



Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

## RECRUITMENT

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
44	November 09, 2018	July 21, 2008	All Sworn Members

CFA 8.01M

### 1 POLICY

- A** It is the policy of the Division that recruitment efforts assist in attracting quality applicants of all racial, ethnic, and gender backgrounds and develop a work force reflective of the many communities served in the State of Florida.
- B** It is the policy of the Division to establish and maintain a recruitment and retention plan focused on prospective applicants who possess the required skills, knowledge, and abilities needed to perform the duties of a law enforcement officer.
- C** It is the policy of the Division that all members assigned to recruitment activities are trained in human resource matters and equal employment opportunity as it effects the management and operations of the Division.

### 2 RESPONSIBILITIES

#### A Regional Commanders

- (1) Support the Division's recruiting initiatives, strive to achieve recruitment goals as outlined in the recruitment and retention Plan, and provide support to regional recruiting efforts

#### B Recruitment Coordinator

- (1) Administers the statewide recruitment program.
- (2) Tracks measures as outlined in the Recruitment and Retention Plan.
- (3) Updates and prepares a report on the Recruitment and Retention Plan by July 1 of each year.
- (4) Analyzes recruitment data and makes recommendations as needed.
- (5) Assists Recruiters in achieving recruitment goals.
- (6) Coordinates the Division's recruitment training program.
- (7) Maintains the Division's Recruitment Manual and updates the manual as needed.
- (8) Provides necessary and continuing training to stay current with recruitment trends.
- (9) Maintains, analyzes, and makes adjustments to recruiting efforts in order to ensure the

recruitment efforts are effective and relevant.

**C Regional Recruiters**

- (1) Assist the Division in achieving recruitment goals by conducting proactive recruiting efforts in accordance with the recruitment and retention plan.
- (2) Strive to achieve recruitment goals as outlined in the recruitment and retention plan.
- (3) Maintain knowledge of state personnel rules and FWC hiring standards.
- (4) Build and maintain relationships with potential applicants.

**D Members**

- (1) All members shall support and participate in the Division's recruitment efforts.

**3 PROCEDURES**

**A Reporting Requirements**

- (1) Regional Recruiters shall submit their Quarterly Recruiter Report (FWC/DLE-516) to their immediate supervisor as directed, but no later than the 9<sup>th</sup> day of each quarter.
- (2) The recruiter's supervisor shall review the Quarterly Recruiter Report and ensure recruiters are meeting the standards outlined in their performance goals.
- (3) The recruiter's supervisor shall submit Quarterly Recruiting Reports by the 10<sup>th</sup> day of every quarter to the Recruitment Coordinator.

**B Ride-alongs for Recruitment Purposes**

- (1) Ride-alongs shall be coordinated regionally by the Regional Recruiter or a designee of the Regional Commander.
- (2) Prior to any ride-along, a General Release Form (FWC/DLE-023) must be completed, submitted to the appropriate supervisor, and filed in the Regional Office.
- (3) Upon completion of the ride-along, an Applicant Ride Evaluation Form (FWC/DLE-517) shall be completed and submitted to the Regional Commander or designee within 5 days of the ride-along. The Regional Commander or designee shall forward the Applicant Ride Evaluation Form to the Division Training Section within 10 days. If applicable, the completed form will be placed in an applicant's file.

**C Recruitment Manual**

- (1) Additional procedures related to recruitment activities can be found in the Division's Recruitment Manual.

**4 FORMS**

FORM NUMBER	FORM TITLE
FWC/DLE-023	General Release
FWC/DLE-516	Quarterly Recruiter Report
FWC/DLE-517	Applicant Ride Evaluation Form