

# MITCHELL POLICE DIVISION

## CHAPTER 20

### RECRUITMENT

#### **20.1 RECRUITMENT PROGRAM ESTABLISHED**

- A. The Mitchell Police Division recognizes the need to develop an up-to-date list of qualified candidates so that entry-level positions may be filled with the best candidates available.
- B. The policy of the Mitchell Police Division is to ensure that the procedures used are fair and nondiscriminatory, so as to provide equal opportunity to all applicants.
- C. The Mitchell Police Division recognizes that it is in the best interest of the Division and community it serves, to ensure that the broadest field of applicants possible are available from which to select entry level employees.
- D. The recruitment function is established as a component of the Administration. The Division Commander shall share authority and responsibility for all day-to-day recruitment operations and activities.

#### **20.2 RECRUITMENT PROGRAM ADMINISTRATION**

The primary authority and responsibility for administering the Division's recruitment program remains with the Chief.

#### **20.3 AGENCY ACTIVELY INVOLVED IN RECRUITMENT**

- A. The Mitchell Police Division is solely responsible for all recruitment functions associated with the filling of all sworn and non-sworn positions within the Division.
- B. The Division Commander will schedule the entry examination for new employees as necessary.

## **20.4 RECRUITMENT PLAN ELEMENTS**

- A. The Mitchell Police Division shall maintain an active recruitment program, under the direction of the Administration. This program shall be designed to attract the most qualified candidates for any actual or forecasted vacancy. The recruitment plan is intended to:
1. Attract those people most qualified to perform job through the use of appropriate on or off-site recruitment efforts.
  2. Provide for appropriate job announcements and publicity.
  3. Ensure compliance with equal employment opportunity guidelines.
- B. The Division's budgeted and authorized strength is established in the Police Division budget as approved by the Mitchell Council.

## **20.5 COMPREHENSIVE RECRUITMENT PLAN**

Each candidate, in order to be eligible for testing must have a high school diploma or GED, be at least 18 years of age (21 year of age for police officer) and not have been convicted of a felony crime or multiple and/or serious misdemeanor offenses.

## **20.6 OUT-OF-JURISDICTION RECRUITMENT**

The policy of the Mitchell Police Division is to actively recruit outside the jurisdiction of the Division. As part of the recruitment program, recruiters may be deployed to universities and colleges in the upper mid-west region.

## **20.7 ALL PERSONNEL INVOLVED IN RECRUITMENT**

The responsibility of all employees of the Mitchell Police Division is to support the Division's recruiting efforts. All employees are encouraged to present the Mitchell Police Division as a positive place to work when contacting members of the public, and to help interested people to make the appropriate contacts necessary to apply for various positions within the Division.

## **20.8 EQUAL EMPLOYMENT OPPORTUNITY**

It is a matter of National policy and law to provide citizens with equal employment opportunity. The Civil Rights Act of 1964, as well as the Americans with Disabilities Act, provide the legal basis for equal employment opportunity to all without regard to race, color, religion, sex, age, national origin or handicap status. It is the policy of the Mitchell Police Division to treat each person with due respect as an individual and to utilize fair employment practices in all phases of the employer-employee relationship.

## **20.9 EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The Mitchell Police Division recruiting shall be administered and conducted within the spirit and scope of the City of Mitchell's Equal Employment Opportunity Commitment. Recruitment will be conducted in coordination with the Human Resources Division to ensure compliance with state and federal guidelines.

## **20.10 JOB ANNOUNCEMENT**

- A. The Division Commander shall be responsible for coordinating with the Human Resources Division, and implementing the advertisement of the ongoing testing process as well as advertisements for any job vacancies or testing being conducted for any non-sworn position within the Division.
- B. The Division Commander shall ensure that brief descriptions of the position are developed and maintained to distribute to those applicants or other persons expressing an interest in employment in that position.
  - 1. This material shall describe the duties, responsibilities, requisite skills, educational level, physical requirements and the steps in the testing process for the position to be filled.
  - 2. The material shall also contain a brief description of the City of Mitchell and the Mitchell Police Division.
  - 3. This material shall contain information relative to the pay benefits as applicable.

## **20.11 ENTRY-LEVEL VACANCIES ADVERTISED**

Acceptance of applications for entry-level job vacancies for the Mitchell Police Division will be advertised through the mass media.

## **20.12 EQUAL OPPORTUNITY EMPLOYER DESIGNATION**

The policy of the Mitchell Police Division is that any advertisement for employment, recruit selection and promotion will include an "Equal Opportunity Employment" statement on the publication.

## **20.13 APPLICATION DEADLINES**

Any application for employment with the Mitchell Police Division must be on file with the Police Division prior to any deadline in order to be considered for testing.

## **20.14 JOB VACANCIES PUBLICIZED**

The Police Division will publicize police job vacancies 1 week (7 days) prior to any official application-filing deadline.

## **20.15 APPLICATION REJECTION CRITERIA**

Applications for employment with the Mitchell Police Division are not rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process. The applications are processed routinely, and if an applicant has not completed the necessary process, they are reminded prior to the testing procedure.

## **20.16 STUDENT INTERNSHIP PROGRAM**

- A. The Mitchell Police Division will sponsor a student internship program. The goal of the program is to provide undergraduate students, who are considering police work as a career, a structured program which will present a practical look at a local law enforcement agency.
- B. The Lieutenant will be responsible for coordination of the student internship program.
- C. The Division may inform colleges and universities in South Dakota and other regional states about the student internship program.

## **20.17 APPLICATION FOR STUDENT INTERNSHIP PROGRAM**

- A. The applicant preferably should be a junior or senior level student in good standing, currently enrolled in college or university, and not currently working as a police officer.
- B. The student's course of study can be in any field.
- C. The Lieutenant or his designee, will review the qualifications of each internship applicant, and conduct an interview.
- D. Each candidate who interviews for an internship will be notified of the Division's decision as their acceptance into the internship program. Successful candidates will be advised of the dates of their internship.
- E. Student Internship Program criteria:
  - 1. The student intern will generally receive no compensation from the Police Division during their internship.
  - 2. Internships will generally be no more than 4 months in duration. Time spent with the Division will be that amount of time required by the intern's educational institution so that minimum course requirements are met by the intern.
  - 3. There will generally be no more than 2 undergraduate interns at the Division at a time.
  - 4. All student interns will be under the direction of the Lieutenant.
  - 5. Each intern will become familiar with Law Enforcement Code of Ethics and necessary Division policies and procedures.
  - 6. The Division retains the right to terminate a student's internship for unacceptable behavior. The student's academic advisor will be notified by the Lieutenant, or designee, about the termination of the internship and related circumstances justifying the student's dismissal.