

Salisbury University Police Department

CHAPTER 31 – RECRUITMENT

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Salisbury University Police Department

CHAPTER 31 – Recruitment

Salisbury University and the University Police Department foster an environment that values human diversity and respects individuals who represent that diversity. Therefore, the University Police Department will identify and employ the best candidates available. The benefits of quality recruitment and selection should yield benefits of lower employee turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

31.1 Administrative Practices and Procedures

31.1.1 Authority for Recruitment

Salisbury University's Office of Human Resources and the Chief of Police, through the Administrative Commander, shall have authority and responsibility for all recruitment activities for department personnel – sworn or civilian. As recruitment is key in determining the operational effectiveness of the agency, it is the best interest of the department and the university to attract qualified job applicants with diverse backgrounds, knowledge, skills, and abilities. Recruitment activities shall occur when there is a vacancy authorized to be filled.

All department employees are encouraged to become involved in the recruitment process.

The Vice-President of the Office of Administration and Finance will be responsible for the selection process for filling the position of Chief of Police, if a vacancy occurs.

31.1.2 Recruiters Capabilities

The Administrative Commander and any departmental personnel actively involved in recruitment activities will be trained and be knowledgeable of fair and lawful recruitment and selection processes, with an emphasis on adhering to Federal and State Equal Opportunity guidelines, the University's Equal Opportunity and Non-Discrimination policy, as well as support the President's commitment to increase diversity. The Fair Practices Office may also assist in this effort.

Recruiters should be knowledgeable of:

- The department's recruitment needs and commitments;
- Agency career opportunities, salaries, benefits and training;
- Federal and State compliance guidelines;
- The university's mission and its vision (demographics, community organizations, etc);
- The selection process for each available position.

31.2 Equal Employment Opportunity and Recruitment

31.2.1 Recruitment of Sworn and Civilian Personnel Approximating Demographic Composition of the thru Area; Recruitment Plan for Sworn and Civilian Personnel; and Agency Equal Employment

31.2.3 Opportunity Plan

The University Police Department strives to maintain an ethnic and gender composition of sworn and civilian personnel in approximate proportion to the demographics of the available workforce in its service area as well as the University's demographics. In an effort to meet this commitment, the department may expand its recruitment plan beyond the immediate service area. The department will annually evaluate its recruitment plan, updating objectives and making revisions as necessary to meet the overall goals of the department.

The department shall maintain a recruitment plan and conduct an annual analysis of the plan for full-time sworn and civilian personnel that includes, but not limited to, the following elements:

- A. Statement of objectives;
- B. A plan of action designed to achieve those objectives;
- C. Identification of employees responsible for plan administration; and
- D. The progress towards stated objectives and revisions to the plan as needed.

Recruitment strategies should reflect the nature of the job performed as well as the knowledge, skills, abilities, training and prerequisite personal attributes necessary to perform the essential functions of the position being recruited.

Recruitment activities occur when there is a vacancy and the program is designed to attract the most qualified candidates for any actual or forecasted vacancy, provide for appropriate job announcements and expand outreach efforts to ensure compliance with affirmative action and equal employment opportunity guidelines.

All departments of Salisbury University, including the University Police Department, actively participate in the University's Equal Employment Opportunity plan and initiate their own objectives for compliance as necessary. The University is committed to minimizing adverse impact or disparate treatment in all areas of recruitment, selection, and hiring of faculty and staff, to include sworn and civilian personnel of the University Police Department.

The University Police Department or Office of Human Resources will measure adverse impact by comparing statistics concerning demographics of our service area, the available workforce and departmental demographics. If departmental hiring practices adversely impact upon a protected class, the procedure causing the adverse impact will be reviewed and changed as necessary.

All department employees are encouraged to recruit applicants for sworn or civilian positions which fall under the parameters of this directive.

31.3 Job Announcements and Publicity

31.3.1 Job Announcements and Recruitment Notices for all Personnel

The Administrative Commander, along with the Office of Human Resources, shall be responsible for coordinating the advertisements for any job vacancies or testing being conducted for any sworn or civilian positions within the department. Job announcements shall include:

- A. A description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements;
- B. Advertise entry-level job vacancies through the University's webpage, print or other media;
- C. Advertise the agency is an equal opportunity employer on all employment applications and recruitments advertisements; and
- D. Advertise official application filing deadlines.

If the university prepares any photographic recruitment literature, it shall include women and minorities in law enforcement employment roles. The Administrative Commander and the Office of Human Resources shall ensure that brief descriptions of positions are maintained to distribute to applicants or other persons who express an interest in employment in these positions.

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The Chief of Police and the Office of Human Resources will ensure that the University Police Department shall not discriminate against a qualified individual with a disability in regard to the job application procedures, hiring, advancement and so forth unless the criteria is job-related, an essential job function, and consistent with business necessity.

Complaints or questions regarding requirements under the Equal Employment Opportunity Act, Affirmative Action Policy, or Americans with Disabilities Act are to be referred to the University's Office of Human Resources or Fair Practices Officer.

31.3.2 Community Outreach

The University Police Department, through the Administrative Commander and/or the Office of Human Resources, shall seek recruitment assistance, referrals and/or advice from other University departments and/or community organizations and other key leaders in the community. Agency personnel shall participate in on-site or off-site recruiting activities to include:

- A. Career fairs held at Salisbury University or other institutions;
- B. Recruitment or other informational fairs which target a particular group;
- C. Recruitment opportunities that are held locally or in other regions; and/or
- D. Internet and social media venues.

31.3.3 Agency Contact with Applicants

The Administrative Commander or a representative of the Office of Human Resources will ensure contact is made with applicants for sworn and civilian positions from the initial application to final employment disposition. Applicant contact will be documented and logged. Contact will be made via email, telephone or written contact with each applicant.

31.3.4 Review of Applications

The Office of Human Resources will accept an application from any person interested in a sworn or civilian position within the department. Applications will be reviewed by a representative of the Office of Human Resource and Search Committee members for accuracy, completeness and eligibility of all positions.

For each position advertised within the University Police Department, the Chief of Police shall designate one employee as the Search Committee Chairperson. The Chairperson shall assemble additional members from various staff and disciplines from within the university. Collectively, the search committee for the advertised, vacant position will review the list of applicants and the position requirements which is posted within the job announcement and online at www.salisbury.edu. Search committee members will collectively conduct interviews of each qualified applicant.

Every effort will be made to ensure that applications are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.

Edwin Lashley
Chief of Police