
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Recruitment</b>		
	<b>GENERAL ORDER</b>	<b>300.1</b>	
<b>Effective</b>	<b>11/18/2022</b>	<b>31.1.1,31.1.2,31.3.1,31.3.2</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE <b>11/18/2022</b>

**1. DEPARTMENT POLICY**

It is the policy of the department to provide the best possible and highest caliber of service. In order to accomplish this goal, the Department will have an aggressive recruitment program to locate and recruit the most qualified candidates for vacant positions within the Department.

Because community outreach is the key to successful recruitment efforts, various Department members will participate in the recruitment program.

The Department ensures that members assigned to recruitment activities are knowledgeable in personnel matters, especially equal employment opportunity as it affects the management and operations of the Department.

The Department will use efficient and economical means to accomplish recruitment goals, and whenever possible, minority personnel will be actively included in recruitment activities.

**2. RECRUITMENT EFFORTS**

**2.1. Techniques and Procedures**

2.1.1. The Department, with assistance from, and in coordination with, the City's Human Resources Department, will employ techniques geared toward recruitment, which include:

2.1.1.1. Publishing and posting City of Gaithersburg *Employment Opportunity Bulletins*, in various locations in the City and on the City's web site;

2.1.1.2. Participating in "Job-Fairs" and "Career Days";

2.1.1.3. Distributing publication(s) used in recruitment efforts that depicts women and minority employees engaged in law enforcement-related activities;

2.1.1.4. Updating and maintaining current information on the City website;

- 2.1.1.5. Providing access to online applications on the City website;
  - 2.1.1.6. Placing job announcements on social media sites and other City publications;
  - 2.1.1.7. Advertising as an Equal Opportunity Employer; and
  - 2.1.1.8. By posting job announcements with community service organizations and key community leaders.
- 2.1.2. Department personnel (sworn and non-sworn) will be utilized in all capacities related to recruitment, to include, and not to be limited to:
- 2.1.2.1. Involving Department personnel in the formulation and development of job announcements;
  - 2.1.2.2. Providing Department personnel for presentations;
  - 2.1.2.3. Utilizing Department personnel to distribute recruitment literature;
  - 2.1.2.4. Encouraging prospective applicants to participate in the Department's Ride-Along program;
  - 2.1.2.5. Including Department personnel on oral interview boards; and
  - 2.1.2.6. Assigning trained Department personnel to conduct background investigations.
- 2.1.3. The Chief of Police is vested with the authority and responsibility for administering the recruitment program.
- 2.1.4. The Department will closely monitor its recruitment efforts to ensure that reasonable precautions are taken to guard against recruitment activities discriminating against an applicant, whether disabled or not, because of the applicant's family, business, social, or other relationship or association with an individual with a disability.
- 2.1.5. To ensure that members of the Department are knowledgeable regarding recruitment and selection procedures, the Department

provides information and/or training through various means for the members who will be utilized in recruitment activities. Members are provided with information pertinent to City and Department policies that includes: components of the selection process; salary; benefits; retirement; Maryland Police Training and Standards Commission Regulations governing selection and disqualification standards; and the City's commitment to equal opportunity employment.

## **2.2. Job Announcements**

2.2.1. The Department's job vacancy announcements:

2.2.1.1. Provide a clear and concise description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements for the position(s) for which the announcement was developed;

2.2.1.2. Be advertised through the City's Cable TV channel, social media sites and website;

2.2.1.3. Include a statement that the Department is an equal opportunity employer, which will also be included on employment applications;

2.2.1.4. Contain any official application filing deadline or closing date; and

2.2.1.5. Job vacancy(s) shall be publicized at least ten (10) working days prior to any official application filing deadline.

## **2.3. Recruitment Bonus Criteria for Police Department Employees (Sworn and Non-Sworn Employees)**

2.3.1. Police Department employees that actively recruit applicants to apply to the police department, and who are ultimately hired and successfully complete training (Field Training Program) are eligible for a \$5,000 or \$10,000 recruitment bonus:

2.3.1.1. Police Department employees will be eligible for a \$5,000 bonus for "actively recruiting" an individual that leads to the hiring and successful completion of training of that entry-level officer.

