

April 27, 2022

TO: ALL PROPOSERS UNDER RFP NO. 22-500606

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Proposals (RFP) No. 22-500606 Recruitment of Candidates for the DeKalb County Police Department is hereby modified as follows:

1. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:

A. Question: Does the DeKalb County Police Department have a specific budget set aside for this project?

Answer: The County will not disclose the budget.

B. Question: What is the budget for this project?

Answer: Please see the response for question A.

C. Question: Have you done any research to your existing staff?

Answer: The existing DeKalb County Police Department staff has done research by compiling pay & benefits statistics from surrounding agencies and research on recruitment tactics that are successful with other agencies. The HR department also monitors the local market for trends in police compensation.

D. Question: Do you have any research on your target audience?

Answer: The target audience consists of military personnel, technical/trade schools, and college students; however, we do not have any research.

E. Question: Do you have an incumbent agency partner?

Answer: No, there is not a partnership with an incumbent agency.

F. Question: Have there been any initiatives to improve the overall reputation or should this project account for that?

Answer: The DeKalb County Police Department increased their community outreach and engagement over the last several years and increased their presence on social media platforms.

G. Question: What is the likelihood of ongoing work after the currently vacant positions are filled?

Answer: The likelihood of ongoing work is possible. It depends on cost, results, and the favorable outcome of this recruitment strategy.

H. Question: Where can we find past recruitment campaign materials (ad graphics, pamphlets, brochures, collateral, etc.)?

Answer: The DeKalb County Police Department has recently advertised on billboards, bus depots, and train stations. We consistently post on social media platforms and on internet-based companies such as Indeed, LinkedIn, and Handshake. Attached are some samples located in Attachment A hereto, entitled Marketing and Collateral Materials.

I. Question: It is noted that your Internship Program is currently discontinued until further notice. Can you please share why?

Answer: This program was postponed due to COVID - 19 protocols.

J. Question: What other police departments use Computer Voice Stress Analyzer (CVSA) as part of their eligibility criteria to screen potential candidates?

Answer: Certified CVSA administrators exist in the following: Atlanta Police Department, Fulton County, Cobb County, Gwinnett County; and police departments in the cities of Marietta, Norcross, Lawrenceville; and several other surrounding agencies.

K. Question: Is there a standard psychological exam for potential police candidates?

Answer: Yes, there is a standard psychological exam for potential police candidates.

L. Question: What's the reasoning behind the credit score screening?

Answer: Low credit scores may reveal negative patterns/habits of an applicant. A low score is often not a disqualifier if not accompanied by theft, fraud, etc. Excessive debt is concerning when no explanation is offered.

M. Question: What is the preferred method of receipt for the proposal? Private courier? FedEx, certified mail?

Answer: Most methods are acceptable as long as proposals are received by the DeKalb County Purchasing and Contracting department by the deadline date and time.

N. Question: Is there an incumbent for DeKalb County Police Department branding and marketing strategy / development? If "yes", what is the company name? And what have been the pain points?

Answer: Please refer to the answer provided for Question E.

O. Question: Can you please provide the link / location for the DeKalb County Police Department media kit?

Answer: The link is as follows: www.dekalbpolice.com

P. Question: Can you provide budget guidelines?

Answer: Please see the response for question A.

Q. Question: Can you state the time frame when the 134 recruits need to have filed their applications?

Answer: The DeKalb County Police Department generally needs approximately 4-5 weeks to process applications before submission to POST. Per POST guidelines, police applicant's file (profile) must be submitted to them for review 2 weeks (10 business days) before the start of each police recruit class (approximately 7 weeks total in process).

In 2022, we have the remaining recruit classes that need to be filled:

- May 16, 2022
- September 5, 2022
- December 5, 2022

2. All other conditions remain in full force and effect.
3. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Kyheem Bristol, Procurement Agent, at kbristol@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.

Kyheem Bristol
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum No. 1 to RFP No. 22-500606 is hereby acknowledged:

(Name of Bidder)

(Signature)

(Title)

Attachment A

Marketing and Collateral Materials



DeKalb County Police Department NOW HIRING!!

