

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>HMR-027</b>
	Subject <b>Recruitment for Trooper Trainee</b>	
	Special Instructions Replaces PIO-003 dated March 25, 2010	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for a program to recruit qualified applicants for the position of Trooper Trainee.

## **II. POLICY**

The Department shall seek qualified applicants for the position of Trooper Trainee to fill actual and forecasted vacancies. Recruitment shall be conducted in accordance with the Department's plan for Equal Employment Opportunity and Affirmative Action and under the provisions of the Americans with Disabilities Act. The Department shall advertise as an equal opportunity employer in all employment announcements and recruiting literature.

## **III. PROCEDURE**

A. The Department's recruiting program shall be administered by the Human Resources Division. The Human Resources Division shall plan, organize and manage all recruiting activities.

B. The Department shall actively participate in all phases of its recruitment program; whether functioning by itself and/or in cooperation with other agencies/organizations.

1. The Department may utilize the services of the Job Bank of the State Personnel Department as an external source to aid in the recruitment of applicants.

2. The Department may seek recruitment assistance, referrals and advice through various community organizations and/or military branches.

3. The Human Resources Division shall establish and maintain contact with:

a. The minority affairs officers of Indiana colleges and universities and Indiana minority owned newspapers and radio stations;

b. Applicable community organizations;

c. News media outlets to provide the public information on employment opportunities; and

d. May participate in "Career Days" and "Job Fairs" as a means of recruiting at educational institutions, military bases and community events, both in state and out of state.

C. The Department shall involve all personnel in various recruitment activities on a routine basis, as all personnel are dedicated to identifying and seeking qualified applicants.

1. Individuals shall be knowledgeable in personnel matters, especially the Equal Employment Opportunity and Affirmative Action policies of the Department, as well as related provisions of the Americans with Disabilities Act.

2. Whenever possible, minority personnel fluent in the community's languages and are aware of the cultural environment, shall be actively involved in the Department's recruitment program.

D. The Assistant Chief of Staff Human Resources and Administration or a designee, shall upon request, prepare and submit to the Primary Staff:

1. A progress report to document all recruiting activities during the requested period of time; and

2. An annual recruitment evaluation report containing information on the following elements:

a. A measurement of recruitment activities against quantitative objectives;

b. An analysis of the effectiveness or ineffectiveness of recruitment; and

c. Recommendations for improvements.

E. Public notice of employment vacancies shall be made at least ten (10) working days prior to any official application-filing deadline.

F. Human Resources Division shall:

1. Maintain an application database containing all information submitted on "Preliminary On-Line Trooper Applications";

2. Return to an applicant any application containing omissions and deficiencies;

3. Maintain contact with each applicant, providing the applicant with information concerning the various phases of selection; and

4. Provide locations for administering the selection process testing for all applicants at a date, time and location so designated by the Department.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.