

PERSONNEL MANAGEMENT

RECRUITING

Purpose: To establish operational procedures and guidelines for the recruitment of the most qualified applicants for the appointment to the position of police officer. It will be a priority of the North Little Rock Police Department to actively recruit minority and female candidates.

Policy Statement: The North Little Rock Police Department recognizes that its employees are its most important asset. This policy will apply to all members of the Department in regard to the positive recruitment, selection and desire to attract the most qualified applicants for the appointment to the position of police officer. The Department will pursue an active and aggressive recruitment plan to attract and employ the most qualified persons, while affording equal opportunity regardless of race, creed, color, sex, national origin or age. [CALEA 31.1.1]

Summary of Changes: New format.

Procedure:

1 Recruiting Coordinator and Recruiting Officers Selection Process and Criteria

- 1.1 Requests for assignment as the Recruiting Coordinator or Recruiting Officer will be submitted in writing to the Chief of Police via Chain of Command.
- 1.2 The Chief of Police will select the Recruiting Officers and the Recruiting Coordinator based on the following minimum qualifications:
 - 1.2.1 The Recruiting Coordinator must possess an Intermediate Certificate or have five (5) years police experience.
 - 1.2.2 A Recruiting Officer must possess a Basic Certificate and one (1) year police experience, plus:
 - 1.2.2.1 Show tolerance towards all persons, regardless of sex, race, religion, or national origin;
 - 1.2.2.2 Have no disciplinary action in a one (1) year period;
 - 1.2.2.3 Show a desire and initiative to actively recruit;
 - 1.2.2.4 Possess good communication skills;
 - 1.2.2.5 Be neat in appearance and project a professional demeanor;
 - 1.2.2.6 Attend and complete a course of instruction on recruiting methods that has been approved by the Professional Development Division Commander prior to initiating recruitment activities. [CALEA 31.1.2]
- 1.3 According to the Consent Decree, the Recruiting Officer position must be filled with a minority member.

2 Supervisor Responsibilities

- 2.1 All Division Commanders and Unit Supervisors will be responsible for cooperating with the Recruiting Coordinator and the recruiters in applying the goals and objectives of the recruiting policy.
- 2.2 When a recruiter is selected from a division or unit that is not part of the Professional Development Division, the following will apply:
 - 2.2.1 The Recruiting Coordinator will notify the recruiter and the recruiter's supervisor in writing two weeks prior to the need of the recruiter, the dates, times and place of the recruitment activity.
 - 2.2.2 An officer assigned recruiting duties will report directly to the Recruiting Coordinator while engaged in the recruiting activity.

3 Recruiting Coordinator

- 3.1 The Recruiting Coordinator will report directly to the Training Unit Commander.
- 3.2 The Recruiting Coordinator must complete a course of instruction on recruiting methods approved by the Professional Development Division Commander. [CALEA 31.1.2]
- 3.3 The Recruiting Coordinator will schedule the recruiting activities of the Police Department with the assistance of the City of North Little Rock EEO Officer and the Human Resources Department. [CALEA 31.2.3]
- 3.4 The Recruiting Coordinator will develop and maintain a one-year recruiting plan targeting qualified African American males and females, Hispanic males and females, and white females. [CALEA 31.2.2]
 - 3.4.1 Each new year will include a new statement of objectives, and a plan of action designed to achieve the objectives. The plan will be prepared at the beginning of each year, and will be kept on file at the Training Unit. [CALEA 31.2.2 a]
 - 3.4.2 The recruiting plan will be evaluated at the end of each year by the Training Unit Lieutenant. [CALEA 31.2.2 b]
 - 3.4.3 After the plan is evaluated, the Recruiting Coordinator will revise and reissue the plan as needed. [CALEA 31.2.2 b]

- 3.5 The Professional Development Division and the City of North Little Rock Personnel Department will be responsible for providing and maintaining any and all files pertaining to police applicants in a designated secure central index area approved by the Office of the Chief of Police in accordance with current Federal and State law.
- 3.6 A copy of all records obtained during a testing period and a bi-monthly report of all recruiting activities will be given to the City of North Little Rock Personnel Department.
- 3.7 The Recruiting Coordinator will maintain adequate records of all contacts made on each recruiting mission. The information recorded will be used to study recruitment and employment patterns in addition to providing, as requested, statistical data to Federal compliance agencies. [CALEA 31.3.3]
- 3.8 These records will consist of the following:
 - 3.8.1 Dates, times and locations of all recruiting activities;
 - 3.8.2 Names of all recruiters participating;
 - 3.8.3 Names, race, sex, addresses, and telephone numbers of all potential candidates;
 - 3.8.4 Types of recruiting ads ran during a recruiting period;
 - 3.8.5 Time spent at each recruiting location;
 - 3.8.6 Total contacts made at each location;
 - 3.8.7 Type of prospective candidates (students, military, etc)
 - 3.8.8 Contact cards and or applications handed out and received;
 - 3.8.9 Follow-up contacts made prior to application deadline.
- 3.9 Recruiting Officers will submit all reports that are required or may be required by the Recruiting Coordinator that relate to recruitment activities.

