

# JACKSONVILLE POLICE DEPARTMENT

Policy: 6-2  
Effective: 01-01-14  
Revised: 12-06-21

## RECRUITMENT

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**PURPOSE:** To establish procedures for the recruitment of personnel to fill vacancies for all sworn positions for the Jacksonville Police Department.

**POLICY:** To ensure that in its recruitment process, equal employment opportunity is guaranteed to all persons without regard to race, creed, color, gender, national origin, age, religion, mental or physical handicap, labor affiliation, sexual orientation, or any other factors not related to merit and fitness for the position. The Jacksonville Police Department operates under the *Equal Employment Opportunity Policy* adopted by the City of Jacksonville. This policy is maintained by the City of Jacksonville's Human Resources Department and is available for all employees to review upon request.

### **PROCEDURES:**

#### I. ADMINISTRATIVE PRACTICES

- A. The Office of Professional Standards shall be responsible for ensuring that liaison is maintained with the City Human Resources Department on recruiting matters and will ensure that the Department is actively involved with recruiting on a continual basis.
- B. The Department will ensure that personnel assigned to recruitment activities are knowledgeable in personnel matters, especially equal employment opportunity.

#### II. JOB ANNOUNCEMENTS AND PUBLICITY

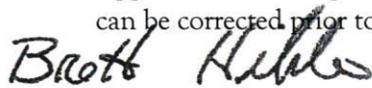
- A. The Departments job announcements and recruitment notices for all personnel will:
  - 1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
  - 2. Advertise entry-level job vacancies through electronic, print or other media.
  - 3. Advertise the Department as an equal opportunity employer on all employment applications and recruitment advertisements; and
  - 4. Advertise official application filing deadlines.

#### III. POSTING JOB ANNOUNCEMENTS

- A. The Office of Professional Standards in conjunction with the Human Resources Department will ensure all job announcements will be posted with community service organizations and/or seek cooperative assistance from community key leaders.

#### IV. APPLICATION OMISSIONS OR DEFICIENCIES

Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.



Brett C. Hibbs  
Chief of Police