



<b>WRITTEN DIRECTIVE</b>	No. PD14-0208	Page: 1 of 4
Subject:  <b>RECRUITMENT PROGRAM</b>	Effective Date:	01-22-14
	Supercedes/ Amends:	PD 10-0208
	Reference:	31.1.1, 31.1.2, 31.3.1 31.3.2, 31.3.4 PT 0100 and PT 0104



**I. Purpose**

The purpose of this directive is to establish a recruitment program for both sworn and non-sworn vacancies within the Lynchburg Police Department.

**II. Policy**

It shall be the policy of the Lynchburg Police Department to maintain a recruitment program designed to attract and evaluate qualified applicants for all current or projected vacancies.

**III. Procedure**

A. GENERAL

1. The Special Operations Division Captain will be responsible for administration of the recruitment program.
2. The Personnel and Training Unit Lieutenant will coordinate the daily operations of the recruitment program and:
  - a. assist the Chief of Police in seeking recruitment assistance, referrals and advice from community organizations and community leaders
  - b. solicit the assistance of all agency employees in recruitment activities, including the active involvement of minority employees.

31.3.1

B. RESPONSIBILITIES OF PERSONNEL & TRAINING UNIT LIEUTENANT

1. Recruitment functions of the Personnel & Training Unit Lieutenant will include the following:

**31.3.2**

- a. Coordinating and analyzing the department's Recruitment Plan
- b. Ensuring that job announcements are advertised throughout the community. Announcements should include the following applicable descriptive information on the positions to be filled:
  - 1) duties entailed
  - 2) responsibilities entailed
  - 3) skills required
  - 4) education level required
  - 5) physical requirements, if applicable
- b. Publicizing department vacancies through the City Human Resources Office.

**31.3.1 C**

- 1) Vacancies will be advertised through electronic, print or other media.
  - 2) All recruiting advertisements will identify the department as an Equal Opportunity Employer.
  - 3) Recruiting advertisements will also be directed to areas designed to attract qualified minority and protected class candidates.
  - 4) Recruiting advertisements will identify any applicable application filing deadlines
- c. When available, attending local recruitment sessions at educational institutions, community organizations, etc.
  - d. Attending recruiting events sponsored by educational institutions outside the Lynchburg area in order to attract the broadest possible base of qualified applicants.
  - e. Coordinating the initial application process with the City Human Resources Office.
    - 1) All applicants must be referred to the City Human Resources Office for such purposes.
    - 2) Basic employment information regarding department procedures may be conveyed to applicants as necessary.

- f. Updating recruitment brochures, literature and computer-based data.
- 31.1.2**
- 2. Employees assigned to the recruiting function within the Personnel and Training Unit will receive training or instruction in the following:
    - a. Equal Opportunity (EEOC) regulations.
    - b. guidelines for compliance with federal and state hiring mandates.
    - c. background investigations

**31.3.3****C. APPLICANT CONTACTS**

- 1. The Personnel and Training Unit will maintain and document contact with all applicants from the time the department receives the application until employment disposition, and will:
    - a. periodically inform applicants of their application status as necessary
    - b. record contacts with applicants where necessary, and maintain such documentation in an applicant file.
- 31.3.4**
- 2. Employment Applications and Personal History Statements will not be rejected due to unintentional omissions or deficiencies which may be corrected prior to the initial written examination or interview process.
    - a. Personnel and Training Unit personnel will:
      - 1) review each application filed for such discrepancies, *and*
      - 2) provide the applicant with an opportunity to correct the form prior to the written examination.
    - b. Upon receipt of an employment application with errors or omissions, Personnel & Training Unit personnel:
      - 1) where appropriate, will notify the applicant to rectify such errors prior to further processing, *or*
      - 2) may disqualify applicants who have intentionally omitted information, or who have included incorrect, misleading or false statements.

## 31.3.4

- c. Upon receipt of a Lynchburg Police Department Personal History Statement with unintentional errors or omissions, the Personnel and Training Unit Lieutenant:
- 1) where appropriate, will notify the applicant to rectify any inadvertent errors prior to further processing, *or*
  - 2) may disqualify applicants who have intentionally omitted information or who have included incorrect, misleading or false statements.

*Original Signed*

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Parks. H. Snead  
Chief of Police

January 22, 2014

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Date