CITY OF DUBLIN

CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.14
TO: Director of Personnel & Purchasing and Chief of Police
FROM: Timothy C. Hansley, City Manager
SUBJECT: Application Process for the Recruitment of Law Enforcement Personnel
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 2.14 dated 11/2/89 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is:

A. to provide for information in a pre-application contact;

B. to indicate all filing deadlines;

C. to provide guidelines for candidate/Division contacts during the application process;

D. to provide for recruiting efforts outside the City of Dublin; and,

E. to provide for conditions of application rejections.

II. PRE-APPLICATION CONTACT CARD

If Pre-Application Contact Cards become necessary in the recruitment program, they shall contain the following requests for information:

* Candidate's Name
* Home and Business Address
* Home and Business Phone
* Date of Birth
* Position Desired

III. APPLICATION FILING DEADLINE ANNOUNCEMENTS

Any official filing deadline shall be boldly indicated on employment announcements and recruitment advertisements.

IV. CANDIDATE - DIVISION CONTACT

The Division of Police or the Division of Personnel & Purchasing should acknowledge receipt of all employment applications within five (5) working days of their submission. Candidates should be periodically informed of the status of their applications. Candidate contacts should be documented and logged.

V. RECRUITMENT OUTSIDE JURISDICTION

A. The Division of Police shall recruit outside the City of Dublin through the most economical means available, in order to attract the necessary available work force.

B. All outside recruitment shall comply with the guidelines set forth in the Affirmative Action Compliance Plan and the EEO Plan in Sections III. and IV. respectively of Administrative Order 2.12.

VI. CANDIDATE REJECTION

A. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process.

B. Applications that are deficient will be process routinely if the deficiency can be rectified prior to the testing and interview process.