



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

<b>ADMINISTRATIVE ORDER 2.11</b>
<b>TO:</b> Director of Personnel & Purchasing and Chief of Police
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Comprehensive Recruitment Plan for Law Enforcement Personnel
<b>DATE:</b> November 1, 1993
<b>Supersedes and Replaces Administrative Order 2.11 dated 11/2/89 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is:

- A. To establish a recruitment plan for law enforcement personnel;
- B. To determine the effectiveness of recruitment programs; and,
- C. To establish recruitment guidelines as to job relativeness.

**II. RECRUITMENT PLANS**

Whenever a recruitment effort is initiated, a written recruitment plan shall be prepared by the Chief of Police and will include, but may not be limited, to the following:

- A. A statement of objectives in quantitative terms;
- B. a statement of the Divisions authorized, budgeted, and actual strength;
- C. total number of personnel to be recruited;
- D. a timetable of key recruitment activity;

- E. An itemized recruitment budget if the recruitment effort is expected to incur substantial costs not included as normal personnel or operating expenses;
- F. A written statement of support from the law enforcement agency's chief executive officer; and,
- G. Procedures for seeking assistance from community organizations and leaders.

**III. RECRUITMENT EVALUATION REPORT**

The Chief of Police shall be responsible for the preparation of an annual written recruitment evaluation report containing the following elements:

- A. Measurement of recruitment activities against quantitative objectives;
- B. Analysis of the effectiveness or ineffectiveness of recruitment;
- C. Recommendations for improvement.

**IV. RECRUITMENT PROGRESS REPORT**

- A. A written recruitment progress report shall be submitted to the Chief of Police at least quarterly.
- B. Progress reports should document all activities of the reporting period.

**V. RECRUITMENT - JOB ANALYSIS**

- A. To ensure job-relevancy, the Division's recruitment strategies and procedures shall be based on a detailed written analysis of the job to be performed; the knowledge, skills, abilities, and training required to perform the job tasks; and any prerequisite personal attributes.
- B. This job analysis may be performed by persons other than law enforcement agency employees.