



EMPLOYEE DEVELOPMENT			409.00	
		RECRUITMENT		
ISSUED: 05-19-2020	EFFECTIVE: 06-03-2020	REVISED: 09-05-2024	REVIEWED: 09-05-2024	PAGES: 3

CONTENTS

This procedure consists of the following numbered sections:

I. RECRUITING

PURPOSE

The purpose of this standard operating procedure is to establish fundamental guidelines for the recruitment of qualified individuals for employment with the Punta Gorda Police Department.

SCOPE

This procedure shall apply to all members involved in the recruiting process.

DISCUSSION

It is the policy of the Punta Gorda Police Department to seek individuals for employment who can contribute to and assist the agency in meeting the vision, goals, and objectives set forth by the Punta Gorda Police Department’s Chief of Police. The Punta Gorda Police Department is committed to assuring a qualified and diverse workforce and is an Equal Opportunity Employer that actively recruits women and minorities.

DEFINITIONS

1. **Recruitment Activities:** Any activity or event conducted or attended by members of the department with the intention of attracting suitable candidates for employment or internship with the Punta Gorda Police Department. Recruitment activities may include job fairs,

internship fairs, recruitment trips to schools or academies, etc. Recruitment activities do not include general conversations members may have with the public regarding employment.

2. **Equal Employment Opportunity/EEO:** The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment

PROCEDURE

I. RECRUITING

- A. All police department recruitment activities shall be under the direct supervision of the Professional Standards Section Supervisor and shall be administered by the Employee Development Coordinator.
- B. The Punta Gorda Police Department is an Equal Opportunity Employer and all elements of the recruitment process shall be job related and non-discriminatory.
- C. All members of the Punta Gorda Police Department participating in recruitment activities shall have attended the Human Resources Equal Opportunity Employment Training prior to participation.
- D. The Employee Development Coordinator will generate a Recruitment Action Plan in accordance with Standard Operating Procedure 1107.00 – *Staff Inspections* outlining recommended efforts to develop racial, ethnic, and gender diversity for the following calendar year that will include the following:
 1. A statement of objectives;
 2. An action plan designed to achieve the objectives;
 3. Annual evaluation of progress towards objectives; and
 4. Updates and revisions as necessary.
- E. The Employee Development Coordinator will generate a Diversification Report in accordance with Standard Operating Procedure 1107.00 – *Staff Inspections* listing all recruitment and diversification efforts and outlining the progress made on the previous year's Recruitment Action Plan.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW: 7-30-2021, 09-09-2022, 09-05-2024

REVISION DATES: 07-30-2021, 09-09-2022, 10-20-2023, 05-06-2024, 09-05-2024