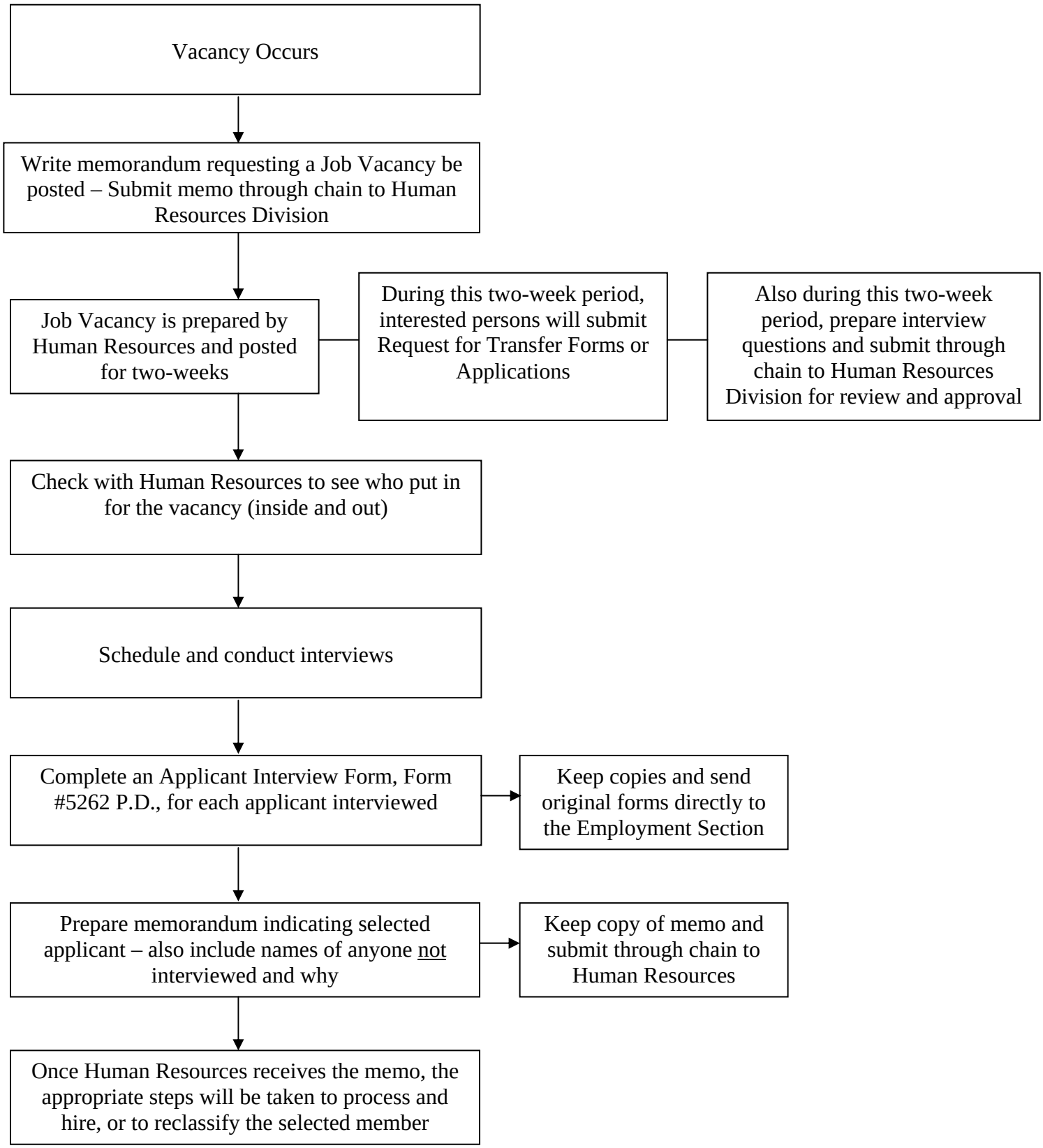
November 1, 2004

DEPARTMENT MEMORANDUM NO. 04-19

SUBJECT: Civilian Interview / Selection Process

Attached to this memorandum is a flow chart indicating the proper procedures to take when a civilian vacancy occurs within most elements. There will be a few exceptions, however, in most cases these steps are to be taken to ensure that a vacant civilian position is filled as quickly as possible. Any questions may be directed to the Human Resources Division.

James D. Corwin
Chief of Police

DISTRIBUTION: All Department Elements
Post on all bulletin boards for two weeks

CIVILIAN INTERVIEW / SELECTION PROCESS