

SAMPLE POLICY

EMPLOYEE RECRUITMENT AND HIRING DIRECTIVE

Policy Statements: < Standard 2 >

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

Policy Review and Testing <all standards>

Agency personnel involved in the recruitment and hiring activities for sworn personnel shall be issued copies of this agency directive, recruitment plan and EEO Plan, at least annually. In addition, employees conducting recruitment and hiring activities shall complete annual proficiency testing over the content of the Recruitment and Hiring directive and associated materials noted in this directive (e.g. Recruitment Plan, Equal Employment Opportunity Plan).

Recruitment Plan <2.2>

The agency maintains a recruitment plan designed to attract qualified applicants for jobs. This plan includes objectives and strategies for actively recruiting underrepresented minorities and women.

Equal Employment Opportunity Plan <2.3>

The agency shall maintain an EEO Plan outlining equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. The agency treats all employees fairly in the selection process (and in other personnel activities) by giving all employees the same opportunities for employment. The agency's equal employment opportunity plan documents the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

Application Process <2.5>

1. Employee recruitment and hiring qualifications <2.4>

Preliminary recruitment and hiring qualifications include:

- United States citizen,
- Valid driver's license
- 21 years of age or older
- High school diploma or G.E.D.
- Certificate of Basic Police Officer Training Program or 20 hours of active duty as a Peace Officer per Ohio Revised Code §109.78(D).

2. Application Options

The agency will post position when a vacancy occurs.

Apply online at careersforle.ohio.gov.

3. Personal History Questionnaire / Conditional Offer of Employment

Applicants selected for an interview will be issued a Personal History Questionnaire (PHQ), Physician's Release, Hearing Report, Vision Specialist Report, Tattoo Modification Declaration, Physical Fitness Standards, and Supplemental Nepotism Report.

Applicant release forms along with the Conditional Offer of Employment will accompany the instructions on how to access and submit the Personal History Questionnaire (PHQ). The applicant must acknowledge the conditions set forth in the Conditional Offer of Employment prior to continuing the application process.

On the day of the initial interviews, applicants PHQs will be reviewed by the interview panel prior to the interview to check for any disqualifiers and to make sure that the packet is complete. Applicants with permanent disqualifiers will not be allowed to continue in the process. Disqualifiers will be confirmed by the Personnel.

4. Polygraph Examination / Background Investigation

All applicants under consideration for police officer will follow the same hiring process for sworn personnel through the polygraph and background stages.

Polygraph results will be forwarded to the Field Operations/Personnel Committee for vote before being submitted to Personnel.

Applicants who are rejected by the members of the Screening Committee may submit a written request to the Personnel for a personal interview.

5. Physical Fitness Assessment

The applicant must bring a completed physician's release with them on the date of their physical fitness assessment. The physician's release must not be more than thirty (30) days old at the time of the physical fitness assessment.

The physician's release will require the authorization and signature by a licensed physician.

An applicant's body fat composition shall be in accordance with standards recommended by the Ohio Peace Officer Training Commission.

Selection Process <2.6>

Applicants failing to satisfactorily complete any phase of the selection process will be notified in writing.

Completed background investigations will be presented to the Screening Review Board (SRB). The SRB will review each applicant's file and make a determination of acceptance or rejection. If an applicant's background report receives a majority vote of "yes" they will be offered employment.

Annual review/analysis of recruitment and hiring process <2.7>

At least annually the agency shall conduct a documented annual analysis detailing the agencies progress toward recruitment plan objectives which shall include revisions to the plan as needed. Adjustments should be considered whenever necessary to meet the objectives identified in the plan.