

SAMPLE

MEMO

DATE: January 4, 2015

TO: Chief of Police

FROM: Recruitment Commander, Police Department

SUBJECT: RECRUITMENT PLAN FOR 2015

GOAL

The following recruitment plan has been developed with the goal of the department workforce demographic approximating the composition of the community of which we serve. The commander of the staff services division is responsible for the recruitment plan and administration, ensuring the appropriate personnel is used during the recruitment process. The department is currently not filling any vacancies in the authorized strength for sworn personnel. This plan will be utilized should recruitment activities begin in 2015.

STATEMENT OF OBJECTIVES:

The following measures will be taken to assist in achievement of the listed goal:

- Attend three career fairs within the region where we can expect to target minority applicants.

- Encourage minority employees to participate in highly visible roles within the agency and within the recruitment function to attract other minority recruits.

- Identify and target minority applicant needs based on assessments of the minority population as well as past minority applicants within Centerville.

- Identify and target minority applicants based on their language skills that will impact our agency in the future.

- Create a program to identify and recruit minority applicants at the cadet position.

- Review the recruitment plan annually for effectiveness and needed revisions.

PLAN OF ACTION:

The following action plan will be utilized to meet our target objectives:

- Attend career fairs at locations that can expect a large gathering of minority candidates such as:

University of Dayton Career Fair – This is one of the area’s largest career fairs with a diverse student population.

Wright State University Career Fair - This career fair attracts a large number of applicants interested in a criminal justice career. This past recruitment effort has yielded several minority applicants.

Cultural Diversity Career Fair – Dayton, Ohio - This career fair is widely publicized by Mainline Broadcasting. The cost is minimal for this expo, the potential benefits for minority recruitment are high.

Eastern Kentucky University Career Fair – This career fair attracts a large number of applicants interested in a criminal justice career. This past recruitment effort has yielded several minority applicants.

Sinclair Community College Career Fair – This career fair attracts a large number of applicants interested in a career in law enforcement as the college has a degree major in this field. The fair is attended by students from the greater Dayton area and minority applicants have been received from this event.

Centerville High School Career Fair – This community event is attended in an attempting to reach local minority applicants for our cadet and explorer programs.

- Highlight minority employees in highly visible roles within the agency including recruitment to attract other minority applicants.

Encourage female officers to participate in high visibility roles within the agency.

Utilize the female officers when available for recruitment as needed for the cadet and explorer programs. It is recommended that they be added to the recruitment team when they attend the Centerville High School Career Fair.

Continue utilizing minority officers as recruiters, especially those who are bilingual and in specialty assignments.

- Identify and target minority applicant needs based on assessments of the minority populations as well as past minority applications within Centerville.

Analysis of census data and minority recruit applications will be conducted annually and included in the written report to the Chief of Police. This report will identify any areas for the improvement of minority recruitment.

- Identify and target minority applicant needs based on their language skills that will impact our agency in the future.

Instruct our recruiters to concentrate on officer candidates who have language skills, including sign language, during career fairs as a means of increasing these numbers.

PLAN REVIEW

- Review the recruitment plan annually for effectiveness and needed revisions.

A written report will be given to the Chief of Police annually detailing the progress made towards meeting recruitment goals and objectives.

Create a revised recruitment plan as recommended in the annual analysis.