
PERSONNEL MANAGEMENT

RECRUITING

Purpose: To establish operational procedures and guidelines for recruiting the most qualified applicants to a police officer position.

Policy Statement: The department recognizes its employees are its most important asset. This policy will apply to all department members regarding the recruitment, selection, and desire to attract the most qualified applicants for appointment to a police officer position. The department will pursue an active and aggressive employment opportunity 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, 31.2.3]

Summary of Changes:

Procedure:

1. Recruiting Officers Selection Process and Criteria

- 1.1 Any officer requesting an assignment as a Recruiting Officer will submit the request in writing to the Chief of Police via the chain of command.
- 1.2 The Chief of Police will select the Recruiting Officer(s) based on the following minimum qualifications:
 - 1.2.1 The Recruiting Officer must possess an Intermediate Certificate or have five (5) years of police experience.
 - 1.2.2 Show tolerance towards all persons, regardless of sex, race, religion, or national origin;
 - 1.2.3 Have no disciplinary action in a one (1) year period;
 - 1.2.4 Show a desire and initiative to recruit;
 - 1.2.5 Possess good communication skills;
 - 1.2.6 Neat in appearance and project a professional demeanor;
 - 1.2.7 Attend and complete a course of instruction on recruiting methods that the Professional Development Commander has approved as soon as possible. [CALEA 31.1.2]

2. Supervisor Responsibilities

- 2.1 All Division Commanders and Unit Supervisors will be responsible for cooperating with the Recruiting Officer(s) in applying the goals and objectives of the recruiting plan. The Recruiting Officer will be responsible for the plan administration. [CALEA 31.2.1c]
- 2.2 When an officer is selected from a division or unit that is not part of Professional Development for recruiting, the following will apply:
 - 2.2.1 The Recruiting Officer(s) will notify the officer and the officer's supervisor in writing as soon as reasonable before the need of the officer, the dates, times, and place of the activity.
 - 2.2.2 An officer assigned recruiting duties will report directly to the Recruiting Officer while engaged in the activity.

3. Recruiting Officer

- 3.1 The Recruiting Officer(s) will report directly to the Professional Development Division Commander.
 - 3.1.1 The Recruiting Officer will schedule testing and hiring for the department with the assistance of the Human Resources Department. [CALEA 31.2.3]
- 3.2 The Recruiting Officer will develop and maintain a one-year recruiting plan targeting qualified applicants that most directly resemble the city's demographics. [CALEA 31.2.2a]
- 3.3 Each new calendar year will include a new statement of objectives and a plan of action to achieve the objectives. The Recruiting Officer will prepare the plan at the beginning of each year, reviewed by the Chief of Police, and maintained on file with the Professional Development Division Commander. [CALEA 31.2.1a, b]
 - 3.3.1 The recruiting plan will include demographic data of sworn personnel regarding the plan of action to achieve the objectives. [CALEA 31.2.2c]
- 3.4 The recruiting plan will be evaluated quarterly by the Professional Development Division Commander and revised as needed. [CALEA 31.2.2b]

- 3.5 The Professional Development Division and the City of North Little Rock Human Resources will be responsible for providing and maintaining any files about police applicants in a designated secure central index area approved by the Office of the Chief of Police following current Federal and State Law.
- 3.6 The Recruiting Officer will give a quarterly report of all recruiting activities, testing statistics, and hiring data to the Professional Development Division Commander.
- 3.7 The Recruiting Officer(s) will maintain adequate contact with all applicants from initial application to final employment disposition. [CALEA 31.3.3]

4. Recruitment Program

- 4.1 The Recruiting Officer(s) will make an effort to visit colleges, universities, regional law enforcement academies, public safety trade schools, and other sources of qualified candidates for recruitment.
- 4.2 The Recruiting Officer and officers assigned to recruitment will work with civic organizations, educational institutions, and community leaders to provide recruitment assistance, referrals, and advice about the department.
- 4.3 Officers assigned with the 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 An understanding of 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 department and the City of North Little Rock Human Resources.
- 5.2 Job Announcements will be the responsibility of the City of North Little Rock Human Resources and the Recruiting Officer for dissemination and posting.
- 5.3 Human Resources and the Recruiting Officer will advertise job announcements for the entry-level police officer and testing through:
 - 5.3.1 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 the City of North Little Rock is an Equal Opportunity Employer and does not discriminate in its employment practices based on race, age, religion, national origin, or disability. [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.
- 5.5 Recruitment brochures and posters will be posted in the most advantageous locations to aid in recruiting qualified applicants. The Recruiting Office will work with community organizations and key community leaders to support the recruitment goals of the agency. [CALEA 31.3.2]
- 5.6 After receipt of an Entry Level Police Officer Application, the City of North Little Rock Human Resources 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]