

GREELEY POLICE DEPARTMENT

General Order 307.00

Reviewed: 02/16

307.00 APPLICATION PROCESS AND JOB ANNOUNCEMENTS

307.01 Pre-application information:

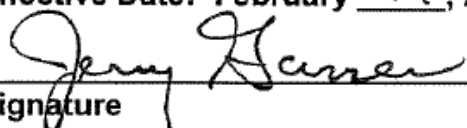
- When an employee comes into contact with an individual who may be a prospective police department employee, the employee should provide the prospective employee with the current information of how to apply for any job opening. This should include:
 - City of Greeley Web address,
 - Information about online application process,
 - Provide dates and times of the most current hiring process,
 - Any relevant information about the Greeley Police Department and the City of Greeley,
 - Description of position desired.
- Useful information about potential employees should be forwarded to the Support Services Division, where it will be logged and relevant information recorded.

307.02 Employment Applications:

- An official application-filing deadline, if any, will be boldly indicated on employment announcements and recruit advertisements.
- The Department recruiter will maintain contact with applicants from initial application to final employment disposition. The City of Greeley HR Department acknowledges receipt of the online applications as they are received. Applicants should be periodically informed of the status of their applications. Applicant contacts will be documented and logged.
- Applications will not be rejected because of omissions or deficiencies that can be corrected prior to testing or interview process.

307.03 Job Announcements: The City of Greeley Human Resources Department will be responsible for providing job announcements and vacancy announcement advertisements.

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<u>Application Process and Job Announcements</u>	
Authorized by Jerry Garner, Police Chief	
Effective Date: February <u>17</u>, 2016	
 Signature	Date: <u>2-17-16</u>