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	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> Chapter 2 - Personnel Information		<b>04/25/2017</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		Chief's Staff	
ALL		CALEA: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2	
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Cooper</i>

**Purpose**

To establish the efforts of the agency toward recruiting qualified applicants for employment with the Virginia Beach Police Department.

**Policy (CALEA 31.1.1, 31.2.1, 31.2.3)**

The City of Virginia Beach and the Virginia Beach Police Department is an equal opportunity employer and will base employment decisions on appropriate job related factors regardless of sex, race, color, religion, age, disability, sexual orientation or ethnic or national origin. The recruiting function for the Virginia Beach Police Department is the responsibility of the commanding officer of Professional Development and Training, who works in conjunction with the Police Human Resources Coordinator. The Virginia Beach Police Department is subject to the policies of the City of Virginia Beach as delineated in Human Resources Policy [1.01](#) (Recruitment Applications and Employment) and [6.06](#) Equal Employment Opportunity. The Virginia Beach Police Department will actively recruit employees in furtherance of the Equal Employment Opportunity policy in order to achieve the goal of employing a qualified workforce that represents the demographic composition of the community that it serves.

**Equal Employment Opportunity Plan (CALEA 31.2.1, 31.2.2)**

The Commanding Officer of Professional Development and Training with the assistance of the Police Human Resources Coordinator will maintain and administer an equal employment opportunity plan that will be reviewed biennially and updated as necessary. The equal employment opportunity plan will be posted on both the Virginia Beach Police Department Internet and Intranet Websites and will contain, at a minimum the following:

- A Utilization Analysis
- Department equal employment opportunity objectives
- An Action Plan to Achieve equal employment opportunity objectives (recruiting plan)

The Commanding Officer of Professional Development and Training with the assistance of the Police Human Resources Coordinator will provide an annual analysis to the Chief of Police regarding the following:

- The impact of current policies, procedures and practices on the employment of protected class applicants
- The actions taken and the progress made in furtherance of the recruiting objectives.
- Recommendations to revise the recruiting plan.

**Recruiting (CALEA 31.1.2, 31.3.1, 31.3.2)**

The Virginia Beach Police Department actively recruits applicants in accordance with this policy and the policies of the City of Virginia Beach. The recruiting function is located in Professional Development and Training and is staffed by personnel who will receive training on personnel matters, the policy of the Virginia Beach Police Department and the City of Virginia Beach relating to recruitment, selection and hiring, and equal employment opportunity. Assigned personnel are responsible for the following:

- Developing and operating a variety of programs designed to advertise open entry-level job positions and filing deadlines through electronic, print, or other media in the agency;
- Providing a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements in job advertisements;
- Representing the Department as an equal opportunity employer in all recruitment advertisements;
- Documenting recruiting efforts in furtherance of the Recruiting Plan.
- Disseminate recruiting information and position advertisements directly to local colleges and universities, local military installations, and community groups or community leaders who have contact with individuals who are likely candidates for recruitment.