



# RECRUITMENT

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## **I. PURPOSE**

The purpose of this directive is to establish the department's recruiting program to attract both sworn and civilian applicants to the Police Department. The recruiting effort is shared with the Anne Arundel County Office of Personnel. The manager of the Police Department Personnel Section is responsible for administrative control and implementation of the department's recruiting efforts, and for maintaining liaison with the Office of Personnel.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

### **A. County Policy**

Anne Arundel County is an Equal Employment Opportunity employer. *The Employee Relations Manual Section K-1 establishes the County's Equal Employment Opportunity plan. The plan is applicable to all County departments and offices.* The Office of Personnel advertises as an Equal Opportunity Employer on all employment applications and recruitment advertisements, including those for the Police Department.

### **B. Recruitment**

It is the department's policy that individuals assigned to recruitment activities are knowledgeable in personnel matters, especially Equal Employment Opportunity and Affirmative Action as it affects the management and operations of the department. Whenever possible, minority personnel, fluent in the community's languages and aware of the cultural environment, are actively included in recruitment activities.

Prior to initiating recruitment activities, recruiters should undergo a training program that provides knowledge and skills in the following areas: (1) the agency's recruitment needs and commitments, (2) agency career opportunities, salaries, benefits, and training, (3) federal and state compliance guidelines, (4) the community and its needs (including demographic data, community organizations, educational institutions, etc.), (5) cultural awareness, or an understanding of different ethnic groups and subcultures, (6) techniques of informal record keeping systems for candidate tracking, (7) the selection process utilized by the Office of Personnel (including procedures involved in conducting background investigations; written and oral examinations; and the physical agility examination (Police Officers only), (8) recruitment programs of other jurisdictions, (9) characteristics that disqualify candidates, and (10) medical requirements (Police Officers only), to include the provisions of the Americans with Disabilities Act.

## **III. COMMUNITY OUTREACH**

Because cooperative assistance from community organizations and key leaders should increase and broaden the agency's exposure within the service community, the department seeks recruitment assistance, referrals, and advice from community organizations and key leaders. In addition, the department posts job announcements with community service organizations, particularly those that are believed to be in contact with individuals who are likely candidates for recruitment.

**IV. JOB ANNOUNCEMENTS & PUBLICITY**

The department's job announcements provide a description of the duties, responsibilities, and requisite skills, educational level, and physical requirements (Police Officer only) for the positions to be filled. The department's entry-level job vacancies are advertised through the mass media, using the most economical means of providing information on employment opportunities to potential applicants. Advertisements should be placed with minority media, where appropriate and available. This information should be provided sufficiently in advance to allow a reasonable time for the responses of those interested. Recruitment literature shall depict women and minorities employed in positions found in the Police Department.

**V. APPLICATION PROCESS**

The County and the department adopt the following practices relating to the application process:

- A. An official application filing deadline, if any, is boldly indicated on employment announcements and recruitment advertisements.
- B. The County provides application and testing processes at decentralized locations.
- C. The Office of Personnel and the Police Department Personnel Section maintain contact with applicants from initial application to final employment disposition.
- D. The County and the department recruit outside the jurisdiction of Anne Arundel County to attract the necessary available work force. Restricting recruitment within the agency's service area may limit the potential number of qualified applicants.
- E. Applications are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process. Applications that are deficient will be processed routinely if the deficiency can be rectified prior to the testing or interview process.

**VI. PROPONENT UNIT:** Personnel Section.

**VII. CANCELLATION:** This directive cancels Index Code 700.3, dated 11-06-06.