



1-85 RECRUITING UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOPs

3-41 Complaints Involving Department Personnel

B. Form(s)

PD 1002 Ride-Along Form

PD 2409 No Score Physical Abilities Test (PT) Form

C. Other Resource(s)

Americans with Disabilities Act of 1990

APDonline.com

Recruiting Unit Operations Manual

D. Rescinded Special Order(s)

SO 22-58 Amendment to SOP 1-85 Recruiting Unit; Collateral Recruiters

1-85-1 Purpose

The purpose of this policy is to outline the rules, roles, and responsibilities of the Albuquerque Police Department's (Department) Recruiting Unit in implementing the Department's Strategic Recruitment Plan. The plan is to increase the number of qualified applicants from the community who enter the selection process to become police officers or Police Service Aides (PSA). The Department shall consider applicants for employment without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or disabled veteran status.

1-85-2 Policy

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

N/A

1-85-3 Definitions

A. APD Interest Card Application

A web-based application that a person completes during the initial steps of the hiring process when seeking to become a police officer. The APD Interest Card Application automatically assesses the police applicant for eligibility to continue in the hiring process.



B. Experienced Lateral Police Officer

A state-certified law enforcement officer with two (2) years of law enforcement experience with a certified law enforcement agency. The police officer's certification may be in-state or out-of-state.

C. No Experience Lateral Police Officer

A state-certified law enforcement officer with a minimum of six hundred and seventy-seven (677) hours of law enforcement or military police training. The police officer's certification may be in-state or out-of-state.

D. Police Applicant

A community member who has submitted an APD Interest Card Application through APDOnline.com, meets all eligibility criteria listed on the website, and is qualified to select a test date.

E. Police Service Aide (PSA)

A professional staff Department personnel position that assists sworn personnel in fulfilling and responding to non-critical calls for service that do not necessitate a response by sworn personnel.

F. Recruiting Unit Supervisor

A sworn or professional staff Department employee, if sworn, holds the rank of sergeant or above, or if professional staff, holds the position of director.

G. Strategic Recruitment Plan

A plan that includes consulting with community stakeholders to develop strategies and communicating through social media platforms to attract a broad pool of qualified police applicants from diverse groups within the community. A detailed plan with clear goals, objectives, and action items can be found in the Recruiting Unit Operations Manual.

6 1-85-4 **Recruiting Unit Responsibilities**

A. The Recruiting Unit Supervisor shall:

1. Oversee the daily operations of the Recruiting Unit;
2. Create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics;



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3. Collaborate with Background Investigations Unit personnel; and
4. Be knowledgeable about disqualification criteria and all steps in the selection process.

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B. The Recruiting Unit Detective and Collateral Recruiters shall:

1. Coordinate the Department's application process for police applicants;
2. Engage with police applicants to provide guidance or assistance with any portion of the testing process and may provide sample tests for the physical fitness assessment and written exams;

N/A

a. The Recruiting Unit Detective may offer to review police applicants' document packets for completeness and to answer questions.

N/A

b. The Recruiting Unit Detective may administer the City of Albuquerque entrance exam, Nelson-Denny exam, physical abilities test, and collect applicants' Personal History Statements (PHS).

3. Attend assigned career fairs, social gatherings, or classes for the purpose of recruiting applicants to the Department;
4. Possess human resources administrative knowledge, as well as knowledge of equal opportunity requirements and Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection;
5. Maintain relationships with community stakeholders to gather input and develop strategies to attract a diverse pool of applicants across all demographics;
6. Organize, maintain, and keep all equipment clean and in serviceable condition. Equipment includes, but is not limited to:
 - a. Recruiting Unit display vehicle(s);
 - b. Brochures;
 - c. Tents;
 - d. Posters;
 - e. Monitors;
 - f. Current promotional items;
 - g. Recruiting Mobile Data Terminals (MDT) for display; and
 - h. Any other device, object, or material used by Recruiting Unit personnel.
7. On a daily basis, review the APDonline.com database for police applicants' status;
8. Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;



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9. On a daily basis, review Recruiting Unit mail, emails, texts, and voice messages and respond to emails or other electronic or written correspondence in a timely manner;

10. Maintain all online and social media platforms, including, but not limited to:

- a. APDonline.com to ensure content reflects the latest and most accurate information; and
- b. Social media platforms to ensure fresh content is uploaded and respond to messages as appropriate.

