
	GAITHERSBURG POLICE DEPARTMENT		
	Processing Employment Applications		
	GENERAL ORDER	300.2	
Effective	04/28/2014	31.3.4,32.1.4,32.1.5, 82.3.1,	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. DEPARTMENT POLICY

Employment applications for Police Officers received by the Department will be tracked by NeoGov.

Applications are not rejected because of omissions or deficiencies that can be corrected prior to any testing or interview process.

II. CONTACT WITH APPLICANTS MAINTAINED

A. Application Receipt

1. At the time of receipt of their application, each and every applicant receives notification from Human Resources of their submission and explains that they will be contacted if selected.
2. Once selected, applicants receive
 - All elements of the selection process;
 - The expected duration of the process; and
 - The policy on re-application, re-testing, and re-evaluation of candidates not appointed.
3. Throughout the selection process, the Department maintains contact with applicants from initial application to final employment disposition, by:
 - Informing an applicant of whether or not their application will be processed further;
 - Scheduling applicants for physical and written tests;
 - Scheduling applicants for oral interviews;
 - Notifying applicants of background investigation proceedings;

- Notifying applicants of other proceedings related to the selection process; and
 - Informing applicants of their status at the end of selection process proceedings.
4. Applicants are notified in-writing of their process status and any conditional offer of employment.
 5. Copies of any and all correspondence sent to an applicant are included with the applicant's file or application.

B. Application Rejection

1. If an application is rejected for good cause the applicant is notified in writing of this decision.

III. STORAGE OF APPLICATIONS

A. Measures to Ensure Security

1. When in the custody of the Department, the Accreditation Manager ensures that applications and other selection process materials relating to the applications are securely stored.
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.
 - *Applications are stored in a locked filing system with restricted access, and are disposed of pursuant to the City's Records Retention Schedule.*
 - *When disposed of, the applications and their related materials are shredded.*