MINIMUM REQUIREMENTS:

- At least 20 years of age
- United States Citizen
- No Felony or Domestic Violence Convictions
- High School Diploma or GED
- Valid U.S. Driver's License
- Veterans must have an Honorable Discharge

BENEFITS:

- Take home vehicle
- 4 days on/3 days off (work schedule)
- Paid Holidays/Vacations/Sick days
- Pension/Deferred Compensation/401(a)
- Medical/Dental Insurance
- Montgomery GI Bill Program
- Tuition Reimbursement



OPPORTUNITIES FOR GROWTH:

- Uniform Patrol
- Criminal Investigations Unit
- SWAT
- K9
- Traffic Specialist Unit
- Bomb Squad
- Domestic Violence
- Intelligence
- Narcotics
- Special Victims Unit
- Vice
- Gang Unit
- Auto Theft Unit
- Other Specialized Units

Salary Scale	Academy Starting Pay	Academy Graduation	18 mos. from start date
Recruit Base Pay	\$42,504	\$44,280	\$46,059
College Degree (Bachelors +)	\$44,630	\$46,495	\$48,363
Certified Officer (2+ years)	\$46,059	\$46,059	13.5% increase* *Must have Intermediate Certification & promoted to MPO

DeKalb County Police Department

NOW HIRING!

MINIMUM REQUIREMENTS:

- At least 20 years of age
- United States Citizen
- No Felony or Domestic Violence Convictions
- High School Diploma or GED
- Valid U.S. Driver's License
- Veterans must have an Honorable Discharge

BENEFITS:

- Take home vehicle
- 4 days on/3 days off (work schedule)
- Paid Holidays/Vacations/Sick days
- Pension/Deferred Compensation/401(a)
- Medical/Dental Insurance
- Montgomery GI Bill Program
- Tuition Reimbursement

SCAN TO APPLY OR VISIT:

www.dekalbpolice.com

1960 W. Exchange Place Tucker GA, 30084



*Chaul Chnam
Thmey!!*



DKPD is an equal

opportunity em-



DeKalb County Police Department

Forward Together

Estamos Contratando!!

Requerimientos Mínimos:

- ◆ Al menos 20 años de edad
- ◆ Ciudadano de Estados Unidos
- ◆ Que no tenga delitos graves o violencia doméstica
- ◆ Diploma de secundaria o GED
- ◆ Licencia de conducir valida
- ◆ Veteranos deben tener un alta honorable

Beneficios:

- ◆ Seguro Medico
- ◆ Pensión/Compensación Diferida/401(a)
- ◆ Oportunidades de promoción
- ◆ Vacaciones Pagadas/Días de enfermedad
- ◆ Reembolso de Matricula
- ◆ 4 Días Trabajando / 3 Días de Descanso (Horario de Trabajo)

Escanee para aplicar:



Visitanos en: DeKalbpolic.com

Salario	Pago inicial de la academia	Academia Graduación	18 meses desde la fecha de inicio
Salario basico	\$42,504	\$44,280	\$46,059
Título universitario (licenciatura +)	\$44,630	\$46,495	\$48,363
Oficial con experiencia (minimo 2 años)	\$46,059	\$46,059	13.5% incrementar * * Debe tener una certificación intermedia y ser ascendido a MPO

DKPD es un empleador que ofrece igualdad de oportunidades



DeKalb County Police

Background & Recruiting Unit
1950 West Exchange Place
Tucker, GA 30084
Phone: (770) 724-7445
FAX: (770) 724-7444

December 24, 2019

To Internship Applicant:

Thank you for your interest in our department. Enclosed is a DeKalb County Police Department internship application with various waivers and forms attached.

If you are not with an investigator completing this packet, upon completion, please call **(770) 724-7518** to schedule an interview.

Do not hesitate to call if you have any questions or need any further information.

I look forward to working you.

Sincerely,

Sgt. N. Wallen

DeKalb County Police Department
Background and Recruiting
nwallen@dekalbcountyga.gov
D: (770) 724-7518
O: (770) 724-7445

Enclosures



DeKalb County Police

Background & Recruiting Unit
1950 West Exchange Place
Tucker, GA 30084
Phone: (770) 724-7445
FAX: (770) 724-7444

INTERNSHIP APPLICATION FOR DEKALB COUNTY POLICE DEPARTMENT

1. Full Name: _____
2. What college do you currently attend? _____
3. What is your current Major? _____
4. What areas of the Department are you particularly interested in? _____

5. How many hours per week are you required to work or how many total hours are you required to obtain? _____
6. DeKalb Police Department consists of various units in various location. Reliable transportation is essential. Does this pose a problem for you? _____
7. Your internship will BEGIN _____ END _____
8. List your address: _____
9. List **E-mail** address: _____ Cell Phone: _____

I have read and understood the above questions/statements.

