

Greer Police Department

General Order 410.1 Recruitment and Hiring

This order consists of the following numbered sections:

- I. ADMINISTRATIVE PRACTICES AND PROCEDURES
- II. OUTREACH/RECRUITMENT
- III. EQUAL EMPLOYMENT OPPORTUNITY
- IV. APPLICATION DETAILS

By Order of: *Matt Hamby*
Chief of Police

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I. ADMINISTRATIVE PRACTICES AND PROCEDURES

- A. Whenever there is an actual or forecasted entry level vacancy within the Police Department, a recruitment effort to attract applicants will include the following elements:
1. Request publication of entry level job vacancy by City of Greer's Human Resource Director. Entry level job vacancies are advertised through the mass job promotion sites such as Indeed and Glassdoor, the Municipal Association of South Carolina, the Greer Police Department's social media accounts, and City's web page, as well as email to outside agencies. Job announcements will also be posted at City Hall and in various Departments in the City.
 2. Included in job announcements and job applications will be language identifying the City as an equal opportunity employer; a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements and deadline for application acceptance. In some advertising, the applicant will be directed to the City's web page for detailed information on the job requirements. All applicants are required to meet the same minimum standards as required in this policy and that of the City of Greer Policy and Procedures manual and in accordance with applicable federal, state, and local laws in relation to classification of position being sought.
 3. The hiring process and required steps for all applicants are documented and maintained by the Administrative Lieutenant with the assistance of Guardian Alliance. All contacts with applicants are accomplished through email that records the time and date of the attempted contact and the response, if any, from the applicant.
- B. The Chief of Police has the authority and responsibility for administering the Police Department's role in the recruitment process. That role includes:
1. Requesting employees to encourage qualified applicants known to them to apply for posted job openings.
 2. Whenever possible, police personnel will be actively used in recruiting activities.
 3. Representatives of the Police Department will attend functions of educational institutions and community organizations, both within and outside the City, to inform potential employees of careers in law enforcement.
 4. Establishing and working towards the following objectives:
 - a. To recruit sufficient numbers of qualified applicants to fill the existing and future vacancies in the agency.
 - b. To achieve a ratio of qualified minority personnel in the Greer Police Department in approximate proportion to the makeup of the available workforce in the Greer community and;

- c. Eliminate adverse impact, if any, in the recruitment and selection process of

the Greer Police Department.

- C. The Chief of Police and any other police personnel assigned to manage recruitment activities shall be knowledgeable in personnel matters, especially equal employment opportunity as it affects the management and operations of the Department. Among the knowledge and skills to be maintained are:

1. Minimum requirements of employment
2. Characteristics that disqualify candidates
3. Federal and state compliance guidelines.
4. Career opportunities, salaries, benefits and training.
5. The selection process including procedures for background investigation, written, oral, physical and psychological testing.
6. Techniques of informal record keeping systems for candidate tracking.

- D. All police personnel are encouraged to participate in recruitment efforts. An employee, in his/her daily contact with the public, can be the Department's best recruiter. By demeanor and enthusiasm, the employee favorably impresses and attracts the type of individual which the police service needs. Because of individual experience and knowledge, the employee is able to counsel persons who show an interest in law enforcement careers and is able to encourage applications by those who appear qualified.

- E. To ensure job relevancy, recruitment strategies and procedures are based on a written analysis of the nature of the job to be performed; the knowledge, skills and training required to perform the job tasks and any prerequisite personal attributes. This analysis will be in the form of job descriptions which are maintained within the Police Department and the City Office of Human Resources and will be conducted when changes to the job description are made.

II. OUTREACH/RECRUITMENT

- A. The Police Department recognizes that the recruitment effort is a personnel function. The City of Greer has vested the major recruiting activities under the direction of the Chief of Police. The Police Department will establish a recruiting team under the direction of the Administrative Lieutenant to work cooperatively with the City of Greer Human Resources in the recruitment effort.

- B. The Police Department will seek recruitment assistance, referrals and advice from community organizations and key leaders through both formal and informal contacts to increase and broaden the Department's exposure within its service area. Formal contact may be achieved through correspondence and informal contacts through attendance at organization meetings by Department personnel who may be members of the group.

- C. The Police Department will forward job vacancy announcements to various community

service organizations to achieve broader dissemination and greater exposure of recruitment efforts. A mailing and email list of organizations that will receive the announcements will be maintained by the Police Department.

- D. The Administrative Lieutenant will conduct an annual analysis of the recruitment plan that will be forwarded through the chain of command to the Chief of Police. The analysis will include progress toward the objectives found in 1.B.4 of this General Order, any revisions to the recruitment plan, and demographic data of sworn personnel.