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11. Be committed to providing strict security and confidentiality in the recruitment and selection process.

- a. All information obtained by the Recruiting Unit is restricted to authorized Department personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP);
- b. Under no circumstances shall the information be released without a court order.
- c. Strict adherence to established information management and confidentiality procedures is required and mandatory for all Department personnel involved in the selection process;
- d. The files shall remain in a secure facility and shall only be accessed by authorized Department personnel;
- e. Each full-time employee of the Recruiting Unit shall be required to sign a confidentiality agreement.
 - i. The Recruiting Unit Supervisor shall report all potential violations of Department policy by Recruiting Unit personnel outlined in the confidentiality agreement to the Internal Affairs Professional Standards (IAPS) Division, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties);and
- f. Collateral recruiters are prohibited from having access to confidential applicant information and, therefore, are not required to sign a confidentiality agreement.

N/A

12. Act with strict professionalism when contacting candidates, including potential candidates, and shall only use Department-issued devices, social media, and applications for communication.

- a. Recruiting Unit Detectives and Collateral Recruiters shall not enter private residences to meet with candidates.
- b. Recruiting Unit Detectives and Collateral Recruiters shall not offer any special treatment or considerations to any candidate, which includes anything that may provide an advantage to that candidate and is not available to other candidates.
 - i. Recruiting Unit Detectives and Collateral Recruiters shall declare in writing to the Recruiting Unit Sergeant any pre-existing relationship, including friendship, and romantically with the candidate, prior to interacting with the candidate.

N/A



- ii. The only time a Recruiting Unit Detective or a Collateral Recruiter may enter a candidate's private residence is when they have an established relationship with the candidate that existed prior to them expressing interest in employment with the Department and the Recruiting Unit Detective, or Collateral Recruiter's presence is outside of the official capacity, or representative of recruiting.

C. Recruiting Unit Collateral/Contracted Personnel

1. Collateral Recruiter

N/A

- a. A Collateral Recruiter may be a Police Service Aide (PSA) or hold the rank of patrolman first or second class or sergeant.
- b. A Collateral Recruiter shall:
 - i. Within one (1) year of joining the Collateral Recruiting Program, attend the Collateral Recruiter Training offered by the Recruiting Unit;
 - ii. Attend job/career fairs;
 - iii. Attend community events and make presentations on behalf of the Recruiting Unit;
 - iv. Attend at minimum eight (8) recruiting events every twelve (12) months from the date they are assigned to the Collateral Recruiting Program;
 - 1. The Collateral Recruiter shall document the events they attend and email the results to the recruiting unit supervisor.
 - 2. The Collateral Recruiter shall document the approximate number of citizens present, the number of interested candidates communicated with, and if any candidates applied at the event.
 - 3. The Collateral Recruiter shall email the results to the Recruiting Unit supervisor within one (1) week from the last day of the event.
 - v. Assist Recruiting Unit personnel with no-score physical assessment test (PT);
 - vi. Accept candidate patrol ride-along requests or allow candidates to shadow them if they are assigned to an investigative unit;
 - vii. Assist with candidate correspondence and referrals;
 - viii. Assist interested candidate(s) with the application process;
 - ix. Assist with other events and tasks as assigned by the Recruiting Unit Sergeant; and
 - x. Ensure their duties relating to the Collateral Recruiting Program do not interfere with their primary assigned duty.
- c. A Collateral Recruiter shall not independently perform a no-score PT or any other physical assessment test requests.
 - i. A Collateral Recruiter must plan and coordinate such requests with Recruiting Unit personnel.
 - ii. A full-time Recruiting Unit Detective shall be the only person who conducts a no-score PT or any other physical assessment test.

