

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 01/23/2020	Supersedes Policy Dated: 04/20/2018	Rescinds:	SOG Number:
Accreditation Index: 31.2.1 ¹			201.1
Part Title: Personnel		Chapter Title: Recruitment and Selection	
Chief of Police:			

Recruitment of Police Officers

I Policy

To establish guidelines within the Springfield Police Department for attracting quality personnel who are motivated, intelligent, ethical, progressive, and dedicated; and who represent the racial, ethnic, and gender composition of the community. (CALEA 31.2.1(a))

II Definitions

III Procedure

1 RESPONSIBILITY

1.1 Although every member of the Department should act as recruiters during their daily contacts with the public, the responsibility and authority of the recruitment program shall belong to the SPD Resource Manager and the City of Springfield Human Resources Department. (CALEA 31.2.1(c))

2 MEMBER INVOLVEMENT

2.1 Recruitment teams shall consist of Human Resource staff and Springfield Police Officers who present a positive professional image and are effective oral communicators.

2.1.1 Human Resource staff assigned recruitment activities will have specific knowledge concerning Equal Opportunity Employment/Affirmative Action and Americans with Disabilities Act policies of the City of Springfield, federal and state compliance guidelines, community demographic characteristics, police

¹ Accreditation Index, reference to standard 31.2.2 removed per Policy Change Order 19-011.

SOG 201.1

Recruitment of Police Officers

Effective Date: 01/23/2020

officer selection processes including background investigation procedures, minimum qualification standards for police officer, Police Department recruitment needs, plans, and commitments, selection disqualification standards, written, oral, and physical agility examinations, career opportunities, salaries, benefits, and training, and skills in communications with various ethnic groups.

- 2.1.2 Police Officers assigned to the recruiting team shall have knowledge concerning minimum qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, and community characteristics that make Springfield an attractive place to live and work.
 - 2.1.2(a) Consideration should be given to officers who represent minority, ethnic, or gender status.
 - 2.1.2(b) Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.
- 2.1.3 Selection for a recruitment team will depend heavily upon the operational requirements of the Uniform Operations Bureau.
- 2.1.4 The Investigations and Support Services Bureau Commander shall supervise the recruitment team.

3 RECRUITMENT PROGRAM (CALEA 31.2.1)

- 3.1 Members of the recruitment team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department.
- 3.2 Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Springfield Police Department.
- 3.3 Job announcements shall be the responsibility of the Human Resources Department and will contain a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position to be filled. The announcements will be posted and disseminated by the Human Resources Department. When possible, the announcement will be advertised in commercial, college, and other professional newspapers, magazines, or other media.
- 3.4 The Resource Manager shall work with the Human Resources Department to maintain professional quality recruitment brochures and videotapes that promote the image and mission of the Springfield Police Department.
- 3.5 The Resource Manager will maintain a written Recruitment Plan for full-time sworn personnel containing the following information:
 - 3.5.1 Recruiting objectives of the Springfield Police Department;
 - 3.5.2 A description of actions to be taken to achieve the listed objectives;
 - 3.5.3 Procedures for evaluating progress and making revisions to the plan.
- 3.6 The Resource Manager shall conduct a documented annual analysis of the recruitment

SOG 201.1

Recruitment of Police Officers

Effective Date: 01/23/2020

plan detailing progress made toward the achievement of stated objectives and any revisions.²

- 3.6.1 The analysis report shall be forwarded to the executive command staff for review and input.

4 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

- 4.1 The Springfield Police Department shall at all times adhere to the City's Affirmative Action Plan and Equal Opportunity Plan in an effort to maintain a diverse workforce.

IV Attachments

- 1 Police Officer Recruitment Plan³

² Section 3.6, CALEA references removed, per Policy Change Order 19-011.

³ Attachment 1 revised, Police Officer Recruitment Plan, per Policy Change Order 19-011.



**Springfield
POLICE**

POLICE OFFICER RECRUITMENT PLAN

I. OBJECTIVE

The Springfield Police Department strives to seek, attract, and employ qualified individuals who are personable, motivated, intelligent, ethical, progressive, and dedicated to public service, who represent the racial, ethnic, and gender composition of our community.

II. PLAN

1. Conduct recruitment activities both inside and outside of our jurisdiction by:
 - 1.1 Attending job fairs
 - 1.2 Conducting presentations at colleges regarding a career in law enforcement. ¹
 - 1.3 Publish job opportunities on multiple websites and job boards. ²
 - 1.4 Post job opportunities on the City of Springfield Website, Springfield Police Department Website and on “GoSPD.com”. ³
 - 1.5 Distributing recruitment literature to organizations who are fluent in the community’s minority and multi-cultural environment. This literature shall project officers as personable, professional, and integrated into the community, and will include women and minorities in law enforcement roles. ⁴
 - 1.6 Conduct a Police Academy Informational Seminar prior to each academy testing process. Topics that will be covered are: ⁵
 - 1.6.1 Physical Agility Test
 - 1.6.2 Written Test
 - 1.6.3 Background Investigation
 - 1.6.4 Post Offer Exams
 - 1.7 Utilizing social media marketing by paying for targeted recruiting advertisements to specific demographics including diverse and underrepresented groups. ⁶

III. EVALUATION AND REVISION OF THE PLAN

1. The Resource Manager shall conduct a documented annual analysis of the Recruitment

1 Section 1.2, revised wording per Policy Change Order 19-011.

2 Section 1.3, revised wording per Policy Change Order 19-011.

3 Section 1.4, deleted language and corrected punctuation per Policy Change Order 19-011.

4 Section 1.5, revised spelling per Policy Change Order 19-011.

5 Section 1.6, revised spelling per Policy Change Order 19-011.

6 Section 1.7, new section added per Policy Change Order 19-011.

SOG 201.1

Recruitment of Police Officers

Attachment 1

Plan. This report will be used to determine which type of recruiting method was most beneficial, if the recruitment activities targeted the demographic/geographic features of the agency's service area and will help in determining how the plan should be modified. The report will include the following information:

- 1.1 A list of institutions where recruiting efforts were made through presentations at colleges, job fairs, etc.
- 1.2 A list and a copy of all printed publications identifying job opportunities at the Springfield Police Department.
- 1.3 A list of locations where recruitment literature was sent, if sent to additional locations other than the job fairs and colleges attended by the recruiting officer.
- 1.4 The number of applicants who participated in the Police Academy Informational Seminar.
- 1.5 The number of participants for the written exam, physical agility test, and oral interview.
- 1.6 A count of recruiting methods identified by each applicant pertaining to how they heard about the job opportunities at the Springfield Police Department (e.g. job fair, college presentations, website, publications, recruitment literature, etc.).
- 1.7 Identify how social media was used in recruiting efforts, to include the use of the Police Department's Facebook page, Twitter account, and Youtube channel to reach a larger audience with minimal expense.
- 1.8 Identify how material pertaining to Lateral Hire employment opportunities was made available to potential candidates while officers from other agencies were attending training at the Regional Police Fire Training Center.
- 1.9 Document all changes and/or additions made to the plan during the last year.
- 1.10 A description of testing demographics and diversity efforts.
2. The Resource Manager will provide a copy of the report to the executive command staff.
3. The executive command staff will review the report and make suggestions for improvement to the plan.
4. The plan will be revised based on input from the command staff and will be distributed to the executive command staff and the City's Human Resources liaison.