III. EQUAL EMPLOYMENT OPPORTUNITY

- A. The Greer Police Department desires to have a ratio of minority group employees in approximate proportion to the make-up of the City of Greer. The City of Greer is an equal opportunity employer and, as such will not discriminate against or tolerate discrimination against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, marital status, ethnic heritage or handicap, with respect to recruitment, hiring, training, promotion or other terms and conditions of employment. The Police Department follows the City's Equal Opportunity Plan as outlined in the City Employee Policy and Procedures Manual.

- B. Additional recruitment efforts may include:

- 1. Placing job announcements where minority groups and women represent a substantial portion of membership.
- 2. The use of application forms and related employment documents that are in compliance with applicable federal, state and local EEOC guidelines. The City of Greer advertises as an Equal Employment Opportunity Employer on all applications and recruiting advertisements.
- 3. Involving qualified minority group employees and/or female employees in the recruitment/selection process whenever possible.
- 4. Those employees involved in the recruitment process who engage in discriminatory practices of any kind will be subjected to disciplinary action up to and including dismissal.
- 5. Employees and/or applicants who believe they have been the subject of discrimination may seek redress through the City grievance process or may seek direct assistance of the Equal Employment Opportunities Commission located at 15 S. Main Street, Greenville, SC 29601.
- 7. Specifics regarding the provisions of the Equal Employment Act are prominently displayed on EEOC posters on the Department bulletin board. Included on the poster is a toll free number which may be used to file complaints with EEOC.

IV. APPLICATION DETAILS

- A. If there is an application filing deadline, it will be printed on employment announcements and recruitment advertisements. These announcements and advertisements will be accompanied by a description of job responsibilities and requirements, pay range, and description of benefits. All initial applications are processed and reviewed through the City of Greer Human Resources Department. This policy describes all elements of the hiring process. All elements of the hiring process are job related and administered, scored, evaluated, and interpreted in a uniformed manner. Employment announcements will also include all elements of the hiring process to include:
- Initial application
 - Written and Physical Abilities Testing
 - Interview Board
 - Initial Background Investigation Meeting
 - Review of Personal History Questionnaire
 - Polygraph
 - Meeting with Chief of Police
 - Conditional Offer of Employment by Human Resources
 - Psychological Evaluation
 - Medical Evaluation
 - Final Offer of Employment
 - Selection process may take 8-12 weeks
- B. Contact with all applicants from the initial application phase to the final employment disposition will be made by the Administrative Lieutenant and the City's Human Resource Manager. All applicants will be given dates and times to begin specific hiring processes after the application deadline closes.
- C. Non-sworn and civilian position applicants will follow City of Greer hiring processes that will include medical and drug testing, a background check, and may include a polygraph and psychological testing. Medical and psychological testing, if applicable, will take place after the offer of conditional employment by the City of Greer. Applicants removed from the hiring process are notified in writing by the City of Greer Human Resources.
- D. Applicants applying for sworn police officer positions and meeting minimum standards will then be notified by the Administrative Lieutenant of the initial process that will include a written test approved by the South Carolina Criminal Justice Academy (SCCJA). Those receiving a minimum passing score of 70 or better on the written test will then be allowed to take the physical agility test (PAT). The required time to pass the PAT as recognized by the SCCJA is 2:06. Applicants not passing either the written test or PAT will be notified in person immediately by the Administrative Lieutenant that they are ineligible to proceed further in the hiring process but may reapply at a later time.
- E. Applicants passing the written and PAT tests are then eligible for the interview process before a panel of Greer Police officers and a representative of City's Human Resources Department. Applicants will be given the date and time of the interview. It is the role of the hiring board to select the most qualified applicant(s).
- F. Applicants moving forward will be required to provide additional personal information that will form the basis of the background investigation and polygraph exam prior to hire and appointment to probationary status in accordance with the South Carolina Criminal Justice Academy standards. All polygraph exams will be conducted by a State Law Enforcement Division licensed polygraph examiner. The results of the polygraph examination will not be the singular deciding factor regarding an applicant's status in the employment process.

- G. The background investigation will be conducted by, or at the direction of the Administrative Lieutenant. The officer conducting the investigation will have training in conducting such investigations. The background will include the applicant's verification of credentials, criminal history report, personal and professional references, education, employment history, and national and South Carolina decertification.
- H. Applicants successfully completing the polygraph are then given a conditional offer of employment and interviewed by the Chief of Police. Applicants will then submit to a SCCJA mandated psychological exam as well as medical exam to include drug testing administered and assessed by qualified professionals. Successful completion of these final steps concludes the hiring process and the candidate will receive the official offer of employment from the City of Greer Human Resources.
- I. Applicants no longer considered a candidate for employment at any time following the written test or PAT will be notified in writing by the City of Greer Human Resources. Applications for candidates not selected, including any and all background information that may have been generated, are considered inactive and forwarded to the City of Greer Human Resources to be stored for a period of three years. New applications are required for consideration of employment should new positions become available.
- J. All materials used during the hiring process to include scores, questions, and evaluation forms will be stored with the City of Greer Human Resources.