SAMPLE

MEMO

DATE: January 4, 2015

TO: Chief of Police

FROM: Recruitment Commander, Police Department

SUBJECT: REVIEW OF 2015 RECRUITMENT PLAN

A review of the 2015 recruitment plan was conducted and the following information and progress was noted:

Based on the 2012 census, the demographics of the City of Springdale are as follows:

Race	Total Population	Percentage
White	21,654	90.2
African American	954	4.0
Asian	770	3.2
Hispanic or Latino	439	1.8
Other Races	119	.5
American Indian & Alaskan	52	.2
Pacific Islanders	11	0.0
Totals	23,999	100%

Gender	Total Population	Percentage
Male	11,097	46.2
Female	12,902	53.8
Total	23,999	100%

The demographics of the sworn officers in the department are as follows:

Race	Males	Females	Percentage
White	35	3	95%
African American	0	0	0
Hispanic or Latino	0	1	2.5
Asian	0	0	0
Other Races	0	0	0
American Indian	0	0	0
Pacific Islanders	1	0	2.5
Totals	36	4	100%

No sworn personnel were hired in 2015. All sworn personnel hired in 2014 were taken from the 2013 pool of applicant. The demographics for 2013 applicants for sworn positions as reported by Personnel were as follows:

Applicants Race	Male	Percentage	Female	Percentage	Total
White	112	81.8	17	12.4	94.2
African American	5	3.6	2	1.5	5.1
Hispanic or Latino	0	0	0	0	0
Asian	0	0	1	.7	.7
American Indian	0	0	0	0	0
Pacific Islander	0	0	0	0	0
Totals	117	85.9	20	14.6	100%

Below is a breakdown of minority applicants relative to city demographics. It should be noted that the data collect by the Personnel Department reference race is obtained from voluntary form completion by the applicant.

Applicant Race	City Demographics	Percentage of Applicants
African American	2.9%	5.1%
Hispanic or Latino	1.2%	0%
Asian	3.2%	.7%
American Indian	.1%	0%
Asian Pacific	.1%	0%

2015 RECRUITMENT OBJECTIVES:

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

These career fairs should have a demonstrated history of attracting minority candidates that meet our recruiting needs;

- Since no active recruiting occurred in 2015 only one career fair was attended by recruiters.

Springdale High School Career Fair - Off. Meister/Off. Train Cadet Ratliff

Career fairs have produced minority applicants in the past and a summary memo was submitted after each event to document potential minority applicants.

• Showcase minority employees in highly visible roles within the agency to attract other minority recruits, specifically highlighting minority employees carrying out employment roles to highlight career's within law enforcement;

- The department currently has a diverse group of recruiting officers. Off. Faupo Meister continues to plan and conduct a large portion of the recruiting accompanied by other officers as needed. Off. Meister is fluent in Spanish and continues to be active both as a bicycle officer and instructor at the Bicycle Officer Training School conducted by the department.

Officers Donna Washington and Nadia Smith have accompanied Off. Meister during recruiting events.

Off. Washington is a Polygraph Expert for the department and Det. Smith is of Puerto Rican descent and fluent in Spanish.

Other officers, including Captain Mark Ellam and Off. Ed Randall, have been used during recruiting events. This usually occurs when recruiting from the college or high school that an officer has graduated from or when the officer has a special interest in a specific career fair or event.

Officer Katherine Fitzpatrick has also been used for cadet recruiting efforts. Officer Fitzpatrick was promoted to police officer on August 3, 2013 after several years as a cadet.

• Identify and target minority applicant needs based on assessments of the minority population within Springdale;

- The department continues to attend career fairs which are aimed at targeting minority applicants and all officers in the department are instructed on identifying minority candidates.

- Minority recruiting in the Asian and Hispanic or Latino groups needs to continue.

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

- The department continues to identify language skills during the interview and background process.

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

- The department did not recruit for the cadet position in 2011.

No changes are recommended for the recruitment program at this time. The above information is forwarded for your review.