2. Recruiting Unit Sergeant



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- a. The Recruiting Unit Sergeant may select the necessary number of Collateral Recruiters based upon the needs of the Department, staffing, availability of funds for the Collateral Recruiter Program, and at the discretion of the Chief of Police.
 - b. The Recruiting Unit Sergeant shall:
 - i. Have the discretion to remove a Collateral Recruiter who brings disrepute upon the Department and/or who has no identifiable valid reasons for unfulfilling the duties related to the Collateral Recruiter Program;
 - ii. Notify a Collateral Recruiter of their removal from the Collateral Recruiter Program by drafting an Interoffice Memorandum that indicates the reasons for their removal; and
 - iii. Send the Interoffice Memorandum through their chain of command through their division commander.
 1. If a Collateral Recruiter disagrees with their removal from the Collateral Recruiter Program, they shall document their reasons to appeal the Recruiting Unit Sergeant's decision in an Interoffice Memorandum.
 3. The Operations Review Section Commander shall make the final decision to remove a Collateral Recruiter from the Collateral Recruiter Program.
- D. The Recruiting Unit Administrative Assistant shall:
1. Answer telephones, take messages when necessary, and/or refer applicants to the appropriate recruiter, background investigator, or supervisor;
 - a. If the call is not related to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.
 2. Provide only basic information to potential police applicants and shall refer interested police applicants who call-in or show-up in person to a recruiting detective;
 3. Perform data entry functions or administrative tasks; and
 4. Perform other duties as assigned by the supervisor of the Recruiting Unit or their designee.
- E. The Academy Division Commander shall determine application deadlines for any upcoming Academy Division classes that are posted on APDonline.com.

7 1-85-5 Media Recruitment Campaign

- A. Recruiting Unit personnel shall develop a media campaign using multiple media platforms to publicize recruitment efforts.
- B. The annual recruitment campaign includes, but is not limited to:



1. Print and digital advertising;
 2. Radio advertising;
 3. Television advertising;
 4. Printed recruitment information;
 5. Sponsoring recruitment job fairs;
 6. Attending career and job fairs;
 7. Social media; and
 8. External online job sites.
- C. Recruitment materials shall include a description of police duties, responsibilities, skills, as well as education and physical requirements.

7 1-85-6 Community Outreach

- A. In order to maximize the Department's recruiting efforts, Recruiting Unit personnel shall:
1. Develop and maintain contact with community stakeholders and exchange recruiting information with outside agencies, such as the New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, and advertising and media personnel;
 2. Consult with community stakeholders and Community Policing Councils (CPC) for recommendations to develop strategies to attract a diverse pool of applicants to apply for police officer and PSA positions in the Department; and
 3. Create and maintain sustained relationships with community stakeholders to enhance recruitment efforts.
- B. Career Fairs and Conferences
1. Recruiting Unit personnel shall be paid for their participation in any career fair, conference, or other events consistent with Department policy and only upon approval from the Recruiting Unit Supervisor. Any free events shall be approved by the Recruiting Unit Supervisor prior to attendance.
 - a. Career fairs and conferences may be held in person or virtually.
 2. The Recruiting Unit Supervisor or their designee shall assign recruiters to attend career fairs and conferences.



- a. The Recruiting Unit Detectives are responsible for preparing exhibits.
- b. The Recruiting Unit Supervisor shall coordinate in cooperation with the Public Information Officer (PIO) or their designee, public service announcements that are sent to local radio and television stations when appropriate.
- c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting applicants. If events are identified, every effort should be made to attend the additional event(s).
- d. Approval for and payment of expenses associated with travel shall follow Department policy regarding approval and payment.

C. Conducting Career Fairs and Attending School Facilities

1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Strategic Recruitment Plan by:
 - a. Conducting career fairs; and
 - b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities.

7 1-85-7

Annual Reporting

- A. Recruiting Unit personnel shall prepare annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, selectees, and the extent to which the Recruiting Unit was able to recruit applicants with the needed skills.
 1. The annual report shall discuss any challenges to recruiting high-quality applicants from a broad cross section of the community. The information from the annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.



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~~APDonline.com~~ APDonline.com
Recruiting Unit Operations Manual

D. Rescinded Special Order(s)

SO 22-58 Amendment to SOP 1-85 Recruiting Unit; Collateral Recruiters ~~None~~

1-85-1 Purpose

The purpose of this policy is to outline the rules, roles, and responsibilities of the Albuquerque Police Department's (Department) Recruiting Unit in implementing the Department's Strategic Recruitment Plan. The plan is ~~in order to~~ increase the number of qualified applicants from the community who enter the selection process to become police officers or Police Service Aides (PSA). The ~~to enable the Department to fulfill its obligations~~ shall ~~to~~ consider applicants for employment without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or disabled veteran status.

