

# Abington Township Police Department Policy and Procedure Manual

<b>Chapter:</b>	Recruitment	<b>General Order:</b>	31.2.1
<b>Section:</b>	Equal Employment Opportunity and Recruitment	<b>Original Date:</b>	050104
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<b>Signature:</b>	<i>Patrick Molloy</i>	<b>Expiration Date:</b>	Indefinite
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<b>CALEA Standard References:</b>	31.2.1		
<b>Pennsylvania Accreditation References:</b>			

## I. PURPOSE

The purpose of this general order is to provide members with guidelines on Work Force Analysis.

## II. POLICY

The Abington Township Police Department strives to have a ratio of ethnic, racial, and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force within Abington Township.

## III. PROCEDURE

### A. Recruitment Plan (31.2.1)

#### 1. Statement of Objectives

- a. The Abington Township Police Department's recruitment efforts are directed toward the goal of hiring candidates that best fit the needs of the positions, and to achieve a sworn work force that is representative of the composition of our community.

#### 2. Plan of Action

- a. Recruitment Committee

- (1) The Administrative Division Commander will establish a recruitment committee composed of a cross section of police department members. The committee will assist with the planning of the recruitment efforts, and address particular attention on issues regarding diversity and the recruitment of female and minority police officers.
- b. Advertisement
- (1) Use of media to display information regarding testing date(s).
    - (a) Newspapers
    - (b) Cable TV
- c. Recruitment Literature
- (1) Use recruitment literature that depicts women and minorities in law enforcement employment roles.
  - (2) Distributed recruitment literature to the following agencies:
    - (a) Colleges and University
    - (b) Female Colleges and Universities
    - (c) Minority community centers and churches.
    - (d) Montgomery County Black Law Enforcement Officers Association
    - (e) The Mid-Atlantic Association of Women In Law Enforcement
    - (f) National Association for the Advancement of Colored people (NAACP)
    - (g) International Association of Women Police
- d. Recruitment Presentations
- (1) Utilize department members that represent protected classes in formal recruiting presentations.
  - (2) Conduct recruitment activities outside of Abington Township to attract viable law enforcement candidates.

(3) Periodically conduct "information sharing" sessions for community groups.

3. The Administrative Division Commander will be responsible for the administration of the Recruitment Plan.

B. Annual Analysis (31.2.2)

1. Annually, the Administrative Division Commander will conduct an analysis of the Recruitment Plan. The report shall include the following:

a. Progress toward stated objectives;

b. Revisions to the plan, as needed.