

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 12/14/11
<b>Chief of Police:</b> 	Recruitment, 31.1	
<b>Cross Reference:</b>	<b>Policy Sections:</b> 31.1.1 Recruitment Program 31.1.2 Recruiter Assignment and Training	

## **PURPOSE**

The purpose of this policy is to establish guidelines for the recruitment of employees for the Elgin Police Department.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to recruit personnel in a manner that is consistent with state and federal law, Equal Employment Opportunity Commission regulations, ordinances and personnel policies of the city of Elgin, and the rules of the Elgin Fire and Police Commission.

## **PROCEDURES**

### **31.1.1 RECRUITMENT PROGRAM**

- A. The department's recruiting program is established with the primary objective to recruit the highest caliber of persons mirroring the most current census ethnic makeup of the City of Elgin.
- B. The training officer or designee shall serve as the recruitment coordinator for the department.
- C. Recruitment efforts will be ongoing and may originate in any of the following situations or activities:
  1. Personal, telephone, electronic, or mail inquiries from potential candidates.
  2. Correspondence and / or personal appearances with the following resources: local newspapers, local churches, chamber of commerce, local access cable television station, college special interest groups involving minorities, civic groups, and neighborhood or professional organizations.
  3. Attendance at training seminars.
  4. Career fairs at colleges and universities.
  5. Field and station contacts by all department members.
- D. When actual or anticipated vacancies within the department arise, employment opportunities shall be published, through Human Resources, in the local newspaper. In addition, recruiting announcements may be sent to:
  1. Local / state colleges.
  2. The Chamber of Commerce.
  3. Local access cable television station.
  4. Recruiting agencies / job announcement services.

5. Local churches and civic groups.
  6. Electronic media.
- E. The training officer or designee shall maintain copies of all recruiting announcements.

#### **31.1.2 RECRUITER ASSIGNMENT AND TRAINING**

- A. The training officer or designee shall be responsible for selecting department volunteers to take part in the recruiting program.
- B. Department members involved in recruiting shall reflect a cross section of the department, project a positive image and reflect the diversity within the department and the community.
- C. Personnel assigned to recruiting duties should undergo training in the following:
1. The recruiting needs of the department.
  2. Career opportunities within the department.
  3. The salaries, benefits and training applicable to the position.
  4. Federal and state equal employment opportunity compliance guidelines.
  5. Cultural awareness.
  6. Selection procedures for the respective position.
  7. Minimum qualifications and disqualifying factors.