
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Recruitment Plan</b>		
	<b>GENERAL ORDER</b>	<b>302.1</b>	
<b>Effective Date</b>	<b>03/30/2016</b>	<b>31.2.2, 31.3.1</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE <b>03/30/2016</b>

**I. PURPOSE**

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

**II. POLICY**

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 on the basis of 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.

The Department strives to have a ratio of minority group and female employees in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the Department's law enforcement service community.

**III. PROCEDURE**

**A. Statement of Measurable Objectives**

1. The Department's Recruitment Plan contains objectives that are reasonable and obtainable in order to achieve a sworn workforce that is representative of the community served by the Department.
2. Objectives are reviewed prior to each selection process.
3. The Plan contains provisions and goals to achieve objectives and indicates specific action(s) that the Department will take during specified time frame(s) for implementation.

**B. Procedures for Annual Analysis**

1. The Plan contains provisions for an annual analysis and review to determine the progress made toward objectives. The annual analysis will include the results of recruitment efforts such as the number of applicants from each recruitment source and the number

of successful candidate hires.

2. Progress is evaluated or reviewed 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.

**C. Recruitment Activities**

1. All members are encouraged to recruit individuals for employment on an ongoing basis.
2. The Department, in coordination with Human Resources, attempts to recruit individuals for employment by:
  - a) Posting job announcements on the City's web site;
  - b) Posting to other online employment resources; and
  - c) Providing notice of job announcements to community organizations with a large minority membership.
  - d) Using additional resources to reach qualified candidates outside the immediate geographical area by also:
    - 1) Sending job announcements/bulletins to locations, offices, buildings and agencies outside the City; and
    - 2) Placing advertisements in printed publications in the mass media that cover areas outside the City.
3. Women and minority members are encouraged to recruit, as "word of mouth" recruiting is very often successful.
4. To assist in accomplishing Recruitment Plan goals, whenever possible:
  - a) Minority personnel who are fluent in the community's non-English languages, and aware of the cultural environment, are utilized as recruiters at career days, job fairs, etc;
  - b) Department publications and recruitment brochures and literature are designed to depict women and minority employees in their law enforcement-related roles; and
  - c) Women and minority employees are used whenever possible during the selection process for interviews and

background investigations.