

NUMBER: 3.11

**EFFECTIVE DATE:
REVISION DATE:**

**DECEMBER 1999
OCTOBER 2008
JANUARY 2009
MAY 2011**

SUBJECT: RECRUITMENT AND SELECTION

APPROVED: _____

Chief's initials

Date

3.11.01 POLICY

It is the ongoing policy and practice of the City of Wheat Ridge, inclusive of the Wheat Ridge Police Department, to provide equal opportunity in employment to all employees and applicants. The department seeks to obtain qualified employees and is committed to developing a workforce which reflects the diversity and composition of those we serve. Therefore, every effort will be made to ensure the sworn and non-sworn workforce will be representative of the available workforce in the community, relative to its ethnic and gender composition.

The recruitment process shall be a joint effort between the City's Human Resources Unit/Division and the police department. The police department actively conducts a formal recruitment program.

3.11.02 RECRUITMENT PROCESS

- A. The police department has a recruitment plan for full-time sworn personnel that includes the following elements:
 - 1. A statement of the objectives.
 - 2. A plan of action designed to achieve the objectives
 - 3. Procedures to evaluate the progress towards objectives every three years
 - 4. A process to revise/reissue the plan as needed.
- B. The Professional Standards Unit supervisor shall oversee the actions of the police department staff involved with the recruitment and selection process.
 - 1. All members assigned to formal recruitment programs shall be knowledgeable in personnel matters, especially equal employment opportunity procedures. Recruiters should also be familiar with the organization's needs and selection process, as well as requirements and other guidelines.
- C. A manual, specifying the details of each element in the recruitment and selection process, shall be maintained by the supervisor of the Professional Standards Unit. The manual should include, but not be limited to, information pertaining to agency career opportunities, salaries, benefits, training, community demographics, cultural awareness, selection procedures and disqualifiers. The manual shall be a comprehensive guide for all personnel involved in the recruitment, selection and hiring process.

1. The manual will contain information relating to procedures for evaluating the recruitment program and plans or strategies to strive to reflect the approximate composition of the work force.

3.11.03 JOB ANNOUNCEMENTS AND POSTINGS

- A. The development and posting of job announcements are the responsibility of the Human Resources Unit/Division. The job announcement will provide a description of the duties, responsibilities, requisite skills, educational levels and other minimum qualifications or requirements.
- B. The Professional Standards Unit supervisor shall cooperate with the Human Resources Unit/Division in meeting the following requirements related to job vacancies:
 1. All vacancies shall be advertised as established by the Human Resources Unit/Division recruitment guidelines, or as deemed necessary based on their continued review of the market. This may include, but is not limited to, special news stories, classified ads in newspapers and various Internet or electronic publications or media sites. All job announcements will include official application filing deadlines.
 2. All recruitment material, shall advertise that the City of Wheat Ridge Police Department is an Equal Opportunity Employer and a Drug-Free Workplace, and that it complies with the regulations governing the Americans with Disabilities Act (ADA).
 3. Recruitment literature will demonstrate our success in and commitment to maintaining a diversified workforce.
 4. The Police Department will post all job announcements with community service organizations and/or seek cooperative assistance from community organization key leaders.

3.11.04 SELECTION PROCESS

The selection process for all members of the police department shall be conducted in accordance with procedures as detailed in the Recruitment and Selection Manual.

- A. Employment orientation will be coordinated and conducted by the Human Resources Unit/Division and the Police Department.
- B. A representative of the Human Resources Unit/Division will maintain contact with applicants for all positions from initial application to final employment disposition.
 1. All candidates not selected for positions shall be informed in writing.
- C. The Human Resources Unit/Division shall determine the disposition of records for candidates not selected for appointment in accordance with all federal, state and local requirements regarding the privacy, security and freedom of information of all candidates' records and data.

3.11.05 RULES

- A. Any changes in contact responsibilities will be predetermined and mutually agreed to by the assigned staff in the Human Resources Unit/Division and the police department's Professional Standards Unit. For efficiency purposes, applicant contacts will be documented and reserved for reference as needed.

- B. Selection materials shall be stored in a secure area when not in use. Disposal of records shall be in a manner that prevents disclosure of the information.