- 2.3.1.1.1. For an entry-level recruit/officer, that means the completion of the Academy training and the Field Training Program.
- 2.3.1.2. Police Department employees will be eligible for a \$10,000 bonus for “actively recruiting” a Maryland certified police officer that leads to the hiring of that officer as a lateral-officer and successful completion of the Field Training Program.
- 2.3.2. Definition of “Actively Recruit[ing]” – To be eligible for the recruitment bonus, employees must demonstrate that they have “actively recruit[ed]” an applicant. Actions that are consistent with “actively recruit” are, but not limited to:
  - 2.3.2.1. Maintain multiple communications throughout the process with the applicant (e.g. phone calls, emails, text messages, etc.) encouraging application, explaining department benefits, or explaining and answering question about the hiring process;
  - 2.3.2.2. Documented (e.g. screenshots, maintaining notes regarding ongoing communications, etc.) follow up communications with the applicant to show ongoing communications to encourage application or explaining department benefits, or explaining and answering questions about the hiring process;
  - 2.3.2.3. Taking the applicant on a ride-along or personally setting up a ride-along for the applicant; and/or
  - 2.3.2.4. Providing a summary email of the ride-along to the hiring staff, or forward Officer’s Comments in the Ride Along Form to the hiring staff.
  - 2.3.2.5. Command Staff members are not eligible for a recruitment bonus.
- 2.3.3. The Administrative Bureau Commander shall review the documentation to verify whether the employee met the criteria of the definition of “actively recruit” and make a recommendation to the Chief of Police;
  - 2.3.3.1. Criteria that will be evaluated will consist of the totality of circumstances and/or documented proof of communications and through on-boarding interviews of the

hired recruit specific to recruiting efforts of police employees during their recruitment/hiring process.

- 2.3.3.2. The Chief of Police will make the final determination if the employee met the criteria of “actively recruit” an applicant and therefore, eligible for the recruitment bonus.
- 2.3.4. The recruitment bonus will be paid to the eligible employee upon successful completion of the recruit’s training (Field Training Program).
  - 2.3.4.1. For entry-level recruits/officers the bonus will be paid to the recruiting employee after the successful completion of the Academy and the Field Training Program.
  - 2.3.4.2. For Maryland Certified Police Officers hired as lateral-officers the bonus will be paid to the recruiting employee after the successful completion of the Field Training Program.
  - 2.3.4.3. Only one bonus amount is eligible per police officer recruit/applicant.
  - 2.3.4.4. In the event that multiple police employees qualify for the recruitment bonus of one applicant/recruit, the Administrative Bureau Commander will review the individual levels of active recruitment and make a recommendation to the Chief of Police for a final decision.
- 2.3.5. All non-sworn employees are eligible and all sworn officers at the rank of sergeant and below are eligible for the recruitment bonus, even if they participated in a recruitment event, as the recruitment bonus focuses on ongoing follow-up recruitment communications and efforts by the police employee, not the initial contact with the recruit/applicant.

## **2.4. Candidate Referral Award**

- 2.4.1. All sworn and non-sworn police employees are eligible for a Referral Award if they refer an applicant who is ultimately hired and completes all required onboarding training.
- 2.4.2. A referral is defined as an employee who directed a police officer applicant to apply with the GPD without ongoing communications to encourage or inform them of the department or hiring process.

- 2.4.3. The referral award shall be:
  - 2.4.3.1. 40 hours of Official Leave; and
  - 2.4.3.2. Issued to the eligible employee upon successful completing of the recruit's training (Field Training Program).
- 2.4.4. A referral will be awarded based on documentation of the referral provided by the referring employee about the police officer applicant/recruit.
  - 2.4.4.1. Documentation may consist of an email notification from a police employee notifying the hiring manager of the referral and/or communication from the applicant/recruit advising of a police employee that referred them to GPD.
- 2.4.5. Command Staff members are not eligible for a referral award.