

Laurel Police Department – General Order  
Chapter III, Section 700, Order 715 – Recruitment / Selection of Civilian Personnel  
April 13, 2015

**3 / 715.05 POLICY**

It is the Department policy to appoint qualified civilian applicants for positions within the Department.

**3 / 715.10 PURPOSE**

To establish guidelines that remain in compliance with all departmental, city and state guidelines and mandates to insure the integrity of the process, as well as to ensure selection of those most qualified for the position.

**3 / 715.15 DEFINITIONS**

None

**3 / 715.20 PROCEDURES**

A. RECRUITMENT

1. During any recruitment effort, the Chief of Police will ensure that the department is actively involved in order to accomplish hiring and ethnic / gender composition goals.
2. The department with approval of the City Personnel Office may utilize experienced personnel to make personal contact with area schools, colleges and academies in an effort to recruit qualified applicants.
3. Personnel assigned to recruiting activities will undergo recruitment training to include, but not limited to:
  - a. Department needs and goals
  - b. Equal Employment Opportunity
  - c. Personnel Matters,
    - 1) Salaries
    - 2) Benefits
    - 3) Retirement
  - d. Qualifications, skills and abilities necessary for employment
  - e. Familiarization with the background investigation process.

B. RECRUITMENT PLAN

1. The Department is committed to a work force that represents the composition of the City of Laurel.
  - a. The Department's recruiting efforts will strive to ensure that this objective and any other recruitment objectives are met.

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C. JOB ANNOUNCEMENTS

1. In addition to the posted job announcements in newspapers, at City Hall, and the City's webpage, the department can post job announcements with community service organizations in and around the City of Laurel.

D. ROLE OF THE POLICE DEPARTMENT IN SELECTION

1. The selection process for civilian personnel will depend on the position for which the applicant is applying.
2. The process for Police Communications Specialist:
  - a. Completion of City of Laurel Employment Application
  - b. Written Communications Specialist Entrance Examination
  - c. Oral Interview Board
  - d. Typing Test
  - e. Psychological Screening
  - f. Medical Examination / Drug Test
  - g. Background Investigation
3. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner to include time limits, oral instructions, practice problems, answer sheets, and scoring formulas.
4. Failure to successfully complete any of these elements in accordance with established scores or standards will make the applicant ineligible for appoint and will be justification for removal of the applicant from the remaining selection processes.
5. The City's Office of Budget and Personnel Services will be responsible for collecting all applications and forwarding them to the appropriate Division for processing.
  - a. The Office of Professional Standards

**3 / 715.25 GOVERNING LEGISLATION AND REFERENCES**

Maryland Vehicle Law 22-412.1  
CALEA Standard 41.3.3

**3 / 715.30 ANNEX**

None