

employees have placed their resumes into a database from which they can be sorted, matched and retrieved by inquiring agencies.

One phone call will supply you with a simple-to-complete registration form, which needs to be processed and approved by the DoD. Once approved, a clearly written packet of information is sent describing the program and how to immediately utilize the system. To participate in "Operation Transition," your minimum necessary requirements can be as basic as a postage stamp or a telephone. Having a facsimile machine and a computer with a modem allows more flexible participation, however.

An 800 "Help Desk" telephone number is included to assist in entering or retrieving data from the system. Start-up forms included in the detailed packet match the on-screen computer prompts that you will utilize if you choose to enter department data on-line yourself. If you do not have access to a computer and modem, you can either fax or mail the completed forms to the "Operation Transition" center in California and their personnel will enter the data for you. Whether you are entering a job opportunity or requesting resumes, there are no fees. As a participant, you can also go on-line and locate other organizations and businesses in the database that have posted their hiring information.

Larry Harris, DoD "Operation Transition" manager, stated, "We have approximately 15,000 organizations and 40,000 resumes in our database. When the program began in 1990, we struggled to get it off the ground, but we now have the hardware, software and human resources in place to provide an effective program for our personnel and outside organizations using it. There are numerous success stories which we post on-line for all to read—we are quite proud of this program." For more information contact Larry Harris at 703.696.1702 or the

"Operation Transition" Help Desk at (800)727-3677.

Subscription newsletters. There are many subscription newsletters that exclusively advertise law enforcement and fire service positions. Typically these newsletters, usually published monthly, charge subscribers an annual fee to receive concise and detailed information about police and fire departments that will be testing in the near future. These newsletters are predominantly geared toward entry-level sworn police and fire/paramedic positions, however, some include mid and upper-level management positions, as well as non-sworn opportunities.

The editors eliminate much of the leg work for their subscribers by contacting municipal, state and even federal law enforcement agencies or by culling newspapers to extract testing and hiring information. Police departments can contact these publications and request to have their hiring information included. There is typically no cost to the department for this service; an agency's requirements, test dates, starting salary and other pertinent information are published free of charge.

If you're not sure which newsletters might be available in your area, ask civilian employees who are actively pursuing a sworn position, contact other departments in your area, scan law enforcement journals or magazines for advertising, or check with your local librarian.

Having no affiliation with the two newsletters listed below, other than having used them as a recruiting resource, our agency tested information in their databases. As a suburban police department located in northern Illinois, we have utilized the resources of a newsletter published in a nearby suburb, "The Blue Line: Police Opportunity Monitor."

"Blue Line" editor Tom Agos said he and publisher Kevin Woodside, both police officers, have some 60

Phoenix Police Department Recruiting

By Cynthia Scanlon

The Phoenix Police Department (PPD) initiated an effort to hire 300 additional police officers by September, but their search for qualified candidates proved to be elusive—so elusive, in fact, that the agency broadened its search to outside the state.

"This is the most people we have ever tried to hire," recruitment officer Doug Bruce said. "This rate of hiring will probably continue for the next five years."

Within the past nine months, Bruce and his recruitment partner, Kristi Ramirez, have made unprecedented trips to Louisiana and Texas in search of qualified candidates. Trips to other states are planned.

"Louisiana has four of the largest predominantly African-American colleges in the country, and they have outstanding criminal justice schools," Bruce said. "Most of the federal agencies go to Louisiana and offer internships because they know these schools are breeding grounds for outstanding students in criminal justice."

The same holds true for many universities in Texas. Consequently the PPD saturates the schools with information in the hopes that graduating



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newspaper subscriptions from Illinois and around the country. "We constantly search for current information to provide to our subscribers. If we receive short-dated notices on testing opportunities, we create a postcard mailing to supplement the monthly newsletter," Agos said.

