

	PARADISE VALLEY POLICE GENERAL ORDER Recruitment	Order Number
		31.1 Date 08-21-15

31.1 Recruitment

- A. All *Department* recruitment *will* be coordinated through the Town's Human Resources Department, with the assistance of *Department personnel within the TRACE Unit*.
- B. Recruitment is and *must* be a community-wide and *Department*-wide effort. The *Department* is focused on having a workforce representative of the community, a focus that requires the effort of all concerned. Whether positions are available at a specific point in time or not, the needs of the agency for qualified, professional applicants *should* be consistently discussed at community gatherings and through contact with students in various stages of the educational process. Outreach to all sectors of the community *must* be continuous and ongoing.
- C. Any *personnel* assigned to the recruiting function *should* be familiar with the *Town's* benefit package; *Town, Department* and *AZ POST* requirements for *Department employees*; the local community and educational systems; and equal employment opportunity policies and guidelines. Records *should* be kept of recruitment efforts and an applicant tracking mechanism *should* be employed.
- D. Posting and circulation of recruitment materials is the responsibility of Town Human Resources and the TRACE Unit. The assigned *Department personnel* *should* ensure that the job descriptions used by the *Town* are complete and up-to-date; that the materials receive wide distribution in the *Town* (including posting on the Internet, PD Epic Recruiting web site, *AZ POST* web site and available law enforcement recruitment sites) and to community groups; that all materials include the *Town's* policy regarding EEO; and that the application deadlines are included. The *Town's* process *should* track all candidates and keep them notified of their status in the process.
- E. All recruitment material for *Department* positions *shall* describe all elements of the selection process.