

**General Order 308.00**

**Reviewed: 03/19**

**308.00 Recruitment Administration**

308.01 Procedure:

- The Training & Personnel Sergeant will administer recruitment.
- The Training & Personnel Sergeant will conduct an annual evaluation of the department's recruitment efforts. The report will contain the following elements:
  - Measurement of recruitment activities against quantitative goals;
  - Analysis of effectiveness, or ineffectiveness of recruitment;
  - Recommendations for improvement; and
  - Progress of implementation and compliance with the City's Affirmative Action Plan.
- Departmental recruitment will include the following elements:
  - Recruitment objectives stated in quantitative items,
  - A statement of the department's authorized, budgeted, and actual strength,
  - Key activity timetables,
  - An itemized recruitment budget,
  - Utilization of the recruitment team.
- The Training & Personnel Sergeant will complete a recruitment progress report for submission to the Chief of Police on an annual basis.
- The "Recruitment Plan" will contain provisions for recruitment efforts outside the City of Greeley to meet the goals identified in the plan, and to meet Affirmative Action goals.

<b>General Order 308.00</b>	<b><u>RECRUITMENT PLAN</u></b>	<b>Reviewed: 03/19</b>
<b>Authorized by Mark Jones, Police Chief</b>		
<b>Effective Date: March <u>20</u>, 2019</b>		
 _____ <b>Signature</b>	<b>Date: <u>March 20, 2019</u></b>	