

# GREELEY POLICE DEPARTMENT

**General Order 307.00**

**Reviewed: 03/19**

## **307.00 APPLICATION PROCESS AND JOB ANNOUNCEMENTS**

### 307.01 Pre-application information:

- When a current employee comes into contact with an individual who may be a prospective police department employee, the employee should provide the prospective employee with the information on how to apply for any job opening. This can 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 indicated on employment announcements and recruit advertisements.
- The Department 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 be reviewed by the Training Sergeant or designee to determine if the application needs further information or clarification. The Support Services Deputy Chief or designee will determine which applications continue in the hiring process or are removed from consideration.

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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Authorized by Mark Jones, Police Chief

Effective Date: March 20, 2019

*Mark Jones*

Date: March 20, 2019

Signature