Signature of Intern

Date

Print Name

Signature of Witness

DEKALB COUNTY POLICE DEPARTMENT INTERNSHIP WAIVER

WHEREAS, I _____, (being/not being) over the age of twenty-one (21) and **not** being a member of the DeKalb County Police Department, have made a voluntary request to establish an internship with DeKalb County.

NOW, THEREFORE, in consideration of the permission given to me to accomplish the internship and accompany a member or members of the Department during the performance of their official duties, I do hereby agree:

- That I am aware that the work I will be involved in is inherently dangerous, and that I may be subjected to the risk of personal injury, death, or property damage arising from use of equipment in the office, the fact that I will occasionally be dealing with the public and by accompanying a member or members of the DeKalb County Police Department during the performance of their official duties.
- That the County of DeKalb, the Chief of Police, his sureties, all members of the Police Department, their sureties, and each of them, shall not be responsible or liable for any injury, damage, loss or expense, either to me or my property, incurred while volunteering, for my benefit, at the DeKalb County Police Department while accompanying a member or members of the Department during the performance of their official duties and resulting from any negligent act or omission on the part of any member of the DeKalb County Police Department.
- For myself, my heirs, executors, administrators, and assigns, to defend and indemnify the County of DeKalb, the Chief of Police, his sureties, the Police Department, their sureties and each of them, against any and all manner of action, causes of actions, suits, debts, claims, demands, or damages or liability or expense of every kind and nature incurred or arising by reason of any actual or claimed negligent or wrongful act or omission of mine while volunteering at the DeKalb County Police Department or while accompanying a member of the Department during the performance of their official duties.

I hereby represent that I have carefully read and understand the contents of this document and sign the same of my own free will.

Signature of Intern

Date

Signature of Intern's Parent

Signature of Witness

DEKALB COUNTY POLICE DEPARTMENT INTERNSHIP AGREEMENT

The undersigned, _____, a student at _____, working toward an undergraduate degree, desires to enter a program of practical work at the DeKalb County Police Department. The sole purpose of said program is to expose me to the daily operations of your Bureau, thereby furthering my education.

As a condition of my participation in this program, I now execute this agreement and make the following acknowledgments:

I acknowledge that my participation in this program is completely voluntary and that I will not be entitled to remuneration or pay of any type for said participation. I further acknowledge that my participation in this program does not give rise to an employer-employee relationship entitling me to the coverage under the Workman's Compensation Act. Georgia Laws 1920, p. 167 as amended (Georgia Code Ann. Chapters 114-1 through 114-8).

I acknowledge and agree that the DeKalb County Police Department and the employees thereof cannot be held liable for any accident or injury suffered by the undersigned and arising out of or during the course of this program.

I voluntarily assume the risk of all injuries that might occur and be the result of the training to be provided by individual members of the DeKalb County Police Department.

I agree to make no claim against DeKalb County Police Department or any employees thereof for any physical or mental impairment arising out of and during the course of my participation in this program.

I agree to treat all matters within your agency as confidential and agree not to discuss the daily operations which I am allowed to observe with anyone outside the DeKalb County Police Department other than my Academic Advisor.

I agree to provide evidence of my age prior to beginning this intern program and should that evidence indicate that I am below the age of 21 years, agree to obtain the consent of my parents to my participation in the program under the conditions herein described.

I agree to adhere to the following **Dress Code** during this intern program: **All interns will be required to wear conservative clothing** that would be considered **business casual attire**. For men, this would be casual slacks and a collared long or short sleeved shirt. The wearing of a tie is optional. For women, acceptable clothing would be casual slacks and a blouse or collared long or short sleeved shirt. **No T-shirts, tank tops, halter tops, shorts, jeans, flip-flops and/or other non-business type attire will be acceptable for men or women** unless permitted for certain assignments and only with permission from the Commander of the appropriate Division. Civilian clothing will be clean and hair, jewelry, cosmetics and other grooming will be worn in good taste to present an **overall conservative appearance**.

Signature of Intern

Signature of Witness

Date

PERSONAL INFORMATION RELEASE AUTHORIZATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of DeKalb County Police Department, Background Unit, whether the said records are of a public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed; medical and psychiatric treatment and/or consolation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, polygraph reports and charts; efficiency ratings; complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the DeKalb County Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life. This access is granted for the specific purpose of pursuing a background investigation which may provide pertinent data in determining my suitability for employment with DeKalb County. Refusal to disclose the information requested could cause my application process to be delayed or discontinued.