1-85-2 Policy

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

N/A 1-85-3 Definitions

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A web-based application that a person completes during the initial steps of the hiring process ~~uses when~~ seeking to become a police officer ~~completes during the initial steps of p in the hiring process~~. The APD Interest Card Application automatically assesses the police applicant for eligibility to continue in the hiring process, which is completed electronically when the applicant completes an APD Interest Card



Application.

B. Experienced Lateral Police Officer

A state-certified law enforcement officer ~~with~~ who has two (2) years of law enforcement experience with a certified law enforcement agency. The police officer's certification may be in-state or out-of-state.

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D. Police Applicant

A community member individual ~~individual~~ person who has submitted an APD Interest Card Application through APDOnline.com, who meets all eligibility criteria listed on the website, and who is qualified to select a test date.

E. Police Service Aide (PSA)

A professional staff ~~civilian~~ Department personnel position that assists sworn personnel in fulfilling and responding to non-critical calls for service that do not necessitate a response by sworn personnel.

F. Recruiting Unit Supervisor

A sworn or professional staff ~~civilian~~ Department employee ~~who~~, if sworn, holds the rank of Sergeant or above, or ~~who~~, if professional staff ~~civilian~~, holds the position of Director.

G. Strategic Recruitment Plan

A plan that includes consulting with community stakeholders to develop strategies and communicating through social media platforms to attract a broad pool of qualified police applicants from diverse groups within the community. A detailed plan with clear goals, objectives, and action items can be found in the Recruiting Unit Operations Manual.

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1-85-4 **Recruiting Unit Responsibilities**

A. The Recruiting Unit Supervisor shall:

1. Oversee the daily operations of the Unit ~~including sworn or any civilian personnel assigned to the Recruiting Unit;~~



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2. Create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics;
3. Collaborate with Background Investigations Unit personnel; and
4. Be knowledgeable about disqualification criteria and all steps in the selection process.

6 B. The Recruiting Unit Detective and Collateral Recruiters shall:

1. Coordinate the Department's application process for ~~any~~ police applicants;
2. Engage with police applicants to provide guidance or assistance with any portion of the testing process, and may provide sample tests for the physical fitness assessment and written exams;

N/A

a. The Recruiting Unit Detective may offer to review police applicants' document packets for completeness and to answer questions.

N/A

b. The Recruiting Unit Detective may administer the City of Albuquerque entrance exam, Nelson-Denny exam, physical abilities test, and collect applicants' Personal History Statements (PHS);

3. Attend assigned career fairs, social gatherings, or classes for the purpose of recruiting applicants to the Department;
4. Possess human resources administrative knowledge, as well as knowledge of equal opportunity requirements, and Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection;
5. Maintain relationships with community stakeholders ~~in order to~~ gather input and develop strategies to attract a diverse pool of applicants across all demographics;

6. Organize, maintain, and keep all equipment clean and in serviceable condition. Equipment includes, but is not limited to:

- a. Recruiting Unit display vehicle(s);
- b. Brochures;
- c. Tents;
- d. Posters;
- e. Monitors;
- f. Current promotional items;
- g. Recruiting Mobile Data Terminals (MDT) for display; and
- h. Any other device, object, or material used by Recruiting Unit personnel.