"There is no cost to any law enforcement agency wanting to be included in our publication, although we reserve editorial rights. In addition to information about local departments testing dates, we include articles on items such as preparing for the physical agility test or retirement programs," Agos said. "We also include phone contact information for entry and upper-level opportunities in other states. Due to increasing demand, we recently started a Wisconsin newsletter also." "The Blue Line: Police Opportunity Monitor" can be reached at (847)249-1717.

A second publication our department uses is "COPSource," based in Florida. According to police officer/owner Scott Sibner, over 2,400 mailings were sent out to municipal, state and federal law enforcement agencies across the country requesting that they complete a basic two page data sheet.

"Department information is stored in a database until the testing dates are announced. Our service is free to participating law enforcement agencies," Sibner said. "Although we are based in Florida, we publicize hiring information from across the country. There is a steady market of potential and current officers who want to relocate from their current area to another part of the country." "COPSource" can be contacted at (954)752-4931.

The Internet

With so many people surfing the 'Net, why not try it too? All you'll need is access to a computer with a modem. During our last testing cycle we did a quick Internet search and located several law enforcement sites on the World Wide Web. On one site the Webmaster kindly allowed us to post our hiring requirements and testing dates. This "recruiting advertise-

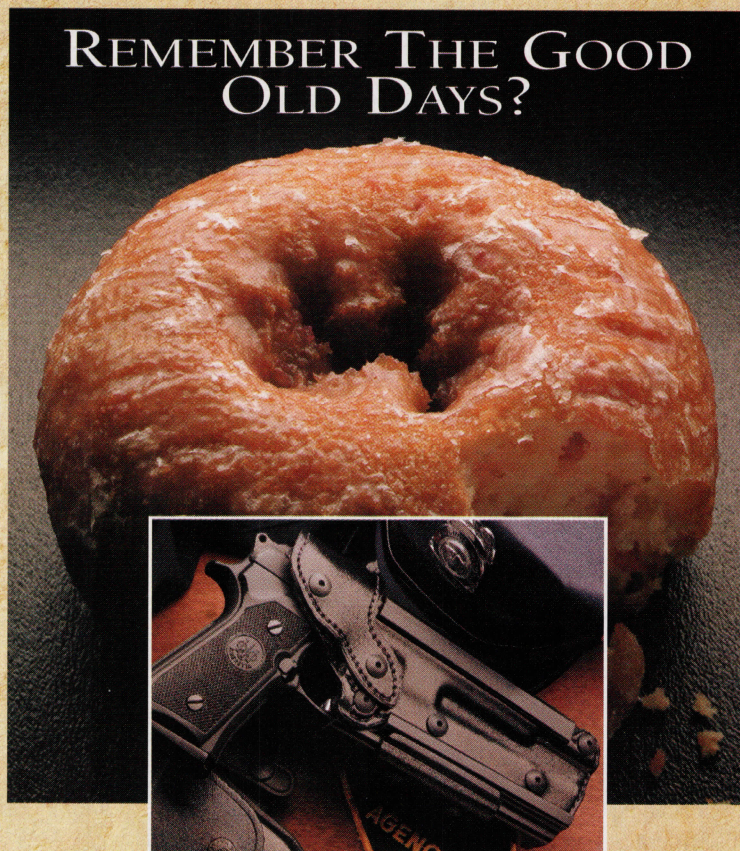
ment" was available 24 hours a day at no cost.

Our municipality is in the process of creating an official village home page which will include an employment opportunities section for a variety of village positions. Some local area Chambers of Commerce also have their own home pages and might be willing to post hiring and testing information for you. You might also try local colleges and universities having criminal justice curriculum's and Internet home pages—they might be will-

ing to provide you a free cyberspace recruiting area.

These few no- to low-cost methods are an effective supplement to our ongoing face-to-face recruitment efforts. All it takes is a few minutes of time and research, or a few phone calls, to uncover a multitude of opportunities which may provide big dividends to your recruiting program. L&O

Corporal Deborah Chrobak is the Recruiting Officer with the Buffalo Grove, IL, Police Department.



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