

CHAPTER 31 RECRUITMENT

DISCUSSION: The Hattiesburg Police Department recognizes the need to develop and maintain an on-going list of qualified candidates so that entry level positions may be filled with the best candidates available. In addition, it is the policy of the Hattiesburg Police Department to ensure that the procedures used are fair and non-discriminatory so as to provide equal opportunity to women and minorities. The Hattiesburg Police Department recognizes that it is in the best interest of the department itself and the community it serves to ensure that the broadest and most diversified field of applicants possible is available from which to select entry level employees. The specific benefits of positive recruitment and selection policies and procedures will be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective police services. Therefore, department shall establish and implement the following recruitment program involving all personnel and community resources for the purpose of attracting and employing the best possible applicants for actual or forecasted vacancies.

31.1 ADMINISTRATIVE PRACTICES AND PROCEDURES

31.1.1 Recruitment Function

- A The recruitment function is established as a component of the Training Division. The Training Division is responsible, under the direct supervision of the Assistant Chief, for all day-to-day recruitment, operations and activities.
- B. The Hattiesburg Police Department, in conjunction with the City Human Resources Department, is responsible for all recruitment functions associated with the filling of all sworn and non-sworn positions within the department. All recruitment functions shall be done IAW Civil Service rules and procedures.

31.1.2 Training in Recruitment and Personnel

The Training Division shall be formally and specifically trained in recruitment and personnel matters to include emphasis upon equal employment opportunity/affirmative action as it affects the management and operations of the agency. It shall be the responsibility of the Direct Support Manager to ensure that appropriate training is provided for any department member that *is* assigned to recruitment activities.

31.2 EQUAL EMPLOYMENT OPPORTUNITY

31.2.1 Affirmative Action Plan of Action

The Department will regularly monitor the composition of its work force as it compares to the percentage of minorities and other disadvantaged groups in the general population of the city of Hattiesburg. If it is determined that a disparity exists between the representation of

minorities or women in the work force as it relates to their representation in the service population area, an appropriate affirmative action plan shall be developed pursuant to the following:

- A. A statement of objectives.
- B. Plan of action to correct any inequities, indicating specific action steps to be taken and a timetable for implementation, designed to achieve the stated objectives.
- C. Procedures to periodically evaluate the progress toward objectives and revise/reissue the plan.

31.2.2 Equal Employment Opportunity Plan of Action

- A The Hattiesburg Police Department will prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration for reason of political or religious opinions or affiliations; or because of race, color, national origin, physical disability or age (except where physical requirements constitute occupational qualification necessary to properly and efficiently function on the job).
- B Successful implementation of the Equal Employment Opportunity Plan requires the active support and commitment of all department personnel. It is the responsibility of each member of the Hattiesburg Police Department to insure the opportunity for equal employment and to maintain a non-discriminatory work environment. No member of the Hattiesburg Police Department shall discriminate against any other employee or applicant for employment to the Hattiesburg Police Department on the basis of race, color, religion, sex, age or national origin (except where physical requirements constitute occupational qualification necessary to properly and efficiently function on the job). Any employee who is aware, or has been a victim of, such discrimination shall immediately report any violations, in writing, to their immediate supervisor, or the Chief of Police.
- C Applicants for employment may file complaints of discrimination by the department directly to the office of the Chief of Police. Complaints of discrimination against the department shall be handled and a copy of such complaint(s) shall be forwarded to the Human Resources Department.

31.3 JOB ANNOUNCEMENTS AND PUBLICITY

31.3.1 Job Announcements and Publicity

- A The Human Resource Office, located at City Hall, shall be responsible for coordinating and implementing the advertisement of the on-going Police Officer testing process as well as advertisements for any job vacancies or entrance level testing being conducted for any sworn position within the department.

1. Newspaper advertisements will be placed in the Hattiesburg American for a thirty (30) day period prior to any scheduled examination and shall outline the position to be tested for.
 2. Other advertisements in the mass media shall be placed as approved by the Chief of Police.
- B. The Hattiesburg Police Department shall advertise as an Equal Opportunity Employer on all employment applications and recruitment advertisements.
- C. If the department prepares any photographic recruitment literature, it shall depict minorities and women in law enforcement employment roles.
- D. The Training Division shall insure that descriptions of the position of Police Officer are developed and maintained to distribute to those applicants or other persons expressing an interest in employment in those positions.
1. This material shall provide a description of the essential functions, responsibilities, requisite skills, educational level, physical requirements and the steps in the testing process for the position to be filled.
 2. The material shall also contain a brief description of the City of Hattiesburg, Hattiesburg Police Department and application filing deadline.
3. This material shall contain information relative to the pay and benefits as applicable.

31.3.2 Community Outreach

- A. The Hattiesburg police Department seeks recruitment assistance, referrals and advice from community organizations and other leaders in the community.
1. The Training Division shall be responsible to periodically contact, in person or in writing, key community organizations to request their assistance or advice in the recruiting effort through referrals or by publicizing existing or anticipated job vacancies.
 2. The Training Division shall provide such community organizations or leaders with the necessary information and or other recruitment material.
- B. The Hattiesburg Police Department shall participate in on-site recruiting activities to include:

1. Recruitment at colleges and universities with Criminal Justice or law enforcement related curriculums outside the City of Hattiesburg when approved by the Chief of Police.
- a2. It is the responsibility of the Training Division to ensure that a qualified representative of the Hattiesburg Police Department participates in these activities.

31.3.3 Agency Application and Disposition

Any person expressing interest in employment with the Hattiesburg Police Department shall be referred to the Human Resource Department at City Hall for the appropriate application form. The Training Academy will maintain contact with each applicant from the initial application to final employment disposition.

31.3.4 Application Omissions

Applications will not be rejected because of omissions or deficiencies that can be rectified prior to testing.