



NC State University Police Department

Policy and Procedure

200-18 – Recruitment

Approved: April 17, 2024

Replaces Policy 200-18 Dated: 04/02/2024

*All revisions are in **BOLD** print.*

PURPOSE: To establish procedures for the recruitment of law enforcement officers to the Department.

POLICY: The NC State University (NCSU) Police Department, in conjunction with University Human Resources will recruit qualified applicants available to fill job openings. NCSU is an equal opportunity employer by both policy and practice and maintains an Affirmative Action plan.

DEFINITIONS:

None

PROCEDURES:

A. Administrative Practices and Procedures

1. University Human Resources (HR) maintains the overall responsibility for recruitment of employees on campus, including posting job announcements and other publicity.
2. As the primary agency responsible for all aspects of NCSU personnel activities, HR staff has knowledge and can advise the University Police on the following topics:
 - a. [Equal Employment Opportunity and Hiring Practices](#).
 - b. The department's recruitment needs and commitments;
 - c. The department's career opportunities, salaries, benefits, and training;
 - d. Federal and state compliance guidelines;
 - e. The community and its needs;
 - f. Cultural awareness, or an understanding of different ethnic groups and subculture;
 - g. Techniques of record keeping systems for candidate tracking;
 - h. The selection process utilized by the North Carolina State University Police Department and the Office of Human Resources;
 - i. Recruitment programs of other agencies;
 - j. Procedures for **disqualifying** candidates; and
 - k. Medical Requirements.
3. The Career Development Officer (CDO) will be the primary recruiter for the University Police and will work with the staff of HR to coordinate the Department's recruitment activities. Pursuant to the NC State University Police Department Recruitment Plan the CDO will utilize members of the training committee to assist with recruitment.
4. The CDO will successfully complete classes offered by HR, specifically Recruitment and Selection, Americans with Disabilities Act, and equal Opportunity Employment and Affirmative Action Classes.
5. The CDO will adhere to University policy regarding recruitment, including the Recruitment and Selection Guidelines published by HR.

B. Recruitment Plan

In accordance with the goal of Human Resources to build a diverse and inclusive campus community, fostering demographic and intellectual diversity, the North Carolina State University Police Department has established a recruitment plan to achieve this goal.

1. The Career Development Officer (CDO) shall be responsible for administration of the NCSU Police Department Recruitment Plan. The recruitment plan shall outline the department's steps to achieve the goal of an ethnic, racial, and gender workforce composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the department's service community. The recruitment plan shall include stated objectives and a plan of action to achieve the objectives and the strategies identified in the Department's Recruitment Plan.
2. The CDO will update the Chief of Police monthly concerning the current progress towards the University's and Department's goals and objectives and recommend adjustments or revisions to the recruitment plan as needed. The CDO will review the activities associated with the recruitment plan objectives and complete a documented analysis of the recruitment plan at least once a year. The analysis shall include information from the monthly reports regarding the progress made toward the recruitment plan objectives and any revisions recommended for the recruitment plan.

C. Affirmative Action/ Equal Employment Opportunity

HR maintains University-wide objectives for affirmative action and equal employment opportunity. It is the goal of the University and the University Police Department to ensure equal opportunity to employment, to provide action to correct inequities, to evaluate staffing and to provide necessary funding. The Chief of Police will ensure full departmental compliance with these plans.

D. Announcements and Publicity

1. Announcements concerning position openings will include a description of duties and responsibilities, and job prerequisites, educational level, and other qualifications, consistent with state law.
2. All announcements of job position openings will be publicized consistent with HR policy. It is the policy of the Department that announcements for entry-level (police officer) positions are continuously posted until all vacant positions are filled.
3. All advertisements, announcements, and recruitment literature will state that North Carolina State University is an Equal Opportunity / Affirmative Action Employer.
4. Announcements, other than for police officer, will contain application-filing deadlines.
5. Job announcements are listed online at NCSU, the Office of State Human Resources and the North Carolina Division of Employment Security. The North Carolina State University Police Department also posts job listings on private job posting websites and the North Carolina Justice Academy.
6. The CDO will maintain contact with applicants throughout the process. In addition, applicants may check the status of their application on-line. The CDO also maintains contact with applicants who are selected for interview.

APPROVED:



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Chief of Police