
	GAITHERSBURG POLICE DEPARTMENT		
	Recruitment Plan		
	GENERAL ORDER	302.1	
Effective Date	11/25/2025	31.2.2, 31.3.1	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 11/25/2025

1. PURPOSE

1.1. Our goal is to attract, select, and retain the most qualified people for available positions. To assist in the Department's recruitment efforts, the Department maintains a Recruitment Plan.

2. POLICY

2.1. It is the policy of the Gaithersburg Police Department to recruit and select the highest quality candidates to fill vacancies as they arise. In accordance with law and City policy, no person shall be discriminated against based on race, color, sex, sexual orientation, gender identity, ancestry, age, religion, national origin, marital or parental status, disability, or serious medical condition in practices involving recruitment and selection.

2.2. The Department strives to maintain a representation of minority and female sworn personnel that reflects the demographic composition of the qualified workforce within the community it serves.

3. PROCEDURE

3.1. Statement of Measurable Objectives

3.1.1. The Department's Recruitment Plan contains objectives that are reasonable and obtainable to achieve a sworn workforce that is representative of the community served by the Department.

3.1.2. These objectives are incorporated into every selection process.

3.2. Procedures for Annual Analysis

3.2.1. The Plan includes provisions for an annual analysis and review to assess progress toward established objectives. This analysis will examine recruitment outcomes, including the number of applicants generated from each recruitment source and the number of candidates successfully hired.

3.2.2. Progress is evaluated after each selection process and at other

times as directed by the Chief of Police. The Plan is revised or re-issued based on the evaluation and review process.

3.3. **Recruitment Activities**

3.3.1. All members are encouraged to actively participate in recruitment efforts. Eligible members may receive a recruitment bonus in accordance with [General Order 300.1, Recruitment](#).

3.3.2. The Department, in coordination with Human Resources, attempts to recruit individuals for employment by:

3.3.2.1. Posting job announcements on the City's website;

3.3.2.2. Posting job announcements on the City's social media sites;

3.3.2.3. Distributing job announcements to educational institutions;

3.3.2.4. Posting job announcements on other online employment resources;

3.3.2.5. Providing notice of job announcements to community organizations, to include those with a large minority membership;

3.3.2.6. Using additional resources to reach qualified candidates outside the immediate geographical area by:

3.3.2.6.1. Sending job announcements to locations, offices, buildings, and agencies outside the City.

3.3.3. All employees are encouraged to assist in recruitment efforts as personal referrals and community outreach can be effective in attracting a diverse pool of candidates.

3.3.4. To support the objectives of the Recruitment Plan, the Department will, whenever feasible:

3.3.4.1. Utilize minority personnel who are fluent in the community's non-English languages and familiar with its cultural environment as recruiters at career days, job fairs, and similar events;

- 3.3.4.2. Ensure Department publications, recruitment brochures, and other materials reflect women and minority employees in law enforcement roles; and
- 3.3.4.3. Include women and minority employees, whenever possible, in the selection process for interviews and background investigations.