Signature of Intern

Notary Public

Date

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize _____ DeKalb County Police Department _____
to receive any Georgia criminal history record information pertaining to me which may
be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- ☐ Employment with mentally disabled (Purpose code 'M')
- ☐ Employment with elder care (Purpose code 'N')
- ☐ Employment with children (Purpose code 'W')
- ☐ Employment with criminal justice agency – civilian (Purpose code 'J')
- ☐ Employment with criminal justice agency – P.O.S.T. certified (Purpose code 'Z')

One of the following must be checked:

☒ This authorization is valid for 90 days from date of signature.

☐ I, _____ give consent to the
above
named to perform periodic criminal history background checks for the duration of my
employment with this company.

NCIC/GCIC REQUEST - PLEASE PRINT

Date: _____ **Position Applied For:** _____

Full Name: _____
(Last) (First) (Middle)

List any other name you have ever used or gone by (include an explanation in parenthesis, i.e., Alias, Maiden, Nickname, Previous Marriage, etc.):

SOCIAL SECURITY #: _____ - _____ - _____

Date of Birth: _____ - _____ - _____ **Place Of Birth:** _____
(City/County/State)

Race: _____ **Sex:** _____ **Eye Color:** _____ **Hair Color:** _____

Height: _____ Feet _____ Inches **Weight:** _____ Lbs.

Driver's License #: _____ **State:** _____

List below all the States you have ever lived in (Include all states where you attended school and/or where you were stationed for duty or training while in the military):



DeKalb County Police

Background & Recruiting Unit
1950 W. Exchange Place
Tucker, GA 30084
Phone: (770) 724-7445
FAX: (770) 724-7444

INTERN APPLICATION REQUEST

(Please write legibly)

Date: _____

Name: _____ ☐ **MR.** ☐ **MS.**

Address: _____

Cell Phone: () -

E-mail: _____

College/University: _____

Major: _____

Degree Type: _____ ***Anticipated Graduation Date:*** _____

Total Internship Hours Required: _____

Particular Area of Interest: _____

Internship to Begin: _____ ***Internship to End:*** _____

Name of College/University Internship Coordinator: _____

Coordinator Contact #: () - ***E-mail*** _____

How did you learn of our Internship Program? _____

Additional Notes: _____

Information taken by: _____ ***Date:*** _____

4-1.36 RECRUITING

A. PURPOSE

An effective recruiting program is a major asset to any law enforcement agency. The benefits of positive recruitment policies should be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient police services.

The DeKalb County Police Department has been and will continue to engage in an active program to recruit and hire persons of all races and sexes, who are qualified to become members of the department.

B. THE RECRUITING UNIT

The recruiting function will be within the Background Unit. It will consist of at least 2 sworn police officers as addressed by the Police Settlement Agreement. Recruiting will be responsible to the Background Unit Commander.

C. RESPONSIBILITIES

The Recruiting function will develop an effective program for the recruitment of qualified males and females of all races for sworn and unsworn positions in the department. Recruiting will be consistent with the departments hiring needs, and will include a wide range of direct and indirect recruitment activities, including but not limited to the following:

1. Continued contact with and presentations to community agencies and organizations such as the Urban League, Explorer Scouts, Boys Clubs, Girls Clubs, Girl Scouts, YMCA's, YWCA's, and other such organizations as may be deemed appropriate. In addition to the foregoing, recruiting may be undertaken at local or regional shopping malls.
2. Advertisement in local mass media that services both predominantly black and white communities.
3. Participation in local and regional job fairs, and recruiting on at least an annual basis from the military.
4. Annual recruiting at major universities, community colleges, trade schools, and high schools.
5. Advertisement of positions through local newspapers, police magazines, and county cable television.
6. Recruiting in areas outside the department's jurisdiction.

D. MERIT SYSTEM COORDINATION

The recruitment of qualified employees will be conducted on a continual cooperative basis in conjunction with the DeKalb County Merit System and its recruiting policies and procedures.

The responsibilities for the recruitment process are shared between the Dekalb County Merit System and the Dekalb County Police Department. The Merit System primarily handles advertisement while recruiting officers participate in off-site recruiting efforts, i.e., college job fairs, giving talks to groups of interested candidates, etc.

Within the Merit System, a Personnel Officer will be assigned as the administrator of the police recruitment program. The administrator will assist in providing for all application materials, coordinating all advertisements, contacting educational institutions and community organizations, and setting up and participating in recruiting trips.