4 Recruitment Program

- 4.1 The Recruiting Coordinator will make an effort to send a recruiting team to visit colleges, universities, regional law enforcement academies, public safety trade schools, and other sources of qualified candidates for recruiting quality applicants for the North Little Rock Police Department.
- 4.2 The Recruiting Coordinator and officers who are assigned to the recruitment team will work with civic organizations, educational institutions and community leaders to provide recruitment assistance, referrals and advice about the Department.
- 4.3 Officers assigned as recruiters should be knowledgeable in the following areas:
 - 4.3.1 The Department's recruitment needs and commitment;
 - 4.3.2 Career opportunities, salaries, benefits, and training;
 - 4.3.3 Federal and state guidelines;
 - 4.3.4 Equal Employment Opportunity policies of the City and the Americans with Disabilities Act;
 - 4.3.5 An understanding of the City of North Little Rock's demographics;
 - 4.3.6 An understanding of the Department's operation;
 - 4.3.7 Minimum standards for consideration of employment;
 - 4.3.8 The selection process, and
 - 4.3.9 Characteristics that disqualify candidates.

5 Job Announcements

- 5.1 Advertising and posting of job announcements for entry-level positions within the North Little Rock Police Department will be a joint effort of the North Little Rock Police Department and the City Of North Little Rock Personnel Department.
- 5.2 Job Announcements will be the responsibility of the City of North Little Rock Personnel Department and the Recruiting Coordinator for dissemination and posting.
- 5.3 Job announcements for entry-level police officer testing will be advertised through:
 - 5.3.1 Minority radio stations, the internet, print media such as newspapers, magazines, and different gender and ethnic organizations; [CALEA 31.3.1b]
 - 5.3.2 The job announcement will advertise that the City of North Little Rock is an Equal Opportunity Employer and does not discriminate in its employment practices on the basis of race, age, religion, national origin or disability. As an Equal Employment Opportunity Employer, the City of North Little Rock is seeking qualified black and female applicants. [CALEA 31.3.1c]
- 5.4 Job announcements and recruitment information should provide a prospective applicant with the following information: [CALEA 31.3.1a, d]
 - 5.4.1 An application deadline;
 - 5.4.2 A test date;
 - 5.4.3 Educational requirements;
 - 5.4.4 Description of duties;
 - 5.4.5 Responsibilities, skills, and other minimum qualifications and requirements for the position to be filled.

- 5.5 Recruitment brochures and posters will be provided to the North Little Rock Police Department Administration Building, the Patrol Administration Office, Support Services, each North Little Rock Police Department Neighborhood Substation, the North Little Rock Personnel Department, High Schools in the Pulaski County School District which have at least a 10% minority enrollment, area college and universities, employment referral agencies in Pulaski County, and other sources of worthy candidates. [CALEA 31.3.2]
- 5.6 After receipt of an Entry Level Police Officer Application, the City of North Little Rock Personnel Department and the North Little Rock Police Department Professional Standards Unit will document and log all verbal and written contact with applicants until the final employment disposition. [CALEA 31.3.3]
- 5.7 Applicants will not be disqualified solely because of minor omissions or deficiencies that can be corrected in a timely manner. [CALEA 31.3.4]
- 5.8 The North Little Rock Police Department will work in cooperation with the City of North Little Rock Personnel Department to maintain a ratio of minority group employees in approximate proportion to the make up of the available work force in the City of North Little Rock. [CALEA 31.2.1]
- 5.9 To determine the minority ratio, the Police and Personnel Departments will utilize information provided by the following:
 - 5.9.1 U.S. Department of Labor-Bureau of Labor Statistics; and
 - 5.9.2 Arkansas Department of Workforce Services.
- 5.10 The North Little Rock Police Department will comply with all provision of the Consent Decree entered in 1983, and the Partial Consent Decree entered in 1986 by The City of North Little Rock and The United States District Court for the Eastern District of Arkansas. [CALEA 31.2.3]



Mike Davis
Chief of Police