

Berkeley Police Department General Order Revision Form

SUMMARY OF CHANGES

04/29/2025

G.O. 31 – Recruitment

Added on page 3 was a section to outline a path for personnel retention

Retention

The Berkeley Police Department understands that a talented and experienced workforce is vital to the success of the department. The experience, intangible knowledge, and skill set that personnel provide to the agency are often irreplaceable. The Berkeley Police Department strives to retain its department personnel by focusing on compensation, training, promotions, lateral moves, special assignments, and work-life balance.

- A. Compensation – Annual salaries are to be competitive with regional and industry standards, and access to the City of Berkeley’s health benefits.
- B. Discretionary benefits provided by the City of Berkeley should include paid holidays, PTO (Personal Time Off), and access to the Berkeley Police and Fire Pension to help facilitate a better work-life balance.
- C. Equipment – The department will strive to issue and provide modern patrol essential equipment and job-related computer programs.
- D. Training – The department will provide up-to-date training to improve personnel skills and knowledge to perform their job and duties effectively.
- E. Recognition – is to be given to reinforce positive actions, behavior, and work ethic.
- F. Promotions and lateral moves – Rank promotions and lateral moves will be done when openings arise to facilitate career growth.
- G. Specialized Units/Task Forces - The Berkeley Police will strive to participate in specialized units and task forces with federal agencies (FBI, DEA, US Marshals, etc.), Greater St. Louis Area Major Case Squad, and/or other multijurisdictional task forces.

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDER: 31
RECRUITMENT PLAN		
ISSUE DATE:	EFFECTIVE DATE:	DISTRIBUTION: ALL PERSONNEL
AMENDED:	RESCINDS: ALL PREVIOUS VERSIONS	
ACCREDITATION STANDARDS: CALEA 31.2.1, 31.2.2		NUMBER OF PAGES: 4

PURPOSE: This directive establishes guidelines for the recruitment process and responsibilities within the Berkeley Police Department.

POLICY: It is the policy of the Berkeley Police Department to recognize a formal recruitment process with the primary objective to actively recruit and employ a workforce representative of the Department's service community. The City of Berkeley Police Department is an Equal Opportunity Employer.

DEFINITIONS:

Equal Employment Opportunity: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, gender, religion, national origin, or disability.

Statement of Objectives [CALEA 31.2.1a]

- A. It is the objective of the Berkeley Police Department to employ the most qualified person for the position without regard to race, gender, age, color, religion, or national origin. The department seeks to employ the most qualified persons based on those job-related qualities and abilities required in a police officer, and to have a workforce that is representative of the community we serve.
- B. The Berkeley Police Department's Training Officer and Patrol Commander will make special efforts to recruit, with the intent to employ, qualified minority group members and females to achieve the department's goal of having an ethnic, racial, and gender workforce composition in approximate proportion to the makeup of the available workforce in the community.

Recruitment Practices [CALEA 31.2.1b]

- A. Recruitment and testing will be conducted in cooperation with the Patrol Commander, Training Officer, and the City of Berkeley designated personnel responsible for human resources relations. [CALEA 31.2.1c]
- B. Recruitment practices will consist of, but not be limited to, the following activities:
 - 1. Conducting interviews with and providing information to potential candidates.
 - 2. Participating in job fairs and career days.
 - 3. Making presentations to local schools and organizations expressing interest in the criminal justice field.

4. Maintaining a liaison with the faculty of universities and colleges involved with the criminal justice education system.
 5. Notifying civic and church organizations of career opportunities and application periods for sworn officer testing.
 6. Notifying local and regional media outlets of career opportunities and application periods for sworn officer testing.
 7. Utilizing officers of the Department in group presentations, job fairs, and career days, where appropriate and in consideration of the ethnic background of the contact group.
 8. Production of quality recruitment brochures, business cards, and flyers. Printed media will list minimum requirements, salary, our hiring process, and contact information. Printed media will be distributed during recruitment activities at colleges, universities, and job fairs. In addition, printed media may be distributed as needed at area high schools, community activities, City Hall, and mailed to prospective applicants contacting our Training Officer, Patrol Commander, or designated personnel responsible for human resources relations.
 9. Utilization of the internet through both the City of Berkeley's website and social media to provide information relating to the department, recruitment, and application process.
- C. Recruitment practices will not be limited to the jurisdictional boundaries of the City of Berkeley and will be conducted where the likelihood of attracting qualified members of all ethnic groups or subcultures is greatest.
 - D. Recruitment practices will be ongoing, including times during which the Department is not accepting employment applications.
 - E. During periods when applications are not being accepted, the Training Officer will utilize pre-employment contact cards, which will be maintained to track interested candidates and to keep them informed of when the application and selection process begins.

Recruitment Program Administration [CALEA 31.2.1c]

- A. The Training Officer will have primary oversight for the development and implementation of the recruitment program to include advertising, testing, and selection.
- B. The Training Officer and Patrol Commander will assist the City of Berkeley's designated personnel responsible for human resources relations in all phases of recruitment and testing.
- C. The primary development and implementation of the recruitment program and the recruitment plan will be assigned to the Training Officer.
- D. The Training Officer and Patrol Commander will receive training to provide ample knowledge in personnel matters related to recruitment, equal employment opportunity, and appropriate office management skills necessary for applicant tracking.

- E. All Department personnel are expected to support the Recruitment Plan and work towards furthering the principles of equal employment opportunity.

Retention

The Berkeley Police Department understands that a talented and experienced workforce is vital to the success of the department. The experience, intangible knowledge, and skill set that personnel provide to the agency are often irreplaceable. The Berkeley Police Department strives to retain its department personnel by focusing on compensation, training, promotions, lateral moves, special assignments, and work-life balance.

- A. Compensation – Annual salaries are to be competitive with regional and industry standards, and access to the City of Berkeley’s health benefits.**
- B. Discretionary benefits provided by the City of Berkeley should include paid holidays, PTO (Personal Time Off), and access to the Berkeley Police and Fire Pension to help facilitate a better work-life balance.**
- C. Equipment – The department will strive to issue and provide modern patrol essential equipment and job-related computer programs.**
- D. Training – The department will provide up-to-date training to improve personnel skills and knowledge to perform their job and duties effectively.**
- E. Recognition – is to be given to reinforce positive actions, behavior, and work ethic.**
- F. Promotions and lateral moves – Rank promotions and lateral moves will be done when openings arise to facilitate career growth.**
- G. Specialized Units/Task Forces - The Berkeley Police will strive to participate in specialized units and task forces with federal agencies (FBI, DEA, US Marshals, etc.), Greater St. Louis Area Major Case Squad, and/or other multijurisdictional task forces.**

Annual Analysis [CALEA 31.2.2]

- A. The Berkeley Police Department’s Recruitment Plan will be reviewed annually under the direction of the Chief of Police. The review is to ensure that:
 - 1. An analysis is completed to determine if progress was made toward the completion of stated objectives, and necessary revisions are made to redefine future efforts.
 - 2. Any adverse impact that may occur in the selection process is a result of direct bona fide occupational qualification (BFOQ): a quality or an attribute that employers are allowed to consider when making decisions on the hiring and retention of employees.

3. The department recruits minority and female candidates to move toward our goal of being a workforce representative of the community we serve.

DRAFTED BY: Captain Evelio Valdespino	DATE: 04/29/2025
BY ORDER OF: Colonel Art Jackson	DATE:
APPROVED BY: Berkeley City Council	DATE: