

IDAHO STATE POLICE PROCEDURE

03.12 RECRUITING PROGRAM

I. General

The Idaho State Police (ISP) conducts an aggressive recruiting program in order to continue hiring high-quality, career-oriented candidates.

II. Definitions

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

III. Qualifications for Recruiters

Employees interested in serving as recruiters must be:

- A. volunteers with permission from their supervisors to participate in the Recruiting Program as part of their work activities;
- B. enthusiastic and knowledgeable about the ISP;
- C. willing to travel with overnight stays;
- D. able to explain rules, policies, and procedures of the ISP; and
- E. able to interact professionally and effectively with a wide range of personality types.

IV. Recruiting Requests

Recruitment event requests may be submitted to the hiring captain or district captains/program managers and should contain the following information:

- A. dates and location of the event;
- B. cost for ISP to attend, including registration, travel, accommodations, and meals;
- C. names of the recruiters attending, if identified;
- D. a permission signature from the appropriate supervisor(s);
- E. the need for and duration of hotel/airplane / rental car accommodations; and
- F. the name of the contact person for the event.

For specific events, after the requesting employee has received necessary approvals through their chain of command, the responsibilities of the employee are to:

- A. submit the request through the chain of command for approval;
- B. process payment for the event via their purchasing card; and
- C. code all expenditures relating to recruiting activities to project code 330RECRUT00.