

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 31.1

RECRUITMENT: ADMINISTRATIVE PRACTICES AND PROCEDURES

ISSUED APRIL 2006

31.1.1 Involvement in the Recruiting Process

The recruitment of qualified police applicants is essential to a quality police agency. The Department will determine the number of vacancies to be filled by taking into account retirements, resignations, terminations, and new positions allocated by the City Manager and City Council.

The Santa Clara Police Department's Professional Standards Unit is responsible for recruitment of police personnel. The Sergeant assigned to Personnel has the primary function of conducting recruitment efforts, in conjunction with the City of Santa Clara's Personnel Department.

The Personnel Sergeant will maintain a cooperative and close working relationship with the staff in the City Human Resources Department.

All employees are encouraged to participate in the recruitment process. During official and unofficial contacts with officers from other agencies and the public, employees of the Department have the perfect opportunity to recruit qualified applicants.

Community organizations, civic leaders, school administrators and the Chamber of Commerce are encouraged to participate in recruitment efforts. The Personnel Sergeant or his representative may request the opportunity to speak at service clubs and community meetings about recruitment activities.

As appropriate, recruiting messages will be made through the media, including the use of foreign language radio and television stations, and newspapers.

To acquaint students with the challenge of a career in law enforcement, Department representatives will make presentations to local high schools, community colleges and universities during career education days.

31.1.2 Qualifications of Recruiters

To promote recruitment, all employees need to be informed and knowledgeable about the recruitment process. When planning for a recruitment effort, the Personnel Sergeant will seek volunteers to assist in job fairs and career days. When possible, patrol officers and officers in specialized positions will be utilized to enhance the Department's presentation. All employees, including minorities, women and bilingual officers will be utilized in recruitment efforts.

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Before being utilized as a formal recruiter, employees of the Department will be thoroughly briefed on the following areas:

- An overview of the recruitment process.
- The procedure and time frame of the recruitment drive.
- The number of persons the Department anticipates hiring.
- Requirements of the position(s) being recruited, including a complete description of the testing process.
- Salary and benefits for the position(s), and current career objectives for that position.
- Current demographic information for the City.
- The City of Santa Clara Affirmative Action Plan and [City Manager's Directive 131](#)--Equal Opportunity / Sexual Harassment Policy.