

<p>Accreditation Standards: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.3.4; CFA 8.01, 8.03, 12.04</p> <p>Revisions: 08/97; 06/98; 06/04; 05/07; 04/13; 02/15; 02/20; 9/23</p> <p>References: UF Reg 1.006</p>	<p style="text-align: center;">University of Florida Police Department</p>  <p style="text-align: center;">Department Standards Directive</p>	<p>Responsibility: Administration</p> <p>Pages: 04</p> <p>Attachments: None</p>
TITLE: DEPARTMENTAL RECRUITMENT		

2110 Departmental Recruitment

2110.1 Purpose. The purpose of this directive is to establish a recruitment process that will attract quality applicants for potential employment with the Department.

2110.2 Discussion. Recruitment is a key activity in determining the operational effectiveness of a law enforcement agency. It is in the Department's best interest to attract quality job applicants with diverse backgrounds and abilities.

2110.3 Policy. The University of Florida is an equal opportunity employer. It has promulgated in its own rules a non-discrimination policy which provides, in pertinent part, as follows: The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. This commitment applies in all areas to student, faculty, TEAMS and USPS personnel. [UF Regulation 1.006] Additionally, within the University of Florida Police Department, this commitment applies to the Police Communication Operator I, II, Law Enforcement Officer, Law Enforcement Sergeant and Law Enforcement Lieutenant classifications.

The Department shall coordinate all recruitment and hiring activities with the University of Florida Human Resources (UFHR). The Department will follow the employment procedures set forth in the Florida Administrative Code, University of Florida rules and policies, and collective bargaining agreements. The Department will comply with the University's Equal Employment Opportunity Plan. This policy will apply to recruitment for all of the Department's positions. All personnel assigned to recruitment activities will receive training in personnel matters and equal employment opportunity.

2110.4 Procedure.

A. Human Resources Manager. An employee of the Department will be designated as the Human Resources Manager.

1. The Human Resources Manager or designee will become thoroughly knowledgeable of the University of Florida's rules and regulations relating to recruitment and hiring prior to coordinating the recruitment, selection and hiring process. The Personnel Manager will be a certified interviewer as designated by the University of Florida.
2. The Human Resources Manager will be the Department's liaison with the UFHR.

B. Recruitment, Selection and Hiring Process. The recruitment, selection and hiring process will be coordinated with UFHR.

1. Position vacancies shall be advertised with the UFHR as soon as a position becomes vacant. All advertisements will state that the University of Florida is an equal opportunity employer and will have a deadline for applying unless the posting is always open.
2. The UFHR acknowledges receipt of employment applications.
3. The UFHR will refer all qualified applicants to the Department for consideration of employment.
4. Omissions or deficiencies in an application that can be corrected prior to the testing or interview process will not be cause for rejection of the application.
5. The Human Resources Manager will maintain contact with the applicants until their employment disposition.
6. The Community Services Division will provide a designated recruitment officer who will liaison with the Human Resources Manager.

C. Recruitment Activities. UFHR is a resource to assist with recruitment activities.

The UFHR includes the position vacancies on their Job Opportunity Announcement. The UFHR also posts the Job Opportunity Announcement with various state agencies and community service organizations, both locally and statewide.

1. The Department may participate in "Career Day" at local High Schools or State/Community Colleges.
2. The Department may recruit at Florida police academies. Periodically updated recruitment brochures, approved by the UFHR, may be left at these police academies.
3. Other forms of media or recruitment activities may be utilized as long as they comply with the requirements of this procedure and are approved by the UFHR.
4. The Department will post job announcements with community service organizations.

D. Equal Employment Opportunity

1. The Department shall fully comply with the University of Florida's Equal Employment Opportunity Plan.
 - a. A Department member shall be designated as the Equal Opportunity Officer for the Department.

RLH 02/95 Filed: Departmental Recruitment 2110

Approved: _____
Bart Knowles, Chief

Effective Date: July 10, 2024