JOPLIN POLICE DEPARTMENT	3-06 STANDARD OPERATING GUIDELINE
SUBJECT: Recruitment	**REVIEW DATE: Annually - March**
EFFECTIVE DATE: May 4, 2021	**ACTION DATE:**
AMENDS/SUPERSEDES: November 14th, 2007	**AMEND DATE: March 19, 2024**
ACCREDITATION INDEX: 26.1.3, 31.1.1, 31.1.2, 31.2.1a,b,c, 31.2.2 a, b, c, d, 31.2.3, 31.3.1 a, b, c, d, 31.3.2	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The quality of a Department and its members are a direct result of its ability to attract and hire quality recruits. It will be the policy of the Joplin Police Department to participate in recruitment/selection efforts, which identify and hire the most-qualified candidates in a fair and impartial way, without regard to race, sex, religious belief, disability or other non-merit factors. (31.1.1)

II. PURPOSE

To establish guidelines for the recruitment process.

III. PROCEDURES:

A. Recruitment (31.2.1 C)

Members of the Department will coordinate recruitment and selection efforts with the Human Resources Department, which recruits employees for all departments for the City of Joplin. (31.1.1)

1. The Professional Standards Bureau will assist in recruitment activities. Individuals assigned to recruitment activities shall be knowledgeable in personnel matters, especially equal employment opportunity/affirmative action as it affects the management and operations of the Department. (31.1.2)

B. Recruitment Objectives (31.2.1 A, 31.2.2 A)

1. To actively recruit candidates who possess the qualities needed for the position of police officer.

2. To have a police force that reflects the demographic composition of the community it serves.

3. To better acquaint members of the Police Department with the needs of the Department and the community recruitment objectives, and to motivate members to become actively involved in recruitment of minorities, females and other qualified candidates.

C. Recruitment Plan (31.2.1 B, 31.2.2 B)

The department does not have a continuous recruitment effort as the City hires only to fill actual or forecasted vacancies. However, the department will continuously communicate to potential

applicants, our intentions toward affirmative hiring when vacancies do occur. Recruitment activities will include: (31.1.1)

1. Personal recruitment of minority and female pre-service academy recruits at the Missouri Southern State University Police Academy who are not already committed to another agency;

2. Distribution of job announcements or information regarding career opportunities with the department and/or participation in career fairs at local and regional universities and colleges, especially those educational institutions having Criminal Justice programs and a substantial student body of minorities or women, including Missouri Southern State University, Missouri State University, Drury College and Central Missouri State University;

3. Providing career opportunity announcements to the African American community through the Missouri Works, City of Joplin web site, Joplin Police Department web site, and through contact with civil rights organizations such as the local chapter of the NAACP.

4. Involvement of minority and female personnel, who are encouraged to communicate career opportunities to others they know. When openings do occur, minority and female employees are made aware of the opportunities and are encouraged to recruit persons known by them to be qualified applicants.

5. The recruitment objectives, as well as demographic data for the department and the community, will be evaluated every three years by the Professional Standards Bureau, to determine the success of the department's efforts. The analysis will be forwarded to the Chief of Police. If necessary, the plan will be revised and reissued. (31.2.2 C, D)

D. Job Announcements

Job announcements and recruitment notices will follow these criteria: (31.3.1)

1. Job announcements shall be the responsibility of the City's Human Resource Department and will describe the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements. (31.3.1A)

2. Entry-level job vacancies may be advertised through print, electronic, or other media. (31.3.1B)

3. All notices and job announcements will advertise the department as an equal opportunity employer. (31.3.1C)

4. Job announcements will advertise official application deadlines. (31.3.1D)

5. Be posted with community service organizations (such as Community access TV, local colleges, Chamber of Commerce, etc.) to achieve a broader dissemination of recruitment information. (31.3.2)

E. Recruitment Incentive Plan

The Recruitment Incentive Plan was implemented to assist in hiring applicants who do not require basic Law Enforcement Academy training, thus saving valuable training time and expense. Qualified applicants will receive a hiring incentive of $10,000 upon completing the following requirements:

1. Complete a City of Joplin application for employment, and

2. Complete all stages of the LATERAL police officer hiring process, and

3. Complete all In-House Academy training, and

4. Complete all required phases of the Field Training Officer (FTO) program and,

5. Commit to two (2) years of full time employment for the City of Joplin as a Police Officer.

F. Equal Employment Opportunity, Anti-Harassment, and Non-Discrimination Policy (31.2.3)

It is the policy and practice of the City of Joplin to provide and promote equal employment opportunities for all applicants and employees. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity and nondiscrimination are understood, abided by, and carried out by everyone.

It is the policy of the City of Joplin to hire, train, promote and compensate and administer all employment practices without regard to race, color, sex, age, veteran status, religion, national origin, or disability unrelated to the ability to perform a job. Harassment of or discrimination toward employees because they are members of any of the forgoing protected groups is prohibited and will not be tolerated.

The City of Joplin believes that every employee has the right to work in an environment free of sexual or other prohibited harassment. Such conduct does not advance the purpose of the City of Joplin; it is also morally wrong, and may subject the City of Joplin to legal exposure. Consequently, any employee who engages in this prohibited conduct will be subject to disciplinary action up to and including termination. For additional information regarding this policy please refer to the City of Joplin Employee Manual Section 8.2. (26.1.3)

1. Procedure Upon Occurrence of Prohibited Conduct

Any employee who believes they have been subjected or exposed to prohibited harassment or ethnic, racial, sexual or other discriminatory joking or epithets have the right to have such activity terminated immediately. Complaints should be made promptly to the Personnel Director. If the Personnel Director is the alleged wrongdoer, the complaint should be reported to the City Attorney. Complaints shall be treated in a confidential manner to the extent reasonable. Retaliation of any form against anyone who complains pursuant to this policy is strictly prohibited. An investigation shall be made immediately concerning any complaint. If the investigation leads to a determination that the charges are true or there has been any improper conduct, corrective action will be taken immediately. Such action may include termination of employment for anyone violating this policy.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of

safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.