

NEW CANAAN POLICE DEPARTMENT

SUBJECT: RECRUITMENT

GENERAL ORDER NUMBER: 87-2-37

FILE: PERS 3

PERSONNEL PROCESS

I PURPOSE

The purpose of this general order is to provide a set of basic principles and guidelines for the use of a fair and effective recruitment process.

II POLICY

It is the policy of the New Canaan Police Department that we should identify and employ the best candidates available. The benefits of positive recruitment policies should be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

III PROCEDURES

A ADMINISTRATIVE PRACTICES

1. When there are actual or forecasted vacancies, the department should initiate and maintain an active recruitment effort.
2. The department will involve itself directly or indirectly in all activities critical to the recruitment effort.
3. Authority and responsibility for administering the department role in the recruitment program is vested in the office of the Chief of Police. The Chief of Police may delegate this responsibility to the administration and the Commander of the Staff Services Division.
4. Officer(s) assigned to department recruitment efforts shall undergo a basic training indoctrination that provides information in the following areas:
 - a. Department's recruitment needs,
 - b. Department Career opportunities, salaries, benefits, and training,
 - c. Applicable federal and state compliance guidelines, i.e, Equal Employment Opportunity/Affirmative Action Plans, Americans with Disability Act
 - d. The town and its needs,
 - e. Cultural awareness,
 - f. Methods of record keeping for candidate tracking,

- g. The department's selection process (including all testing procedures),
 - h. Other recruiting programs and,
 - i. Candidate disqualification criteria.
5. All department personnel are strongly encouraged to solicit qualified police candidates to apply for positions with the department.

B COMMUNITY OUTREACH

- 1. This department shall seek recruitment assistance, referrals, and advice from community organizations and key leaders.
- 2. The department will seek to place recruitment notices with community organizations such as the YMCA.
- 3. The department will send officers (recruiters) as mentioned in A. 4 to educational institutions and selected community organizations for recruitment purposes. "Career Days" at college and university campuses are examples of on-site visit locations.

C COMPREHENSIVE RECRUITMENT PROGRAM

- 1. The department's written recruitment plan will include the following elements:
 - a. Objectives stated in quantitative terms;
 - b. A statement of the department's authorized, budgeted, and actual strength;
 - c. Key activity timetables;
 - d. An itemized recruitment budget;
 - e. A written statement of support from the Police Commission and Chief of Police; and
 - f. Procedures for seeking assistance from community groups, organizations and town leaders.
- 2. At the end of the recruitment process, the department recruiter and/or the Commander of the Staff Services Division will prepare an evaluation report with regard to the success of the recruitment effort. The report will concern itself with the following:
 - a. Measurement of recruitment activities against objectives;
 - b. Analysis of the effectiveness or ineffectiveness of recruitment; and
 - c. Recommendations for improvement.
- 3. During the recruitment effort, a quarterly recruitment progress report shall be submitted to the Chief of Police.

4. A written job task analysis will be used to support the recruitment strategies and procedures.

D. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

1. The New Canaan Police Department will attempt to maintain a ratio of minority group employees in approximate proportion to the makeup of the town of New Canaan.
2. The department will have, and utilize an Equal Employment Opportunity Plan to ensure equal opportunities for employment. The Chief of Police shall be responsible for the administration of the plan and for recommending any changes that may be necessary.

E. JOB ANNOUNCEMENTS AND PUBLICITY

1. Department job announcements will provide a description of the duties, responsibilities, and requisite skills, education level, and physical requirements for the positions to be filled.
2. The department will publicize at least ten working days (job vacancies) prior to any official application filing deadline.
3. All entry-level job vacancies will be advertised through the mass media. The department should provide the media with special news releases publicizing the department's interest in attracting applicant candidates.
4. The department will advertise as an Equal Opportunity Employer on all employment recruitment advertisements and employment applications.

F. APPLICATION PROCESS

1. An official application deadline will be clearly/boldly indicated on employment announcements and recruitment advertisements.
2. The department will maintain contact (by phone, in person, e-mail or letter) with applicants from initial application to final employment disposition. Acknowledgement of initial application should occur within five days of receipt. Periodic recontact with the applicant should occur to inform applicant of their application status.
3. The department considers its recruitment plan to encompass an area outside its own jurisdiction (service) area as critical to the recruitment effort.
4. Applications received will not be rejected solely because of omissions or deficiencies that can be corrected prior to the testing and/or interview process. Deficient applications will be corrected prior to the testing process.

IV DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V EFFECTIVE DATE

This general order approved by the Police Commission on September 16, 1987, and is effective March 31, 1990.

Revised June 1992

Revised July 2000

Per Order

Edward J. Nadriczny
Chief of Police