

IDAHO STATE POLICE PROCEDURE

03.12 RECRUITING PROGRAM

A. General

The Idaho State Police (ISP) carries out an aggressive recruiting program to continue its practice of hiring high quality, career-oriented candidates.

B. Definitions

“Recruiter” means any ISP employee assigned to engage in activities to attract new employees to the ISP.

“Recruiting Coordinator” means the Human Resource (HR) Office employee who coordinates recruiting activities.

C. Qualifications for Recruiters

Employees interested in serving as recruiters must be:

1. volunteers with permission from their supervisors to participate in the Recruiting Program as part of their work activities;
2. enthusiastic and knowledgeable about the ISP;
3. willing to travel with overnight stays;
4. able to explain rules, policies and procedures of the ISP; and
5. able to deal easily with all types of personalities.

D. Recruiting Requests

Recruitment event requests may be submitted by any interested Recruiter, or ISP Captain, and should contain the following information:

1. dates and location of the event;
2. cost for ISP to attend including registration, travel, accommodations and meals;
3. names of the recruiters attending, if identified;
4. a permission signature from the appropriate supervisor(s);
5. the need for and duration of hotel / airplane / rental car accommodations; and

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6. the name of the contact person for the event.

E. Recruiting Coordinator Responsibilities

1. General responsibilities of the recruiting coordinator are:
 - a. develop a proactive recruiting plan with management;
 - b. identify recruiters and coordinate their recruiting activities;
 - c. establish and maintain a recruiting events tracking process;
 - d. provide recruitment packets including literature, charts, giveaways, and other related information to the recruiters;
 - e. coordinate exhibit displays, appearance, and information;
 - f. prepare appropriate recruitment advertising; and
 - g. maintain a list of low or no-cost websites for posting of announcements.

2. For specific events, after the requesting employee has received necessary approvals through his or her chain of command, responsibilities of the recruiting coordinator are:
 - a. submit the request to the Administrative Captain for approval;
 - b. process payment for the event via their purchasing card;
 - c. code all expenditures relating to recruiting activities to project RECRUT 00 and appropriate PCA;
 - d. submit the registration confirmation information to the requesting party;
 - e. provide an itinerary to appointed recruiters; and
 - f. keep track of all attended events.