



SYKESVILLE POLICE DEPARTMENT

Recruitment: Administrative Practices & Procedures

General Order 3-1 Effective: 10/17/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the administrative practices and procedures for recruitment.

II. POLICY

The Sykesville Police Department will actively participate in a recruitment program that seeks to attract quality candidates for law enforcement positions. Emphasis will be on positive recruitment practices as a means of reaching career-oriented applicants interested in providing quality community services.

III. PROCEDURES

A. Recruitment Program

1. The Sykesville Police Department will maintain an active role in the recruitment program to attract quality applicants for actual or forecasted vacancies. All current members of the Department, to include sworn, auxiliary and civilian are encouraged to be actively involved in recruitment efforts.
2. The recruitment program will be consistent with Equal Employment Opportunity regulations and current Affirmative Action Plans.
3. The Chief of Police will participate either directly or indirectly in all activities critical to the recruitment effort.
4. Recruitment efforts will be advertised on the Police Department's Facebook page and on the Town's website, as well as on approved job search engines.
5. A copy of all position applications will be maintained on the Town website. Interested parties should be encouraged to complete an application and submit the same, regardless of whether a position is currently open.
6. Department personnel will participate in local job fairs, when requested.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Order 31.1, entitled, Recruitment: Administrative Practices and Procedures, dated December 5, 2001.

