

Abington Township Police Department Policy and Procedure Manual

Chapter:	Recruitment	General Order:	31.2.2
Section:	Equal Employment Opportunity and Recruitment	Original Date:	050104
Title:	Recruitment Plan	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
Signature:	<i>Patrick Molloy</i>	Expiration Date:	Indefinite
Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Members	Total Pages:	3
CALEA Standard References:	31.2.2		
Pennsylvania Accreditation References:			

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Police Department's Recruitment Plan.

II. POLICY

N/A

III. PROCEDURE

A. Recruitment Plan

1. Statement of Objective

- 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. Evaluation

- a. At least triennially, the Administrative Division Commander will coordinate the development of a Annual Recruitment Report. This report will be distributed to the recruitment staff and command level officers including the Chief of Police. The report shall contain the following:
 - (1) Summary of the Affirmative Action Report.
 - (2) Summary of the Minority Recruitment and Retention Report.
 - (3) U.S. Census Data regarding race, gender, and ethnic representation of Abington Township.
 - (4) Outreach summary of other local agency reports.
- b. The Plan of Action may be revised and/or reissued based upon the results of the evaluation.