

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**    **FROM:** Edgardo Garcia  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION**  
**S 2203 - RECRUITMENT**

**DATE:** September 16, 2020

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Memo# 2020-037

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## **BACKGROUND**

On 6/12/20 the San Jose City Council, by unanimous vote, directed the San Jose Police Department to amend Department policy to restructure our recruiting policy to create an emphasis on hiring well-rounded, experienced candidates that range in age, have high educational attainment, and come from diverse backgrounds and demographics. In recent years the Department has placed a great deal of emphasis on improving our recruiting, which has resulted in many such positive outcomes.

These successes aside, the department recognizes the value in always seeking to improve our recruiting and hiring practices. The work of restructuring the department's recruiting practices is the subject of a number of the Council's Police Reform Agenda directives. However, the first step is to establish our objectives in written policy. The department is adding the following language to Duty Manual section S 2203 - RECRUITMENT, to more clearly express the Department's philosophy on recruiting and hiring.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are noted in ~~strike through~~ form.

**S 2203**            **RECRUITMENT:**  
Revised 09-16-20

To obtain the highest caliber candidates possible, *the Department will maintain an emphasis on hiring well-rounded, experienced candidates that range in age, have high educational attainment, and come from diverse backgrounds and demographics.*

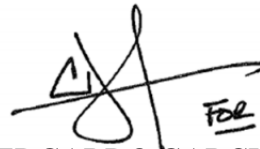
*To achieve these objectives* it is essential that the Department maintain an active recruitment program. The Department's recruitment effort consists of both a formal and informal processes.

- INFORMAL: Department members, in their daily contact with the public, have the opportunity to attract the type of individual the police service needs. Each ~~of~~ Department member should counsel persons who show an interest in a law enforcement career and encourage qualified persons to submit an application.
- FORMAL: The ~~Personnel~~ Recruiting Unit is primarily responsible for recruiting qualified candidates. Department members assigned to the Department's recruitment function will maintain continual contact with community groups and will coordinate tutorial programs to assist candidates in becoming acquainted with the civil service examination process. Job classifications for which ~~Personnel~~ Recruiting Unit members most actively recruit include the following:
  - Police Officer
  - School Crossing Guard
  - Police Data Specialist
  - Public Safety Dispatcher

~~The recruitment process is coordinated by the Personnel Unit.~~

**ORDER**

Effective immediately, all sworn personnel will adhere to the above listed Duty Manual changes.

A handwritten signature in black ink, appearing to read 'Edgardo Garcia', with a stylized flourish and the letters 'EG' visible.

EDGARDO GARCIA  
Chief of Police

By Acting Chief of Police  
DAVE KNOPF

EG:PC