



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

ADMINISTRATIVE ORDER 2.13
TO: Director of Personnel & Purchasing and Chief of Police
FROM: Timothy C. Hansley, City Manager
SUBJECT: Job Announcements and Publicity in the Recruitment of Law Enforcement Personnel
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 2.13 dated 11/2/89 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is:

- A. to detail the contents of job vacancy announcements;
- B. to create a reasonable time for application deadline after advertising for candidates;
- C. to establish that all entry-level positions will be advertised through the mass media;
- D. to establish equal opportunity employment; and,
- E. to describe recruitment literature.

II. EMPLOYMENT ANNOUNCEMENT CONTENTS

All Division job vacancy announcements shall provide a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position(s) to be filled.

III. JOB APPLICATION DEADLINES

All job vacancies shall be publicized at least ten (10) working days prior to any official application filing deadline.

IV. JOB VACANCIES - ENTRY LEVEL

All entry-level job vacancies shall be advertised through the mass media and in conjunction with EEO guidelines and the Division's Affirmative Action Program.

V. EQUAL OPPORTUNITY EMPLOYER

To facilitate the successful recruitment of minorities and women, the Division of Police shall clearly state in all public and internal personnel documents that the Division of Police is an equal opportunity employer.

VI. RECRUITMENT LITERATURE

- A. The Division's recruitment literature, if any, depicts women and minorities in law enforcement employment roles.
- B. Every effort shall be sought to enhance the Division's credibility and sincerity among members of protected classes or disadvantaged groups by way of example.