

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**RECRUITMENT  
EFFECTIVE 10/15/93**

**14.300**

**REVISED 02/05/02**

**14.301 PHILOSOPHY OF RECRUITMENT**

- A. The Tyler Police Department Career Development Unit will initiate and maintain a continuously active recruitment campaign in order to compete with other employers for qualified applicants not only for actual job openings but for forecasted vacancies as well.
- B. The Career Development Unit Supervisor will be responsible for keeping up with vacancies, authorized strength, salary, benefits, and promotional requirements in the Tyler Police Department.
- C. The Career Development Unit Supervisor will be responsible for disseminating the information in General Order 14.301 (B) to members of the department who are involved in the recruiting process.

**14.302 INVOLVEMENT WITH PERSONNEL OFFICE/CIVIL SERVICE DIRECTOR**

Recruitment for vacant or forecasted positions is primarily the responsibility of the Police Department. In this effort the Career Development Unit Supervisor will be responsible for maintaining contact with the City of Tyler Personnel/Civil Service Director. Test dates, requested changes in Civil Service rules, application processes, hiring requirements, and other personnel related items will be coordinated between the Police Department and the Personnel Department.

**14.303 KNOWLEDGE REQUIRED OF RECRUITERS**

- A. Officers who become police recruiters must understand the requirements of the job and be able to articulate the department's requirements in detail to potential applicants.
- B. Recruiters must be knowledgeable in the personnel matters concerning the Equal Employment Opportunity Act, ADA, Affirmative Action Guidelines, City of Tyler Personnel policies, Title VII of the Civil Rights Act of 1964, Civil Service Law (LGC 143) and T.C.L.E.O.S.E. standards.
- C. Prior to actually initiating recruitment activities, recruiters must receive training in the following areas:
  - 1. The agency's recruitment needs and commitments.
  - 2. Agency career opportunities, salaries, benefits and training.
  - 3. Federal and state compliance guidelines.
  - 4. The community and its needs (including demographic data, community organizations, educational institutions etc.).
  - 5. Cultural awareness, or an understanding of different ethnic groups and subcultures.
  - 6. Techniques of information record keeping systems for candidate tracking.
  - 7. The selection process utilized by the central personnel operation or agency (including procedures involved in conducting background investigations and written, oral or physical agility examinations).
  - 8. Recruitment programs of other jurisdictions.
  - 9. Characteristics that disqualify candidates.
  - 10. Medical requirements.

**14.304 DEPARTMENTAL RECRUITING TEAM**

- A. The police department will train officers from different divisions, assignments, with different racial, gender, and cultural backgrounds to serve as members of a recruiting team.
- B. Minority officers familiar with diversified cultural environments and possibly fluent in languages other than English, will be selected to serve on this team on a regular basis to participate in organized recruiting assignments.
- C. All personnel in the police department will be involved in the recruiting process and be able to answer general questions by potential applicants. They will also be expected to actively recruit qualified members of the community to make application to the police department.

14.305 COMMUNITY INVOLVEMENT IN RECRUITING

The Chief of Police, the Career Development Unit Supervisor, and the Minority Recruiting Officer(s) will maintain contact with community leaders in those segments of society which represent minority and female populations. This contact will be designed to solicit information for the recruiting process, obtain names of possible qualified applicants, and to train citizens regarding how the recruiting process operates.

14.306 RECRUITING AT EDUCATIONAL INSTITUTIONS

The Career Development Unit Supervisor will be responsible for budgeting, assigning and directing recruitment activities at college campuses, "career days", "job fairs", and special events. These activities will also be coordinated with the City's Personnel Department.

14.307 COLLEGE INTERN PROGRAM

The Career Development Unit Supervisor will serve as the liaison contact with the local colleges to assist in intern placement. Interns will be responsible for reporting at the assigned times and completing all assignments given them by college professors or department representatives. Their activities will be reviewed by the Career Development Unit Supervisor.

14.308 RECRUITMENT PLAN

At the beginning of the new fiscal year the Career Development Unit Supervisor will prepare the Recruitment Plan for the upcoming year. The recruiting plan will set forth affirmative action activities directed toward a goal of approximating within the sworn ranks the demographic composition of the community. This plan will include as a minimum the following:

1. Objectives stated in quantitative terms.
2. A statement of the agency's authorized, budgeted and actual strength.
3. Key activity timetables.
4. An itemized recruitment budget.
5. A written statement of support from the law enforcement agency's chief executive officer.
6. Procedures for seeking assistance from community organizations and key leaders.

14.309 VACANCY ADVERTISEMENTS

- A. The Career Development Unit Supervisor will be responsible for coordinating with the City of Tyler Personnel Department the methods and means of advertising vacancies in the department. These methods and means should include, but are not limited to, on site visits, printed material, flyers, articles, video, newspapers, radio, audio and telephone contacts. They should also be strategically

placed in locations, including minority-oriented locations, that will attract the most qualified applicants.

- B. Recruiting advertisements shall state that the City of Tyler is an Equal Opportunity employer.
- C. Pictorial recruitment advertisements will depict women and minorities in law enforcement roles.
- D. With all official advertisements the deadline for filing the application shall be listed.

#### 14.310 RECRUITMENT EVALUATION

- A. The Career Development Unit Supervisor will prepare a written report annually indicating:
  - 1. Measurement of recruitment activities against quantitative objectives.
  - 2. Analysis of the effectiveness or ineffectiveness of recruitment.
  - 3. Recommendations for improvement.
- B. Recruitment efforts will be based upon job task analyses and essential job functions as published by the City of Tyler Personnel Department.

#### 14.311 AFFIRMATIVE ACTION AND EEO GUIDELINES

The City of Tyler is an Equal Employment Opportunity entity and the Police Department will adhere to all Equal Employment Opportunity guidelines. In an attempt to have an employee workforce similar to the demographics of the Tyler area, the Police Department will utilize the recruiting plan for affirmative action purposes.

#### 14.312 JOB ANNOUNCEMENTS AND PUBLICITY

Job announcements will include the job's essential functions including a description of duties, skills, educational requirements, and physical requirements. Job announcements will be posted in accordance with Local Government Code Section 143 (Civil Service) requirements.

#### 14.313 APPLICATION PROCESS

- A. The Career Development Unit will maintain contact with applicants from initial application to final disposition either by phone, mail or in person. All contact with applicants should be documented in their application file by indicating the type of contact (e.g., telephone, in-person), and a brief description of the subject matter discussed.
- B. Applications are turned into the City of Tyler Personnel Department and are screened for compliance with regulations as set forth by the Director of Personnel for the City of Tyler.
- C. Personal History Statements are turned into the police department and will be checked for completeness by the background investigator.
- D. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process.

Approved: 02/04/02



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Chief of Police