7. On a daily basis, ~~R~~review the APDonline.com database for police applicants' status ~~on a daily basis~~;



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8. Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;
9. On a daily basis, review Recruiting Unit mail, emails, texts, and voice messages and respond to emails or other electronic or written correspondence in a timely manner;
10. Maintain all online and social media platforms, including, but not limited to:
 - a. APDonline.com to ensure content reflects the latest and most accurate information; and
 - b. Social media platforms to ensure fresh content is uploaded and respond to messages, as appropriate.
11. Be committed to providing strict security and confidentiality of in the recruitment and selection process.
 - a. All information obtained by the Recruiting Unit is restricted to authorized Department personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP);
 - b. Under no circumstances shall the information be released without a court order.
 - c. Strict adherence to established information management and confidentiality procedures ~~are~~ is required and mandatory for all Department personnel involved in the selection process;
 - d. The files shall remain in a secure facility and shall only be accessed by authorized Department personnel;
 - e. Each full-time employee of the Recruiting Unit shall be required to sign a confidentiality agreement.
 - i. The Recruiting Unit Supervisor shall report all potential violations of Department policy by Recruiting Unit personnel outlined in the confidentiality agreement to the Internal Affairs Professional Standards (IAPS) Division, consistent with SOP Complaints involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties); and
 - f. Collateral recruiters are prohibited from having access to confidential applicant information and, therefore, are not required to sign a confidentiality agreement.
12. Act with strict professionalism when contacting candidates, including potential candidates, and shall only use Department-issued devices, social media, and applications for communication.
 - a. Recruiting Unit Detectives and Collateral Recruiters shall not enter private residences to meet with candidates.
 - b. Recruiting Unit Detectives and Collateral Recruiters shall not offer any special treatment or considerations to any candidate, which includes anything that may provide an advantage to that candidate and is not available to other candidates.

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N/A

N/A



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- i. Recruiting Unit Detectives and Collateral Recruiters shall declare in writing to the Recruiting Unit Sergeant any pre-existing relationship, including friendship, and romantically with the candidate, prior to interacting with the candidate. Recruiting Unit Detectives and Collateral Recruiters shall declare Any pre-existing relationship, including friendship, (s) and romantic partners, shall be declared to the Recruiting Unit Sergeant in writing prior to interacting with the candidate in a Recruiting Unit capacity.
- ii. The only time a Recruiting Unit Detective or a Collateral Recruiter may enter a candidate's private residence is when they have an established relationship with the candidate that existed prior to them expressing interest in employment with the Department and the Recruiting Unit Detective, or Collateral Recruiter's presence is outside of the official capacity, or representative of, recruiting.

C. Recruiting Unit Collateral/Contracted Personnel

1. Collateral Recruiter

N/A

- a. A Collateral Recruiter may be a Police Service Aide (PSA) or hold the rank of patrolman first or second class or sergeant.
- b. A Collateral Recruiter shall:
 - i. Within one (1) year of joining the Collateral Recruiting Program, attend the Collateral Recruiter Training offered by the Recruiting Unit;
 - ii. Attend job/career fairs;
 - iii. Attend community events and make presentations on behalf of the Recruiting Unit;
 - iv. Attend at minimum eight (8) recruiting events every twelve (12) months from the date they are assigned to the Collateral Recruiting Program;
 4. ~~The Collateral Recruiter shall document the events they attend and email the any results to the recruiting unit supervisor.~~
 - 1.
 2. The Collateral Recruiter shall document the approximate number of citizens present, the number of interested candidates communicated with, and if any candidates applied at the event.
 3. The Collateral Recruiter shall email the results to the Recruiting Unit supervisor within one (1) week from the last day of the event.
 - v. Assist Recruiting Unit personnel with no-score physical assessment test (PT);
 - vi. Accept candidate patrol ride-along requests or allow candidates to shadow them if they are ~~in an~~ assigned to an investigative unit;
 - vii. Assist with candidate correspondence and referrals;
 - viii. Assist interested candidate person(s) with the application process;
 - ix. Assist with other events and tasks as assigned by the Recruiting Unit Sergeant; and
 - x. Ensure their duties relating to the Collateral Recruiting Program do not interfere with their primary assigned duty.



