

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: RECRUITMENT OF POLICE PERSONNEL**

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## **I. Purpose**

To establish guidelines and procedures to fairly and efficiently administer the department's activities related to the recruitment of police personnel.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to recruit the best qualified individuals to fill vacant positions.

## **III. Employment Policy**

- A. Discrimination in the employment of any person based on race, creed, color, sex, age, national origin, handicap or disability is strictly prohibited.
- B. Any official or employee of the City of Covington with information concerning a violation of the provisions of the above paragraph shall file the information in writing with the Personnel Director. The Personnel Director shall conduct an investigation and make a recommendation to the City Manager as to administrative action in the event he finds the provision of the above paragraph has been violated.
- C. Individuals shall be recruited for employment with the City of Covington from as wide a geographic area as is necessary to obtain a sufficient number of qualified candidates for the various positions.

## **IV. Recruitment Plan**

- A. The department's recruitment plan for full-time sworn personnel shall include:
  - 1. Statement of objectives.
  - 2. A plan of action designed to achieve the objectives.
  - 3. Annual analysis on the recruitment plan to include:
    - a. progress toward stated objectives

b. revisions to the plan as needed.

B. Responsibility

The Chief of Police assumes the responsibility for administering the recruitment program for the police department. The Chief may delegate this responsibility to an administrative officer who shall serve as the Recruitment Officer for the department and who shall coordinate all recruitment activities with the Personnel Department. All personnel assigned to recruitment activities will be knowledgeable in personnel matters, especially EEO.

C. Notification

1. The Personnel Director shall use such various methods and media publicity and areas of recruitment as may be expected to bring notice of vacancies to as large an applicant pool as possible to assure obtaining well qualified applicants.
2. Job vacancy notices will be posted in City Hall and in all departments of the City. All vacancies will be advertised in the legal publication of the City with the following exceptions:
  - a. Positions, which by action of the Personnel Director have been restricted to promotion from within.
  - b. Positions in a particular job classification with sufficient numbers of names on a current eligibility list from previous public announcements or previous examinations.
3. The recruitment officer will maintain a list of names of specific community service organizations and key leaders. The recruitment officer will notify these organizations and leaders of the available positions in the police department and request their assistance in recruitment activities.
4. Any job vacancy in the police department will be publicized at least five (5) working days prior to any application filing deadline. All job announcements shall provide a description of the duties, responsibilities, requisite skills, education level and physical requirements for the positions to be filled.

C. Recruitment:

1. All police personnel are encouraged to participate in the department's recruitment activities.
2. The Recruitment Officer shall perform recruitment activities at community organizations and local educational centers and seek assistance from community leaders. Whenever possible, minority personnel, including women, will accompany the Recruitment Officer during these recruitment efforts.
3. Recruitment activities may include participation in Career Days at area high schools, job fairs or any other activity by the police department regarding the recruitment of qualified personnel.

4. Once a person applies, the department will maintain contact with the applicant from initial application to final employment disposition.
5. Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to completion of the process. The department reserves the right to determine what is considered a minor deficiency.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*

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Chief of Police