

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> December 30, 2009	<b>NUMBER</b> 1001.1
<b>SUBJECT</b> Recruitment		
<b>REVISED</b> December 30, 2009		
<b>REFERENCE</b> SCLEA 10.1.1 – 10.1.3	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO.</b> <b>PAGES 3</b>

**A. Purpose**

To describe the guidelines for the recruitment of personnel for the City of Anderson Police Department.

**B. Policy**

It is the policy of City of Anderson Police Department to attract and employ qualified personnel, and to ensure that all individuals are given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment. The City of Anderson Police Department will conduct and/or participate in the management of its recruitment program. (SCLEA 10.1.1)

**C. Procedures**

1. Recruitment Practices and Procedures

- a. The Support Services Captain will maintain a close working relationship with the City's Human Resources Department in the recruitment of personnel and will coordinate recruitment activities with the police department's various Division Captains.

- b. The City of Anderson Police Department will actively conduct recruitment of personnel by participating in career day activities at local schools and colleges (e.g. Career Fairs). Job announcements will be sent to local colleges, and advertised in local newspapers in order to fill actual or forecasted vacancies.
- c. The City of Anderson Police Department will provide internship opportunities for college students to obtain knowledge and to gain an inside perspective into law enforcement operations and activities and, in turn the City of Anderson Police Department will have the occasion to observe and evaluate potential candidates.
- d. The City of Anderson Police Department will recruit from in-house when possible. In-house areas from which potential candidates for full time sworn police officer positions may be selected include but are not limited to:
  - (1) The Reserve Police Officer program,
  - (2) City of Anderson Police Department support branches,
  - (3) The City of Anderson Detention Center, and
  - (4) Other City of Anderson, Incorporated divisions and/or departments.
- e. The City of Anderson Police Department personnel assigned to recruitment activities will be knowledgeable in personnel matters, especially equal employment opportunity/affirmative action as it affects the management and operations of the City of Anderson Police Department. The Support Services Captain will coordinate the City of Anderson Police Department's recruitment activities and should ensure that all personnel assigned to recruitment duties are knowledgeable in the following areas:
  - (1) Recruitment needs and commitments of the City of Anderson Police Department;
  - (2) City of Anderson Police Department career opportunities;
  - (3) Salaries, benefits and training;
  - (4) The community and its needs; and
  - (5) The officer selection process.

2. Affirmative Action

- a. The City of Anderson Police Department will strive to maintain minority group and female employees in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in the community.

b. If approximate inequities exist in the proportional makeup of the sworn law enforcement ranks, an affirmative action plan will be implemented, including the following elements (SCLEA 10.1.2):

- (1) A statement of measurable objectives;
- (2) A plan of action to correct any inequities, indicating specific action steps to be taken and a timetable for implementation, designed to achieve the aforementioned objectives; and
- (3) Procedures to periodically evaluate the progress toward stated objectives and to revise or reissue the plan providing for budget support if necessary.


3. Equal Employment Opportunity (SCLEA 10.1.3)

- a. The City of Anderson Police Department is an equal opportunity employer and strives to ensure equal opportunities for minority persons and women.
- b. All announcements for job vacancies will be advertised through the media and community service organizations indicating that the City of Anderson Police Department as an Equal Opportunity Employer.
- c. A description of the minimum qualifications and filing deadlines for available positions will be made as a part of the announcement.

4. Job Announcement and Publicity

- a. The Support Services Captain will be requested to announce actual or forecasted job vacancies within the City of Anderson Police Department. Such job announcements will:
  - (1) Provide a description of the duties, responsibilities, requisite skills, education level and other minimum qualifications or requirements; and
  - (2) Indicate official application filing deadlines.
- b. Entry-level job vacancies will be advertised through electronic, print, or other media.
- c. The City of Anderson Police Department will be advertised as an equal opportunity employer on all job announcements, employment applications, and recruitment literature.

By order of:

  
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Martin D. Brown, Chief of Police

12-30-2009  
Date