



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **PROCESSING EMPLOYMENT APPLICATIONS**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### I. POLICY

- A. Employment applications received by the Department will be entered into the Department's Master Name Index and will be stored in a locked file cabinet in the station.
- B. Applications will not be rejected because of omissions or deficiencies that can be corrected prior to any testing or interview process.

#### II. CONTACT WITH APPLICANTS MAINTAINED

- A. At the time of their formal application, candidates are informed in writing of :
  - All elements of the selection process,
  - The expected duration of the process, and
  - The Department's policy on re-application, re-testing, and re- evaluation of candidates not appointed.
- B. Throughout the selection process, the Department will maintain contact with applicants from initial application to final employment disposition, by:
  - Informing the applicants of whether or not their application will
  - be processed further,

- Periodically informing the applicants of the status of their applications, and
  - Documenting and logging all contacts with the applicant.
- C. The applicant will be notified in writing of any examination results and any conditional offer of employment.
- D. Copies of any and all correspondence sent to an applicant will be included with the applicant's file.
- E. If an applicant is rejected, or the Department for good cause will not process an application any further, the applicant will be notified in writing of this decision and the reasons.