
	GAITHERSBURG POLICE DEPARTMENT		
	Processing Employment Applications		
	GENERAL ORDER	300.2	
Effective Date	11/22/2025		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 11/22/2025

1. DEPARTMENT POLICY

- 1.1. Employment applications for Police Officers received by the Department will be tracked by NeoGov.
- 1.2. Applications are not rejected because of omissions or deficiencies that can be corrected prior to any testing or interview process.

2. CONTACT WITH APPLICANTS

2.1. Application Receipt

- 2.1.1. At the time of receipt of their application, each applicant receives notification from Human Resources that their application was received.
- 2.1.2. If selected to move forward in the process, applicants receive:
 - 2.1.2.1. The elements involved in the selection process;
 - 2.1.2.2. The expected duration of the process; and
 - 2.1.2.3. The policy on re-application, re-testing, and re-evaluation of candidates not appointed.

2.2. Throughout the selection process, the Department maintains contact with applicants from initial application to final employment disposition, by:

- 2.2.1. Informing an applicant of whether their application will be processed further;
- 2.2.2. Scheduling applicants for physical and written tests;
- 2.2.3. Scheduling applicants for oral interviews;
- 2.2.4. Notifying applicants of background investigation proceedings;

- 2.2.5. Notifying applicants of other proceedings related to the selection process; and
- 2.2.6. Informing applicants of their status at the end of the selection proceedings.
- 2.3. Applicants are notified in writing of their process status, to include if they receive a conditional offer of employment.
- 2.4. All correspondence sent to an applicant is electronically maintained with the applicant's file.

3. APPLICANT REJECTION

- 3.1. If an applicant is rejected, the applicant is notified in writing as soon as practical.

4. STORAGE OF APPLICATIONS

4.1. Measures to Ensure Security

- 4.1.1. When in custody of the Department, the Accreditation Manager ensures that applications and other selection process materials relating to the applications are securely stored.
- 4.1.2. When no longer needed, applications and their related selection process materials are disposed of in a manner that prevents disclosure of the information within.
 - 4.1.2.1. Physical applications are stored in a locked filing system with restricted access, and are disposed of pursuant to the City's Record Retention Schedule.
 - 4.1.2.2. When physical files are disposed of, the applications and related materials are shredded.