



Iowa State University Department of Public Safety

Directive: 31.1

SUBJECT: RECRUITMENT

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INDEX:

- 31.1.1 AGENCY PARTICIPATION
- 31.1.2 ASSIGNMENT/RECRUITMENT
- 31.1.3 WORKFORCE ANALYSIS
- 31.1.4 RECRUITMENT PLAN
- 31.1.5 EQUAL EMPLOYMENT OPPORTUNITY PLAN
- 31.1.6 JOB ANNOUNCEMENTS
- 31.1.7 POSTING LOCATIONS
- 31.1.8 CONTACT WITH APPLICANTS
- 31.1.9 APPLICATION REJECTION

POLICY:

The Iowa State University Department of Public Safety (ISU DPS) shall develop and maintain a recruitment program to recruit the highest quality candidates. Personnel who conduct recruitment activities shall be trained in the various personnel components of the recruitment effort.

DEFINITIONS:

"Applicant" refers to any person who applies or makes a formal application for employment.

"Equal employment opportunity" refers to the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran.

"Recruitment activities" refer to a systematic method of seeking potentially qualified job applicants.

"Recruitment plan" refers to a written plan for actively recruiting underrepresented populations. A recruitment plan assumes that the agency is doing more than just fairly implementing its selection procedures and instruments.

"Selection criteria" refers to rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

PROCEDURE:

31.1.1 AGENCY PARTICIPATION

The following procedures shall govern the administration of recruitment activities:

- A. The department shall actively recruit with the purpose of establishing eligibility for filling sworn and non-sworn positions as they become available.
- B. Suggestions regarding possible candidates shall be forwarded to the department's Administrative Specialist. Recruitment announcements should be posted. Personnel should encourage qualified candidates to apply.
- C. The Assistant Chief, Administrative Specialist, or designee is responsible for working in conjunction with Iowa State University Human Resources to perform the following activities:
 1. Conducting personal interviews with and providing information to potential candidates,
 2. Notifying civic organizations of vacancies,
 3. Participating in job fairs and/or career days,
 4. Maintaining liaison with the faculty of Iowa State University and other colleges that are involved in criminal justice education,

5. Making presentations to local schools and organizations that express an interest in the criminal justice field, and
6. Posting application information on the Internet.

31.1.2 ASSIGNMENT / RECRUITMENT

Individuals assigned to recruitment activities shall be knowledgeable in personnel matters. The following procedures shall govern recruitment training:

- A. Individuals assigned to recruitment activities shall be knowledgeable in personnel matters, especially equal opportunity as it affects the management and operations of the agency. Personnel who represent a diverse workforce shall be actively included in recruitment activities whenever possible.
- B. Before initiating recruitment activities, involved employees should receive training that provides knowledge and skills in the following areas:
 1. Department recruitment needs and commitments,
 2. Career opportunities, salaries, benefits and training,
 3. Federal and state compliance guidelines,
 4. The community and its needs,
 5. Cultural awareness,
 6. Techniques of formal record-keeping systems for candidate tracking,
 7. The selection process, recruitment programs of other jurisdictions,
 8. Characteristics that disqualify candidates and
 9. Medical requirements.

31.1.3 WORKFORCE ANALYSIS

The following shall govern department activities regarding the recruitment of a workforce that is representative of its service community:

- A. The department prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignment, on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran.
- B. The strategy of the department is to have ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the service community. This goal of achieving demographic representation should be developed using statistical information on the available workforce ethnic and gender composition.

31.1.4 RECRUITMENT PLAN

The following procedures shall govern department activities related to recruitment:

- A. The Deputy Chief and Captain, in consultation with University Human Resources staff, shall be responsible for developing and maintaining the recruitment plan for the department. This document shall be reviewed and updated as needed.
- B. The department recruitment plan for personnel shall contain the following elements:
 1. A statement of objectives, a plan of action designed to achieve identified objectives, and procedures to periodically evaluate the progress toward objectives and revise or reissue the plan, as necessary;
 2. Objectives contained within the recruitment plan should be measurable, reasonable, obtainable, and directed toward the goal of achieving a workforce that is representative of the available workforce composition; and
 3. Action steps that might be identified in the recruitment plan include, but are not limited to, conducting career-related activities for targeted populations, conducting recruitment activities outside the department's jurisdiction, and utilizing personnel who are aware of the cultural environment to enhance recruiting efforts.

31.1.5 EQUAL EMPLOYMENT OPPORTUNITY PLAN

The following procedures shall govern department activities relating to equal employment opportunity:

- A. The Deputy Chief and Captain, in consultation with the Iowa State University Office of Equal Opportunity, shall be responsible for the formulation of an equal employment opportunity plan. The equal employment opportunity plan should be based on an analysis of the department's present employment policies, practices, and procedures relative to their effective impact on the employment and utilization of minorities and women.
- B. The equal employment opportunity plan should contain the following provisions:
 - 1. A statement regarding agency policy that ensures that all individuals are given equal opportunity for employment regardless of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran;
 - 2. A procedure for filing complaints related to equal employment opportunity; and
 - 3. Specific action steps to ensure the reality of equal employment opportunity.
- C. Policies relating to sexual harassment in the workplace may be incorporated into the department's overall equal employment opportunity effort.

31.1.6 JOB ANNOUNCEMENTS

The following procedure shall govern activities related to job announcements and publicity for positions occupied by sworn personnel:

- A. Job announcement and recruitment notices for all personnel shall describe the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
- B. The department should advertise job announcements and recruitment notices for all job vacancies. The department job announcements and recruitment notices for entry-level job vacancies shall be posted through electronic, print, or other media.
- C. The department shall be advertised as an equal opportunity employer on all applications and recruitment advertisements. The agency should ensure that job announcements do not set standards or criteria that even unintentionally screen out, or tend to screen out, an individual with a disability or class of individuals with disabilities unless the criteria are job-related and consistent with business necessity. Job announcements should not set standards that cannot be specifically supported and should avoid generalities.
- D. Official application filing deadlines shall be advertised on job announcements and recruitment notices.

31.1.7 POSTING LOCATIONS

The following describes the location of agency job announcements:

- A. The department shall post job announcements for all personnel with community service organizations and/or seek cooperative assistance from community organization key leaders during recruitment efforts.
- B. To achieve broader dissemination of recruitment material and greater exposure, recruitment information and job announcements should be delivered to organizations that are in regular contact with likely candidates for recruitment.

31.1.8 CONTACT WITH APPLICANTS

The following procedure governs contact with applicants for all positions:

- A. The Iowa State University's Office of Human Resources sends notifications of the receipt of applications to applicants for all positions.
- B. The department maintains contact with applicants during the initial application until their final employment disposition. The Administrative Specialist or designee sends either hard copy or electronic letters to applicants during the interview process and upon the decision of their final employment disposition. Copies of such letters are saved in the electronic Human Resources system.

31.1.9 APPLICATION REJECTION

The following procedure shall be followed for deficient applications:

- A. Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected before the testing or interview process. However, this shall not prohibit the use of a pattern of deficiencies as a basis for rejection.