

# GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



<b>G.O. Number:</b> 13.1	<b>Subject:</b> Recruitment	
<b>Chapter:</b> Administrative Practices and Procedures	Number of Pages: 2	
<b>CFA Standard(s):</b> 8.01M	<b>Effective:</b> 10-11-2024	
<b>By Order of Chief of Police:</b> Reo B. Hatfield III  <i>Reo B. Hatfield</i>	<b>Revised:</b> 10-11-2024 <b>Status:</b> Amended	

**SECTIONS:**

- 13.1.1 Agency Role**
- 13.1.2 Assignment to Recruitment Activities**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish policy and provide guidelines for all recruitment activities; to establish guidelines for recruiter training that will provide the knowledge and skills necessary to perform this vital function.

The South Miami Police Department does not have personnel assigned to recruitment duties on a full-time basis; however, recruitment activities are carried out on an as-needed basis to fill actual or forecasted vacancies. The City of South Miami Human Resources Manager is also involved in the police department’s recruitment efforts.

**SCOPE:** All departmental personnel.

**POLICY:** To maintain a high level of police service, the South Miami Police Department is dedicated to the recruitment of the best possible candidates, and all individuals will be given the opportunity for employment, regardless of sex, race, religion, creed, color, age, or disability.

## **PROCEDURE:**

### **13.1.1 Agency Role**

Recruiting activities for attracting potential employees to the City of South Miami are under the direction of the City of South Miami Human Resources Manager. There are, however, certain aspects of the recruitment process that require the active involvement of the South Miami Police Department and selected members. Members of the department will actively participate with the City of South Miami Human Resources Manager in such recruiting efforts, like job fairs, representing the police department and the City of South Miami at local events, and referring interested applicants to City Hall for pre-employment processing.

### **13.1.2 Assignment to Recruitment Activities**

- A. Individuals assigned to conduct recruitment activities will receive instruction in personnel matters, as well as equal employment opportunity as it affects the management and operations of the department. **(CFA 8.01M)**
  
- B. Prior to initiating recruitment activities, recruiters will be trained and informed by representatives of the police department and Human Resources Manager, who will provide knowledge and skills in the following areas:
  - 1. The police department's recruitment needs and commitments.
  - 2. The police department's career opportunities, salaries, benefits, and training.
  - 3. Federal and state compliance guidelines.
  - 4. The community and its needs.
  - 5. Cultural awareness and an understanding of different ethnic groups and subcultures.
  - 6. Techniques of informal record keeping for candidate tracking.
  - 7. The selection process, including procedures involved in conducting background investigations and oral examinations.
  - 8. Characteristics that disqualify candidates; and
  - 9. Medical requirements to include the Americans with Disabilities Act (ADA).