

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



G.O. Number: 13.3	Subject: Recruitment – Job Announcements and Publicity
Chapter: Recruitment	Number of Pages: 3
CFA Standard(s): N/A	Effective: 10-01-2024
By Order of Chief of Police: Reo B. Hatfield III 	Revised: 10-01-2024 Status: Amended

SECTIONS:

- 13.3.1 Job Announcements and Publicity**
- 13.3.2 Involvement of Community Organizations/Posting Locations**
- 13.3.3 Maintaining Applicant Contact**
- 13.3.4 Applicant Rejections**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the announcement of vacant positions within the South Miami Police Department; to maintain contact with the applicant; to allow the applicant the opportunity to correct omissions or deficiencies on the application.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to work in conjunction with the City Human Resources Manager to ensure that job announcements are posted regularly and accurately. Upon determining the personnel needs of the South Miami Police Department, the Human Resources Manager will oversee the announcement of vacant positions and the tracking of police department applicants.

PROCEDURE:

13.3.1 Job Announcements and Publicity

Job announcements for the South Miami Police Department for all vacant positions (except at-will executive-level positions), both sworn and non-sworn, will include the following information:

- A. A description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
- B. Job announcements for entry-level positions will be advertised through electronic, print, and/or other media.
- C. The agency is described as an equal opportunity employer on all employment applications and recruitment postings.
- D. The advertising of official application filing deadlines.

13.3.2 Involvement of Community Organizations/Posting Locations

To achieve broader dissemination and greater exposure of recruitment information, the police department will seek positions to post job announcements, for sworn and non-sworn positions, with community organizations that are in contact with individuals who are likely candidates for hire. The City Human Resources Manager will post job announcements with local community newspapers and periodicals, as well as local media websites, to further accomplish this goal.

13.3.3 Maintaining Applicant Contact

- A. Professional Compliance will maintain liaison with the City Human Resources Manager for the purpose of coordinating applicant contacts during the applicant screening process, for both sworn and non-sworn positions. Generally, the contacts will include at a minimum, the following:
 - 1. Acknowledged receipt of all employment applications.
 - 2. Periodically informing applicants of the status of their application.
 - 3. Maintaining in the applicant file correspondence with the applicants.
- B. Professional Compliance along with the City Human Resources Manager will properly coordinate each applicant's pre-employment process. These documents will be made part of the applicant's file.

13.3.4 Application Rejections

Applications for positions within the police department will not be rejected because of minor omissions or errors that can be corrected or rectified to the satisfaction of Professional Compliance, prior to the testing or interview process. The applications will be placed on hold until the applicant(s) corrects the omissions or errors.