



Greenbelt Police Department – General Orders

	Title: Recruitment		Order #: 408	
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Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 31.1.1 31.1.231.2.1 31.2.2 31.2.3 31.3.1 31.3.2 31.3.3 31.3.4			Pages: 3	

01 Purpose: This Order establishes guidelines and procedures for the Department’s recruitment efforts.

02 Policy: It is the policy of the Greenbelt Police Department to maintain an efficient, effective, and fair recruitment process that results in attracting and employing individuals who best possess the skills, knowledge, and abilities necessary, while maintaining a workforce representative of the population of the City.

03 Recruitment Program: (CALEA 31.1.1)

- A.** The Greenbelt Police Department is committed to ensuring that professional law enforcement selection methods are incorporated into the hiring process. The Department’s utilizes a formal process for the selection of qualified applicants incorporating defensible minimum standards, job related written tests of mental ability and aptitude, oral interview, physical agility or a physical proficiency battery, medical examination and in-depth background investigation.
- B.** The major recruiting activities for all City of Greenbelt employees are vested with and under the direction of the City of Greenbelt Human Resources Department. Many aspects of the recruiting process require the active involvement of both departments to achieve the maximum benefit.
- C.** The Administrative Services Division Commander or his/her designee is responsible to administer the recruiting program with the assistance of the Human Resources Department.

04 Recruitment Assignment: (CALEA 31.1.2)

- A.** All personnel assigned to recruiting duties will be knowledgeable in personnel matters, especially equal employment opportunity and the recruitment plan-
- B.** Recruiter training will be a mutual effort by the Police and the Human Resources Departments. The training will cover the following topics:
 1. The Department’s recruitment needs and commitments;
 2. The Department’s career opportunities, salaries, benefits and training;
 3. The EEO guidelines;
 4. The community and its needs (including demographic data, community organizations, educational institutions);
 5. Cultural awareness in different ethnic groups;
 6. Techniques of informal record keeping and systems for candidate tracking;
 7. The different components of the screening and selection process (i.e., background investigation, polygraph, psychological tests); and,
 8. Characteristics that may disqualify candidate.

05 Ethnic and Gender Representation:
(CALEA 31.2.1)

- A. The City of Greenbelt has committed itself to be fair and impartial in all relations with employees and applicants for employment and to conduct all aspects of employment without regard to race, color, religion, gender, age, national origin or ethnic heritage.
- B. The City of Greenbelt voluntarily established a recruitment plan to ensure that positive actions continue, and to emphasize the City's commitment to compliance with the various federal and state laws regarding recruitment and equal employment opportunities.

06 Recruitment Plan:

- A. The City of Greenbelt Human Resources Director has the primary responsibility for maintaining and furthering the goals of the recruitment plan and ensuring equal employment opportunity. (CALEA 31.2.1c)
- B. The City of Greenbelt Recruitment Plan for full-time sworn personnel, includes the following elements:
 - 1. Statement of objectives; (CALEA 31.2.1.a)
 - 2. Plan of action designed to achieve the objectives identified in .06.B.1; (CALEA 31.2.1.b)
 - 3. Procedures to evaluate the progress toward objectives annually; and, (CALEA 31.2.2a)
 - 4. Revision of the plan as needed. (CALEA 31.2.2.b)

07 Equal Employment Opportunity Plan: (CALEA 31.2.3)

- A. The City of Greenbelt Recruitment Plan contains all elements required by equal employment opportunity (EEO) guidelines. The EEO Plan contains specific action steps the City of Greenbelt takes to ensure equal

employment opportunity is a reality, including advertising as an "equal opportunity employer."

- B. The EEO plan assures equal opportunities for employment to minorities and women. This commitment is reflected by the Greenbelt Police Department's history of employing minorities and women.

08 Job Announcement Content (CALEA 31.3.1)

- A. Posting job announcements for all positions within the Greenbelt Police Department is the responsibility of the Human Resources Department. The job announcement will include statements on the following items:

1. Provide a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements; (CALEA 31.3.1.a)
2. Advertise entry-level vacancies through electronic, print or other media; (CALEA 31.3.1.b)
3. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements; and, (CALEA 31.3.1.c)
4. Advertise official application filing deadlines. (CALEA 31.3.1.d)
5. When possible recruitment literature will depict women and minorities in law enforcement employment roles to enhance its credibility and sincerity.

- 09 Job Announcement Posting:** The Department, working with the Human resources Director, shall make job announcements available for all positions in the Police Department to community services organizations and/or seeks cooperative assistance from community organization key leaders. (CALEA 31.3.2)

- A. Community service organizations are in contact with individuals who are likely subjects for recruitment. Additionally, the Department will achieve broader dissemination and greater exposure of recruitment information.
- B. A list of organizations receiving job announcements will be developed and updated by the Human Resources Department.

10 Employment Application

Acknowledgement: Coordination of all applicant contacts will be shared with the Human Resources Director. The contacts will include the following: (CALEA 31.3.3)

- A. Acknowledged receipt of all employment applications;
- B. Periodically informing applicants of the status of their applications; and,
- C. Documentation and logging of all applicant contacts.

11 Employment Application Rejection:

Applications for all positions within the Police Department will not be rejected because of omissions or errors that can be corrected or rectified to the Department's satisfaction prior to the testing or interview process. (CALEA 31.3.4)