



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

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| <b>ADMINISTRATIVE ORDER 2.10</b>   |
| <b>TO:</b> Director of Personnel & Purchasing and Chief of Police                              |
| <b>FROM:</b> Timothy C. Hansley, City Manager  |
| <b>SUBJECT:</b> Community Outreach for Recruitment of Law Enforcement Personnel                |
| <b>DATE:</b> November 1, 1993  |
| <b>Supersedes and Replaces Administrative Order 2.10 dated 11/2/89 Regarding Same Subject.</b> |

**I. PURPOSE**

The purpose of this Administrative Order is:

- A. To provide for input from community organizations and leaders for the recruitment of law enforcement personnel;
- B. To gain the assistance of community service organizations in the recruitment of law enforcement personnel;
- C. To conduct on-site recruitment activities at educational and community service organizations; and,
- D. To establish a Student Intern Program.

**II. RECRUITMENT ASSISTANCE**

A community outreach effort shall be integrated into the law enforcement personnel recruitment program to include, but not limited to, recruitment assistance, referrals and advice from community organizations and leaders.

**III. RECRUITMENT ASSISTANCE - SERVICE ORGANIZATIONS**

In order to achieve broader dissemination and greater exposure of recruitment information, the Division of Personnel & Purchasing shall disseminate job vacancy

announcements for posting and circulation within community organizations that may be in contact with individuals who are prospective candidates for recruitment.

**IV. ON-SITE RECRUITMENT**

For entry-level law enforcement officer positions, the Division will seek to recruit candidates by sending representatives to educational and community service organizations to recruit on-site within the community service area.

**V. STUDENT INTERN PROGRAM**

- A. The Division may accept students enrolled in institutions of higher education and who are pursuing a course of study related to criminal justice into a Student Intern Program.
- B. The student accepted into the Student Intern Program will be provided an orientation of the Division, its functions and organizational structure.
- C. The student may then complete a curriculum based on the academic goals of the college or university.