BILL NO.: **4501** **ORDINANCE NO.:** _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #31 "RECRUITMENT PLAN" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Recruitment Plan Policy in compliance with CALEA standards.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 07th day of November 2016

2nd Reading this _____ day of _____ 2016

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2016**

_____
Theodore Hoskins, Mayor

ATTEST:

_____
Deanna L. Jones, City Clerk

_____
Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Kirkland	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mathison	Aye ___ Nay __ Absent __ Abstain __
Councilman-at-Large McDaniel	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mitchell	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Williams	Aye ___ Nay __ Absent __ Abstain __

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 31

RECRUITMENT PLAN

ISSUE DATE: 10/27/2016	EFFECTIVE DATE: 11/21/16	DISTRIBUTION: ALL PERSONNEL
AMENDED:	RESCINDS: ALL PREVIOUS VERSIONS	
ACCREDITATION STANDARDS: CALEA 31.2.1, 31.2.2	NUMBER OF PAGES: 4	

PURPOSE: The purpose of this directive is establish guidelines for the recruitment process and responsibilities within the Berkeley Police Department.

POLICY: It is the policy of the Berkeley Police Department to recognize a formal recruitment process with the primary objective to actively recruit and employ a work force representative of the Department's service community. The City of Berkeley Police Department is an Equal Opportunity Employer.

DEFINITIONS:

Equal Employment Opportunity: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, gender, religion, national origin, or disabilities.

DEPARTMENT OVERVIEW:

Berkeley Police Department Sworn Officers Demographics

Job Classification	White Male	White Female	Black Male	Black Female	Other	Total
Chief	Position Currently Vacant					1
Captains	1		2			3
Sergeants	1		2		1	4
Corporals			2			2
Officers	6	1	11	3		21
Sworn Officer Positions						**31***

**Includes vacant Chief of Police position. Race undetermined.*

Berkeley Police Department Sworn Officers and Community Demographics

	White	Black	Other	Total
Berkeley P.D.	8	21	1	31*
Community	1,154	7,312	512	8,978

**Includes vacant Chief of Police position. Race undetermined.*

	Female	Male	Total
Berkeley P.D.	4	26	31*
Community	4,947	4,031	8,978

**Includes vacant Chief of Police position. Race/gender undetermined.*

PROCEDURES:

Statement of Objectives [CALEA 31.2.1a]

A. It is the objective of the Berkeley Police Department to employ the most qualified person for the position without regard to race, gender, age, color, religion, or national origin. The department seeks to employ the most qualified persons based on those job-related qualities and abilities required in a police officer and having a work force that is representative of the community we serve.

B. The Berkeley Police Department's Training Officer and Patrol Commander will make special efforts to recruit, with the intent to employ, qualified minority group members and females to achieve the department's goal of having an ethnic, racial and gender workforce composition in approximate proportion of the makeup of the available workforce in the community.

Recruitment Practices [CALEA 31.2.1b]

A. Recruitment and testing will be conducted in cooperation with the Training Officer, Patrol Commander and the City of Berkeley designated personnel responsible for human resources relations. [CALEA 31.2.1c]

B. Recruitment practices will consist of, but not limited to, the following activities:

1. Conducting interviews with and providing information to potential candidates.

2. Participating in job fairs and career days.

3. Making presentations to local schools and organizations expressing interest in the criminal justice field.

4. Maintaining a liaison with faculty of universities and colleges involved with the criminal justice education system.

5. Notifying civic and church organizations of career opportunities and application periods for sworn officer testing.

6. Notifying local and regional media outlets of career opportunities and application periods for sworn officer testing.

7. Utilizing officers of the Department in group presentations, job fairs, and career days, where appropriate and in consideration of the ethnic background of the contact group.

8. Production of quality recruitment brochures, business cards and flyers. Printed media will list minimum requirements, salary and our hiring process along with contact information. Printed media will be distributed during recruitment activities at colleges, universities and job fairs. In addition, printed media may be distributed as needed at area high schools, community activities, City Hall and mailed to prospective applicants contacting our Training Officer, Patrol Commander or designated personnel responsible for human resources relations.

9. Utilization of the internet through both the City of Berkeley's website and social media to provide information relating to the department, recruitment and application process.

C. Recruitment practices will not be limited to the jurisdictional boundaries of the City of Berkeley and will be conducted where the likelihood of attracting qualified members of all ethnic groups or subcultures is greatest.

D. Recruitment practices will be ongoing including times during which the Department is not accepting applications for employment.

E. During periods when applications are not being accepted, the Training Officer will utilize pre-employment contact cards which will be maintained to track interested candidates and to keep them informed of when the application and selection process begins.

Recruitment Program Administration [CALEA 31.2.1c]

A. The Training Officer will have primary oversight for the development and implementation of the recruitment program to include advertising, testing and selection.

B. The Training Officer and Patrol Commander will assist the City of Berkeley designated personnel responsible for human resources relations in all phases of recruitment and testing.

C. The primary development and implementation of the recruitment program and the recruitment plan will be assigned to the Training Officer.

D. The Training Officer and Patrol Commander will receive training to provide ample knowledge in personnel matters related to recruitment, equal employment opportunity, and appropriate office management skills necessary for applicant tracking.

E. All Department personnel are expected to support the Recruitment Plan and work towards furthering the principles of equal employment opportunity.

Annual Analysis [CALEA 31.2.2]

A. The Berkeley Police Department's Recruitment Plan will be reviewed annually under the direction of the Chief of Police. The review is to ensure that:

1. An analysis is completed to determine if progress was made toward the completion of stated objectives and that necessary revisions are made to redefine future efforts.

2. Any adverse impact that may occur in the selection process is a result of direct bona fide occupational qualification (BFOQ): a quality or an attribute that employers are allowed to consider when making decisions on the hiring and retention of employees.

3. The department recruits minority and female candidates to move toward our goal of being a workforce representative of the community we serve.

DRAFTED BY: Eye-Liza Conner	DATE: 10/21/16
BY ORDER OF: **ART JACKSON** **INTERIM CHIEF OF POLICE**	DATE: 10/24/16
APPROVED BY: Public Safety Committee	DATE: 10/27/16
APPROVED BY: Berkeley City Council	DATE: 11/21/16