The Recruiting function aids in coordinating recruiting trips by providing transportation to recruiting destinations and by participating in job fairs and college presentations.

Before any representative of either the Merit System or the recruiting function of the Background Unit participates in any departmental recruiting activities, the representative must first review and become familiar with all recruitment training materials which have been developed. The training material is designed to familiarize individuals in the areas of recruitment needs, career paths, salary/benefits information, legal guidelines, community demographics, cultural awareness, candidate record keeping and tracking, candidate selection process, other recruitment programs, ideal candidate characteristics, candidate disqualifiers and medical requirements. The representatives must also have a working knowledge of the county's Affirmative Action Program and the Recruitment Section of the Police Settlement Agreement.

E. DEPARTMENTAL RECRUITING INVOLVEMENT

The Department encourages all of its employees to assist the recruiting function in attracting new officers to the Department. Veteran officers are to direct potential recruits to the Merit System in order to begin the application process. In situations where candidates have questions that veteran officers are unable to answer, they are to have the candidates contact the recruiting function of the Backgrounds Unit or the Merit System. Word-of-mouth advertising through veteran officers has always been and continues to be an important recruiting tool for the department.

F. RESOURCE SHARING

The Recruiting function will participate in a resource sharing arrangement with other agencies in the Metro Atlanta area in order to share selection procedures, background investigations, and candidates. This participation in resource sharing will not be solely restricted to other police agencies, and may involve other governmental personnel agencies.

CHIEF OF POLICE

Information regarding each agency's selection procedures will be shared. This is helpful, for example, when an agency wants to include a pre-employment physical agility test in its selection procedure but lacks the in-house expertise to develop a program by themselves.

A cooperative effort in background investigations involves expediting criminal arrest checks of candidates by participating jurisdictions. This serves to shorten the time it takes to complete a candidate's background investigation. Candidate sharing occurs in a situation when an agency has recruited a promising candidate but for some reason, the candidate cannot meet all the agency's minimum hiring standards. For example, color blindness is not acceptable in the City of Atlanta. In Dekalb County, color blindness is acceptable with the use of color-corrective lenses. In this case, the City of Atlanta would refer the candidate to Dekalb County.

G. COMMUNITY OUTREACH

Merit System and Recruiting representatives will conduct on-site recruiting efforts at numerous organizations and facilities. The Recruiting function of the Background Unit not only actively seeks recruitment assistance, referral and advice from community organizations and leaders; it also receives assistance from these organizations in posting job announcements. These activities include both the local area and the southeastern states.

Many of these recruiting trips involve attending college career days. Where on-site visits cannot be arranged, recruiting materials will be sent to contact persons at each school.

Recruiting booths may also be set up at local shopping malls. Advanced advertisement for these events will be provided by local radio stations in the form of public service announcements.

H. INTERN PROGRAMS

The department sponsors college juniors and seniors in a law enforcement intern program. The prospective intern must make a formal request through their respective school and be interviewed by the Background and Recruiting Unit Commander prior to consideration.

Upon notification of acceptance, all interns will be given intern guidelines and waiver forms for their signature. If, for some reason, the intern is under age, the signature(s) of their parent(s) or guardian(s) will be necessary. It will be the responsibility of the student and/or the school to provide room and board for the duration of the internship.

The goal of the intern program is to provide interested students the opportunity for practical application in the area of law enforcement. This program is designed to gradually increase the average level of education within the department.

I. COMPREHENSIVE RECRUITMENT PLAN

Upon passage of the county budget, the Chief of Police will submit a memorandum, through the chain of command, to the Recruiting function of the Background Unit. This memorandum will set forth a statement of the department's authorized strength, actual strength, and those positions created by the budget. In addition, the memorandum will state the department's objectives for recruitment by setting out a comprehensive plan, which will include current vacancies in addition to newly created positions, along with timetables for hiring goals. The memorandum will also address the recruiting budget (itemized) for the upcoming year and will suggest methods for obtaining the assistance from community organizations and key leaders.

The Recruiting function will file a monthly report to the Chief of Police detailing all recruiting activities during the reporting period. Particular attention will be given to key activities and other indicators of program progress.

The Recruiting function will also file an annual written recruitment evaluation report that will address progress made towards the comprehensive recruitment plan. This report will include: Measurements of recruitment activities against quantitative objectives; an analysis of the effectiveness of recruiting; and any and all recommendations for improvement.