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- c. A Collateral Recruiter shall not independently perform a no-score PT or any other physical assessment test requests.
 - i. A Collateral Recruiter must plan and coordinate such requests with Recruiting Unit personnel.
 - ii. A full-time Recruiting Unit Detective officer shall be the only person who conducts a no-score PT or any other physical assessment test.
2. Recruiting Unit Sergeant
 - a. The Recruiting Unit Sergeant may select the necessary number of Collateral Recruiters based upon the needs of the Department, staffing, availability of funds for the Collateral Recruiter Program, and at the discretion of the Chief of Police.
 - b. The Recruiting Unit Sergeant shall:
 - i. Have the discretion to remove a Collateral Recruiter who brings disrepute upon the Department and/or who has no identifiable valid reasons for unfulfilling the duties related to the Collateral Recruiter Program. ~~Have the discretion to remove a Collateral Recruiter who brings disrepute upon the Department or is not fulfilling the duties related to the Collateral Recruiter Program, if no valid excuse for failure to participate is identified;~~
 - ii. Notify a Collateral Recruiter of their removal from the Collateral -Recruiter Program by drafting an Interoffice Memorandum that indicates the reasons for their removal; and
 - iii. Send the Interoffice Memorandum through their chain of command through their division commander.
 1. If a Collateral Recruiter disagrees with their removal from the Collateral Recruiter Program, they shall document their reasons to appeal the Recruiting Unit Sergeant's decision in an Interoffice Memorandum.
3. The Operations Review ~~Division~~ Section Commander shall make the final decision to remove a Collateral Recruiter from the Collateral Recruiter Program.
- D. The Recruiting Unit Administrative Assistant shall:
 1. Answer telephones, take messages when necessary, and/or refer applicant callers to the appropriate recruiter, background investigator, or supervisor;
 - a. If the call is not related to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.
 2. Provide only basic information to potential police applicants and shall refer interested police applicants who call-in or show-up in person to a recruiting detective;
 3. Perform data entry functions or administrative tasks; and



4. Perform other duties as assigned by the supervisor of the Recruiting Unit or their designee.

E. The Academy Division Commander shall determine application deadlines for any upcoming Academy Division classes that are posted on APDonline.com.

7 1-85-5 Media Recruitment Campaign

A. Recruiting Unit personnel shall develop a media campaign using multiple media platforms to publicize recruitment efforts.

B. The annual recruitment campaign includes, but is not limited to:

1. Print and digital advertising;
2. Radio advertising;
3. Television advertising;
4. Printed recruitment information;
5. Sponsoring recruitment job fairs;
6. Attending career and job fairs;
7. Social media; and
8. External online job sites.

C. Recruitment materials shall include a description of police duties, responsibilities, skills, as well as education and physical requirements.

7 1-85-6 Community Outreach

A. In order to maximize the Department's recruiting efforts, Recruiting Unit personnel shall:

A.1. ~~D~~ develop and maintain contact with community stakeholders and shall exchange recruiting information with outside agencies, such as the New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, and advertising and media personnel;

A.2. ~~Recruiting Unit personnel shall~~ Consult with community stakeholders and Community Policing Councils (CPC) for recommendations to develop strategies to attract a diverse pool of applicants to apply for police officer and PSA positions in the Department; and



~~2.3.~~ Recruiting Unit personnel shall create and maintain sustained relationships with community stakeholders to enhance recruitment efforts.

B. Career Fairs and Conferences

1. Recruiting Unit personnel shall be paid for their participation in any career fair, conference, or other events consistent with Department policy and only upon approval from the Recruiting Unit Supervisor. Any free events shall be approved by the Recruiting Unit Supervisor prior to attendance.
 - a. Career fairs and conferences may be held in person or virtually.
2. The Recruiting Unit Supervisor or their designee shall assign recruiters to attend career fairs and conferences.
 - a. ~~The recruiters~~ Recruiting Unit Detectives are responsible for preparing exhibits.
 - b. The Recruiting Unit Supervisor shall coordinate in cooperation with the Public Information Officer (PIO) or their designee, public service announcements that are sent to local radio and television stations when appropriate.
 - c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting applicants. If events are identified, every effort should be made to attend the additional event(s).
 - d. Approval for and payment of expenses associated with travel shall follow Department policy regarding approval and payment.

C. Conducting Career Fairs and Attending School Facilities

1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Strategic Recruitment Plan by:
 - a. Conducting career fairs; and
 - b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities.

7 1-85-7 **Annual Reporting**

- A. Recruiting Unit personnel shall prepare annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, selectees, and the extent to which the Recruiting -Unit was able to recruit applicants with the needed skills; ~~and~~
1. The annual report shall discuss any challenges to recruiting high-quality applicants from a broad cross section of the community. The information from the annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.



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