



General Order 31.6 - Recruitment

PURPOSE: Define job announcements; describe the posting period; describe media advertisement and advertisement content; define recruitment literature; and define the responsibility and records of recruitment activities.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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31.6.1 JOB ANNOUNCEMENTS

- A. When recruiting candidates for entry-level deputy sheriff or detention deputy positions, job announcements shall be prepared describing the duties, responsibilities, requirements of the position(s), application procedures, and filing deadlines.

31.6.2 POSTING PERIOD

- A. Applications shall be accepted for no less than ten (10) working days after a job announcement is posted. The filing deadline will be publicized on job announcements and other published or broadcast advertisements.

31.6.3 MEDIA ADVERTISEMENT

- A. To the extent practical, job announcements shall be advertised through the mass media.
- B. The sheriff's department may supply the media with special announcements and articles publicizing the department's interest in attracting applicants.

31.6.4 ADVERTISEMENT CONTENT

- A. It is the policy of the Sedgwick County Sheriff's Department to advertise itself as an equal opportunity employer.

31.6.5 RECRUITMENT LITERATURE

- A. To the extent possible, departmental recruitment brochures shall depict the department's equal employment philosophy as stated in [section 31.5.3 A.](#)

31.6.6 RESPONSIBILITY OF RECRUITMENT ACTIVITIES

- A. **(R)** It is the responsibility of the Sedgwick County Human Resources Division to coordinate all recruitment activities. Methods utilized by the office of personnel services may include, but are not limited to job announcements, media advertisement, and recruitment literature.

31.6.7 RECORD OF RECRUITMENT ACTIVITIES

(R)

- A. It shall be the responsibility of the Support Division to maintain a record of recruitment activities. This record shall include, but not be limited to the following information: date/time of event, location of event, description of event, equipment to be used, and personnel assigned.
- B. The training section shall provide for the Judicial Division monthly report, information concerning recruitment activities.