J. EQUAL EMPLOYMENT OPPORTUNITY

All recruiting and selecting processes will be done pursuant to any existing court order or settlement agreement, and pursuant to the county's affirmative action program and equal employment opportunity plan. The recruiting function will maintain a copy of any existing court order and a copy of the county's Equal Employment Opportunity Plan, and will be responsible for maintaining a working knowledge of such orders and plans.

K. DUTIES

When conducting recruiting activities, the recruiting function within the Background Unit will have available and provide to each interested individual a copy of the Merit System Job Description and requirements for Police Officer. A departmental brochure will also be available to all interested individuals. This brochure will provide a description of the duties, responsibilities, and requisite skills, educational level, and physical requirements for the position. The brochure will further indicate that the county and the department are equal opportunity employers. The recruiting function will also send job descriptions and brochures for the position of Police Officer to all interested individuals who inquire by telephone or mail.

Positions for Police Officer are continuously advertised by the Merit System and through the recruiting function. These positions are advertised once it is determined that vacancies exist and in no event will any position be initially advertised

less than 10 days prior to the filing deadline. Filing deadlines will be emphasized to all potential applicants and will be clearly indicated on all employment announcements and recruitment advertisements.

Whenever an individual expresses an interest for the position of Police Officer, it will be the responsibility of the Background Unit to document the individual's name, home address and telephone numbers, date of birth, and the position desired. This information will be filed by the recruiting function of the Background Unit and will be periodically checked against those individuals who applied for the position.

Once a police officer candidate formally applies for the position of police officer, it will be the responsibility of the Background Unit to maintain contact with all applicants through final employment disposition. The Background Unit will also conduct a "pre-interview" with the candidate to ensure that everything on the initial application and background booklet is current, updated, and correct. Any error or deficiencies in the applicant's paperwork can be rectified at this stage to prevent rejection.

L. APPLICATION AND TESTING LOCATIONS

The Background and Recruiting Unit will share the responsibility of receiving police officer applications with the Merit System, however the administering of all entry level testing will rest with the County Merit System. All applications may be received at various locations to include the Merit System's main office located at 1300 Commerce Drive, Decatur, the field office, the Background and Recruiting Unit or at any DeKalb County Police precinct. If the need warrants, the Merit System may receive applications and administer testing at outside locations.

4-1.37 OFFICE OF COMMUNITY AND MULTI-MEDIA RELATIONS PURPOSE AND SCOPE

The Department is committed to improving the quality of life for everyone who lives works and visits DeKalb County. The department and its employees will establish and maintain comprehensive strategies that will inform and educate the community, promote the department's good will, identify problems and offer solutions as well as encourage consistent community participation in departmental programs and initiatives.

The Department is committed to education and prevention through the administration of proactive community based programs. Educating and informing the community will be the responsibility of the Office of Community and Multi-Media Relations as well as all law enforcement personnel. Any employee, citizen or community with relevant information regarding community and multi-media issues or concerns shall communicate all information through the Office of Community and Multi-Media Relations in writing, via email, personal meeting or telephone.

All employees of the department will share the responsibility of achieving the goals established by the Office of Community and Multi-Media Relations.

The department will develop and maintain positive working relationships with all communities and organizations throughout DeKalb County.

The department will work closely with the Crime Analysis and Research Section to develop monthly as well as quarterly crime statistics and reports for the Chief Executive Officer, The Chief of Police, Deputy Chiefs, Precinct Commanders Neighborhood Organizations and Community Groups. The crime statistics and reports will be used for the following purposes:

- A. Identifying and addressing current crime patterns.
- B. Identifying and addressing concerns of the community as it relates to public safety.
- C. Identifying training and education needs as it relates to public safety through surveys, interviews, conferences and community meetings.
- D. Recommending and implementing proactive programs and initiatives to the community.
- E. Informing the community of potential problems and offering tangible solutions.

4-1.38 ORGANIZATIONAL STRUCTURE

The Office of Community and Multi-Media Relations reports directly to the Office of the Chief of Police.

4-1.39 RESPONSIBILITIES

The primary purpose of the Office of Community and Multi-Media Relations will be to meet the needs of all communities through training, education, information and communication. The Office of Community and Multi-Media Relations will also be primarily responsible for developing and managing community and departmental based programs and initiatives. This office will maintain close ties with all departments and offices within the Police Department, as well as produce and maintain audio/visual and print materials used to promote the department inform and educate citizens and train county personnel as well as the community.