

**Stevensville Police Department
General Orders**

Chapter 14

Recruitment

Date Effective 5/10/21	By The Order of:	M. Sosa, Jr., Chief of Police
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Date Revised 5/10/21	Date Reissued 5/10/21	Pages 4
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The Stevensville Police Department has an established recruitment program to attract the most qualified applicants for actual or forecasted Agency vacancies. One of the highest priorities of the Stevensville Police Department is to provide the most effective and efficient services possible through quality personnel.

The recruitment program will be conducted in a manner consistent with Equal Employment Opportunity Commission (EEOC) regulations. The Stevensville Police Department operates under the EQUAL EMPLOYMENT OPPORTUNITY POLICY ADOPTED BY the Town of Stevensville. The policy is maintained by the Town of Stevensville Human Resource.

14.1.2 RECRUITMENT RESPONSIBILITIES

CALEA Standard 31.1.2

Personnel designated to assist in recruiting efforts will be trained in personnel matters, especially equal employment opportunity, as it affects the management and operation of the Stevensville Police Department. Recruitment teams may occasionally be assigned to visit local colleges for career day presentations or to conduct specific recruitment activities. Recruitment teams will be trained in these areas:

- The recruitment needs and commitment of the Stevensville Police Department
- The career opportunities, salaries, benefits and training of the Stevensville Police Department.
- EEOC/ADA compliance
- Stevensville Police Department demographic data, its various community organizations.
- An overall understanding of the recruitment and selection process.
- Characteristics that may disqualify candidates

When representatives from the Stevensville Police Department participate in recruitment activities, the Agency will ensure that they receive the appropriate training and knowledge needed for this temporary assignment.

Employee's Role in Recruitment

The Stevensville Police Department involves all personnel in recruitment activities by:

- Participating in recruitment efforts.
- Soliciting input concerning applicants known to Officer or employees

14.2.1 RECRUITMENT/EQUAL EMPLOYMENT OPPORTUNITY PLAN

CALEA Standard 31.2.1, 31.2.2, 31.2.3

The Stevensville Police Department strives to maintain an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in its service area and directs its recruitment efforts toward that goal.

To promote the aggressive recruitment of qualified women and minorities, the Stevensville Police Department Personnel, under the supervision of the Chief of Police, shall be responsible for the development, implementation, review and revision of the Agency's recruitment plan.

The Stevensville Police Department Recruitment plan shall comply with statutory and constitutional requirements and include these elements:

- A written statement of support from the Chief of Police.
- A statement of the Stevensville Police Department's authorized, budgeted, and actual strength.
- A statement of measurable objectives
- A statement identifying any impediments in the recruitment process and specific steps taken to overcome the impediments.
- An evaluation of progress towards stated goals.
- Procedures to evaluate progress at least every three years and revise/reissue as needed.
- Procedures for seeking assistance and input from various town organizations and key town leaders.

Recruiting needs should be determined through the use of progressive management principles and techniques to include:

- An analysis of demographic and geographic features of the agency's service area.

Equal Employment Opportunity Statement and Policy

The Stevensville Police Department supports the principles of equal access to employment, promotions, training and career opportunities for all candidates and employees.

It shall be the practice of this agency that no member of the Stevensville Police Department shall discriminate against any employee or applicant for employment due to the employee's (or applicant's) race, religion, color, sex, national origin age or disability with respect to compensation, hiring, promotion or other terms, conditions or privileges of employment. The only exceptions are based on bona fide occupational qualifications.

The purpose of this policy is to identify with the Town’s commitment and delineate certain practices that will confirm that commitment and to comply with requirements such as Title 28 C.F.R. subpart E, § 42.301 et.seq. (for law enforcement grants)

- No member of the agency shall take any action against an employee because he or she has opposed any unlawful employment practice, filed a charge of discrimination, testified against or on behalf of another, or participated in any investigation thereof.
- Sexual Harassment is a form of discrimination and, as such, is specifically prohibited by any member of this agency toward any other employee or citizen regardless of position.
- All members of this agency are encouraged to cooperate with representatives of the Equal Employment Opportunity Commission in matters pertaining to employment practices, investigations or complaints.
- Internal inquires or complaints relating to charges of discrimination will be promptly investigated by the appropriate designated representative of the Stevensville Police Department.

14.2.2 ANNUAL ANALYSIS

CALEA Standard 31.2.2

An Annual analysis, due in January, shall be conducted on the Recruitment Plan and shall include:

- Progress made on stated objectives.
- Revisions to the plan, as needed

14.3.1 JOB ANNOUNCEMENTS AND RECRUITMENT NOTICES

CALEA Standard 31.2.1, 31.3.1

The Stevensville Police Department job advertisements provide a brief description of the duties, responsibilities, requisite skills, educational level, physical requirements and any other minimum qualifications or requirements for the position to be filled.

To ensure job relevancy, the Stevensville Police Department recruitment strategies and procedures will be based on a detailed written analysis of the nature of the job to be performed, the knowledge, skills and training required to perform the essential job tasks and any prerequisite personal attributes. Job analysis shall be maintained by the Recruiting Office.

At the request of the Stevensville Police Department, the Town of Stevensville Human Resources will advertise job vacancies available through their website.

14.3.2 COMMUNITY ASSISTANCE WITH RECRUITMENT

CALEA Standard 31.3.2

The Stevensville Police Department seeks cooperation from various Town organizations, educational institutions, and local government personnel agencies in its recruitment efforts for sworn personnel.

14.3.3 APPLICANT PROCESS

CALEA Standard 31.3.3, 31.3.4

The Stevensville Police Department's application for sworn personnel is available online at [Employment | Stevensville Montana \(townofstevensville.com\)](http://townofstevensville.com)

Contact throughout the Application Process

The Recruitment Representative will be responsible for ensuring that contact is maintained with applicants for sworn positions from the initial application to final employment disposition. Applicants will periodically be informed on the status of their application and these contacts documented. Should an applicant request an application and not return the completed package within thirty (30) days, further contact with the individual will not be necessary.

Applications will not be rejected because of omissions or deficiencies that can be corrected to the Stevensville Police Department satisfaction prior to the interview process.