

I. PURPOSE

The purpose of the Standard Operating Procedure is to outline the duties and responsibilities of the Recruiting Detectives and the Recruiting Director (Captain, Commander of Personnel Resources Division) performing general recruitment functions and targeted diversity outreach recruitment activities, and administering entry-level Police Officer I and Police Cadet Physical Abilities Testing (PAT) for the Fairfax County Police Department.

II. POLICY

The Recruiting & Testing Section is comprised of 3 sworn police officers serving as Recruiting Detectives. Upon selection into the Recruiting & Testing Section, a newly assigned detective is trained by a senior Recruiting Detective regarding the duties and responsibilities associated with recruitment functions and activities, and by the Commander regarding proper testing administration methodology, adherence to relevant employment laws and statutory guidelines, and submission of advertising in print and electronic media.

III. PROCEDURES

- A. Recruiting and Workforce Diversity Outreach Functions. The Recruiting Detectives are primarily responsible for the following activities:
1. Respond to telephone, individual e-mail, and web inquiry e-mails requesting Police Officer, Police Cadet, and Intern career opportunity and placement information.
 2. Develop and ensure distribution of career opportunity information and career fair/open house event information utilizing print media advertising, electronic and web-based advertising, and paper posters and handouts.
 3. Attend law enforcement relevant County Government sponsored job fairs and diversity conferences, magisterial district events requesting a recruiting presence, ethnic and culturally focused festivals and community events, public school system job fairs and high school criminal justice program events, and partnership sponsored gala dinners and annual banquets.
 4. Attend law enforcement or criminal justice relevant career fairs, job expositions, military career transition/outplacement employer events and presentations offered on community college/university campuses, and on military bases or facilities adjacent to such bases as dictated by security restrictions. Coverage is maintained locally and within parts of the Mid-Atlantic region in accordance with cost/benefit analyses and selection process effectiveness evaluations.
 5. Develop new partnerships with representatives of African American, Asian, and Hispanic cultural/community and faith-based organizations to establish bridges

for the joint exploration of non-traditional career opportunities in law enforcement specifically (Police Officer and Police Cadet) and public safety services generally (Police Explorer Program, Auxiliary Officer, Criminal Justice Internships, and non-sworn civilian classifications).

6. Develop, organize, staff and conduct Department sponsored law enforcement career fairs and open houses featuring the Fairfax County Criminal Justice Academy, its supporting facilities (Track and Range), and its Recruit and In-Service training programs.
7. Prepare travel request forms and any necessary Exceeding GSA Rate memoranda to enable payment of any/all event registration fees, hotel reservations, permanent and supplemental staff per diems. Identify supplemental staffing needs and attempt to fill.

:

B. Initial Classification of Applicants

The Director Recruiting Detectives collaboratively perform the following activities:

1. Classify (HQ, BQ, Deny, FRN, Withdrew) Police Officer and Police Cadet applicants in accordance with Department employment standards. Seek classification concurrence from division Commander or resolve differences in classification in accordance with protocol.
2. Respond to telephone calls, web inquiry e-mails, individually addressed e-mails, and written correspondence from applicants protesting or seeking clarification of their selection process outcomes of BQ, or Deny.

C. Analytical Research and Reporting

The Director and the Systems Administrator for the NEOGOV Data Base collaboratively perform the following activities:

1. Develop analytical project deliverables such as Police Officer selection process failure rates and HQ yields by phase, and write edits to the Five Year Recruitment Plan.
2. Develop measures of Personnel Resources Division operational efficiency and effectiveness for consideration by the Strategic Planner.
3. Prepare ad hoc NEOGOV Database reports, selection process summaries and explanatory narratives, and electronic data sets for submission by County Attorney to external authorities as required by law.
4. Develop periodic narrative summaries, statistical tabulations, and graphical representations of Police Officer and Police Cadet recruitment and selection process activity for presentation at CompStat.

D. External Liaison Functions of the Director. The Commander of the Personnel Resources Division or the Commander of the Administrative Support Bureau:

1. Performs necessary and critical liaison functions with Department of Human Resources, Office of Equity Programs, and Office of the County Attorney to define analytical project deliverables appropriate to respond to inquiries made by external authorities.
2. Briefs County Attorney on project deliverables and responds to questions posed by counsel.
3. Attends meetings of the Office of Equity Programs Standing Diversity Committee and participates in the planning and execution of annual programs and events.