuals. A recruitment and resource list will be compiled and continuously updated. The statement, “An Equal Opportunity Employer,” will be included on all recruitment literature and advertisements;
 - c. To ensure that there are no arbitrary barriers to nondiscriminatory employment practices. All job announcements and advertisements will be issued in simple, understandable language and format;
 - d. To increase employment of individuals in nontraditional jobs. Recruitment efforts aimed at contacting qualified or potentially qualified female applicants will be conducted. Minimum job qualifications for job relevancy to eliminate potential disparate impact will be assessed. Employees will be encouraged to inform interested qualified individuals of job opportunities in nontraditional areas;
 - e. To increase employment of minorities in all job groups. Minimum job qualifications for job relevancy will be assessed to eliminate potential disparate impact prior to screening. Minority organizations will be contacted for recruitment assistance.

- f. The Human Resources Director maintains the Town's position classification plan, the compensation plan, pay schedule, the rules and regulations pertaining to conditions of work, and the supplemental benefits for all employees.
 - g. Recruiting activities will be conducted in accordance with Civil Service regulations. Recruiting efforts may begin before the expiration of an existing eligibility list.
 - h. The Administration and Support Division Commander or designee will prepare a budget for the Leesburg Police recruitment effort.
 - i. The Chief of Police supports the recruitment plan and mandates that all recruitment efforts be accomplished in a manner that is fair, consistent, and nondiscriminatory.
 - j. Assistance from leaders and community organizations in the recruitment efforts will be an integral part of the plan.
3. Intern Program.
Personnel interested in sponsoring an intern in the program should submit a request, in memorandum form, to the Chief of Police through the chain of command. Personnel are encouraged to sponsor an intern. The goal of this program is to nurture student interest in the law enforcement field by providing firsthand police experience.
4. Application Process.
The Human Resources Director has established a pre-application contact card which requests the applicant's name, address, and the position desired. Interested persons are advised to notify the Human Resources Director of any changes in address.

B. Recruitment Officer Training.

Personnel assigned to the position of recruitment officer may receive training which includes but is not limited to:

- 1. The Department's recruitment needs and commitments;
- 2. The Department's career opportunities, salaries, benefits and training;
- 3. EEO and Civil Service compliance guidelines;
- 4. The Town and its needs, including demographic data, community organizations and educational institutions;
- 5. Cultural awareness in different ethnic groups;
- 6. Techniques of informal record-keeping systems for tracking candidates;
- 7. The different components of the screening and selection process;
- 8. The characteristics that may disqualify candidates.

C. Equal Employment Opportunity Plan.

The Town of Leesburg is an equal opportunity employer and is committed to a policy of nondiscrimination, by incorporating sound principles in all aspects of personnel management affecting employees and applicants. The Town does not discriminate on the basis of race, color, religion, national origin, age, sex or handicap. Further, the Town will comply with all applicable local, State and Federal laws and regulations. This policy is to be followed in recruiting, hiring, and promoting into all job levels. The policy also pertains to transfer, demotion, reallocation, compensation, benefits, layoffs, training programs, and the accessibility to and use of Town facilities. Any person employed by the Town who fails to comply with this policy will be subject to disciplinary action.

II. JOB ANNOUNCEMENTS AND PUBLICITY

A. Job Announcements.

- 1. The posting of job announcements for the Leesburg Police is the responsibility of the Human Resources Director who will release job announcements and such publicity deemed necessary to secure the needed number of qualified applicants for employment. If an official deadline is established, it will be boldly indicated on employment announcements and recruitment advertisements.
Notice of the Town's need for applicants will be publicized at least 10 days prior to any official application filing deadline. Job announcements will include:
 - a. Class title for which applications are being solicited;
 - b. Pay grade of the class;
 - c. Duties, responsibilities, and minimum qualification requirements of the class;
 - d. If scheduled, time and place of examination;

- e. If determined, the time period during which applications will be filed with the Human Resources Director.
 2. All employment applications and recruitment advertisements will advertise the Town of Leesburg as an equal opportunity employer.
 3. Entry-level job vacancies will be advertised.
- B. Community Recruitment Assistance.
1. The Department will seek recruitment assistance, referrals and advice from community organizations and leaders. Personnel with such information should notify the Recruit and Training Unit (RTU) so a follow-up contact can be initiated. This flow of information may be from formal or informal contacts, but all personnel need to be actively involved with this effort on a continuing basis.
 2. The Human Resources Director, working with the RTU, will make job announcements available to community service organizations for all positions in the Department. The purpose will be to achieve broader dissemination and greater exposure of recruitment information.
- C. Applicant Contacts.
- The RTU is responsible for maintaining contact with applicants. Contact will be maintained from the time of initial application until a final employment decision is reached. Coordination of all applicant contacts will be shared with the Human Resources Director. The contacts may include but are not limited to:
1. Acknowledged receipt of all employment applications;
 2. Periodically informing applicants of the status of their application;
 3. Documentation of all applicant contact.
- D. Application Errors.
- Applications for positions within the Department will not be rejected because of omissions or errors that can be corrected or rectified to the Department's satisfaction prior to the testing or interview process.