
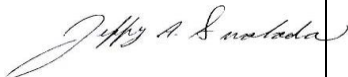
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 11/05/09
Chief of Police: 	Position Announcements, 31.3	
Cross Reference:	Policy Sections: 31.3.1 Position Announcements and Publicity 31.3.2 Community Organization Involvement 31.3.3 Maintaining Contact with Applicants 31.3.4 Application Rejection - Exceptions	

PURPOSE

The purpose of this policy is to establish guidelines for the announcement of positions for the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department, through Human Resources, to publicize position openings as they arise, and to provide descriptions of the available positions in order to apprise prospective candidates of the desirable skills and qualifying factors sought for each position.

PROCEDURES

31.3.1 POSITION ANNOUNCEMENTS AND PUBLICITY

- A. The Elgin Police Department, through Human Resources, shall ensure that accurate and precise job descriptions are available for prospective applicants via print, electronic or other media sources.
- B. The job announcement or recruiting notice shall include the following:
 - 1. A description of the duties and responsibilities of the position.
 - 2. Required skills and educational level.
 - 3. Other minimum qualifications or requirements.
 - 4. Application deadline.
 - 5. A statement that the City of Elgin is an equal opportunity employer.

31.3.2 COMMUNITY ORGANIZATION INVOLVEMENT

The Elgin Police Department, through Human Resources, will provide job announcements for positions in the Police Department to community service organizations. A listing of organizations receiving job announcements are developed and updated by Human Resources.

31.3.3 MAINTAINING CONTACT WITH APPLICANTS

- A. All received applications will be acknowledged in writing by Human Resources.
- B. Human Resources periodically informs applicants on the status of their application until the final employment disposition.
- C. Human Resources shall maintain records of all applicant contacts.

31.3.4 APPLICATION REJECTIONS / EXCEPTIONS

- A. No submitted application shall be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process. However, such omissions or deficiencies shall be documented and may be used during the evaluation / background investigation process.
- B. This section does not apply if it is demonstrated that an omission was made in an effort to withhold information for the purpose of misleading or deceiving the City or the Department.