

Chapter: 31	Recruitment
Effective: 03/01/2014	By the Order of:
Revised: 5/19/2021	Patrick L. Gallagher, Chief of Police

31.1 Administrative Practices and Procedures

- 31.1.1 [Agency Participation](#)
- 31.1.2 [Assignment/Recruitment](#)

31.2 Equal Employment Opportunity and Recruitment

- 31.2.1 [Recruitment Plan](#)
- 31.2.2 [Annual Analysis](#)
- 31.2.3 [Equal Employment Opportunity Plan](#)

31.3 Job Announcement and Publicity

- 31.3.1 [Job Announcements](#)
- 31.3.2 [Posting Locations](#)
- 31.3.3 [Maintaining Applicant Contact](#)
- 31.3.4 [Application Rejection](#)

31.1.1 Agency Participation

The New Bern Police Department, in conjunction with the City of New Bern Human Resources Department, sets forth strict guidelines for the recruitment, processing, and selection of all employees within the department. This process serves as a guide and does not intentionally conflict with applicable Civil Service rules, State Statutes, Federal guidelines, Criminal Justice Training and Standards Commission policies or the policies as set forth from the City Human Resources Department.

31.1.2 Assignment/Recruitment

The Recruitment Officer is an individual knowledgeable in personnel matters, especially equal employment opportunity as it affects the management and operations of the agency. *All personnel responsible for recruitment and employment shall continue to review regularly the implementation of this chapter and relevant practices to ensure that equal employment opportunity, based on reasonable performance-related job requirements, is being actively observed, to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, national origin, political preference or non-job-related disability. Notices with regard to equal employment matters shall be posted in conspicuous places on city premises where notices are customarily posted.* (City of New Bern Ordinance [Section 54-112](#))

31.2.1 Recruitment Plan

A. Statement of Objectives

The New Bern Police Department will utilize a Recruitment Plan with the objective to actively seek qualified applicants for position vacancies within the department.

B. Plan of action designed to achieve the objectives identified in bullet (a)

The New Bern Police Department will utilize a Recruitment Plan with a plan of action to conduct recruitment activities aboard military installations, at centers of higher education, trade shows, job fairs and public events utilizing diverse personnel, when possible. Technological opportunities offered by the internet, as well as, print media will be utilized to advertise openings to a wide arena of potential applicants.

C. Identify employees, inside or outside the agency, responsible for plan administration

The Training Coordinator will supervise the recruitment effort of the Recruitment Unit. In accordance with City of New Bern Personnel Ordinance [Section 54-152](#); the human resources director shall publicize employment opportunities for all positions, including regular, temporary, part-time or full-time positions, including employment qualifications and pay ranges, throughout the community, with particular interest toward the recruitment of qualified minorities and females.

31.2.2 Annual Analysis

A. Progress toward stated objectives

The annual analysis report shall include progress toward stated objectives.

B. Revisions to the plan, as needed

The annual analysis report shall include revisions to the plan as needed.

C. Demographic Data of Sworn Personnel

The annual analysis report shall include the demographic makeup of the sworn members of the police department.

31.2.3 Equal Employment Opportunity Plan

The City of New Bern shall select employees on the basis of their qualifications and without regard to age, sex, race, color, religion, national origin, or political preference. Applicants with mental or physical disabilities shall be given equal consideration with other applicants for positions in which their actual disability does not represent an unreasonable barrier to satisfactory performance of duties. (City of New Bern Ordinance [Section 54-111](#)).

31.3.1 Job Announcements

A. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.

Job announcements and recruitment notices for all personnel will provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;

B. Advertise entry-level job vacancies through electronic, print, or other media.

Technological opportunities offered by the internet, as well as, print media will be utilized to advertise openings to a wide arena of potential applicants. Job announcements and recruitment notices for all personnel will advertise entry-level job vacancies through electronic, print, or other media.

C. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements.

Job announcements and recruitment notices for all personnel will advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements. In accordance with City of New Bern Personnel Ordinance [Section 54-115](#), *Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding nondiscrimination in employment matters.*

D. Advertise official application filing deadlines.

Job announcements and recruitment notices for all personnel will advertise official application filing deadlines.

31.3.2 Posting Locations

In accordance with City of New Bern Personnel Ordinance [Section 54-152](#); the human resources director shall publicize employment opportunities for all positions, including regular, temporary, part-time or full-time positions throughout the community, with particular interest toward the recruitment of qualified minorities and females.

31.3.3 Maintaining Applicant Contact

The Recruitment Unit will maintain contact with the applicant throughout the selection/hiring process.

31.3.4 Application Rejection

Applications for all personnel shall not be rejected due to minor omissions or deficiencies that can be corrected prior to the interview or background phase of the hiring process.