

DURHAM POLICE DEPARTMENT

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POLICY # 31.1.1

SUBJECT: Police Officer Selection, Recruiting and Application Process

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

PURPOSE

The Durham Police Department recognizes that it has a professional obligation to recruit qualified applicants to serve the people of the community as law enforcement officers.

POLICY

It is the policy of the Durham Police Department to conduct its' own recruitment program and to ensure that the procedures used to recruit, select and train candidates are fair and non-discriminatory, and that they provide equal opportunity to all qualified persons, regardless of race, sex, or ethnic background.

PROCEDURE

Management of Recruitment Activities

- Recruitment activities of the Durham Police Department are established as a function of the Personnel and Administration Division.
- The Captain of the Personnel and Administration Division shall have authority and responsibility for conducting and managing day-to-day recruitment operations and activities of the department. The Captain shall ensure that an active recruitment program is maintained on a continual basis.
- Individuals assigned to recruitment activities shall be knowledgeable in personnel matters, agency operations, career opportunities, salaries, benefits and training. Additionally, they shall be knowledgeable in Equal Employment Opportunity/Affirmative Action issues and the Americans with Disabilities Act as they relate to the management and operation of the agency.

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- The recruitment program shall be designed to attract the most qualified candidates for the actual or forecasted vacancies. The recruitment plan is intended to:
 1. Attract those persons most qualified to perform the job of police officer through the use of appropriate recruitment efforts.
 2. Provide for appropriate job announcements and publicity.
 3. Ensure compliance with affirmative action and equal employment opportunity guidelines.
- As a member of the Great Bay Community College Testing Alliance, the Durham Police Department participates in a centralized testing alliance that requires that individual agencies maintain responsibility for their own recruitment efforts.
- In conjunction with the Affirmative Action Plan Review, the Captain shall review the recruitment goals for the previous reporting period, and shall make adjustments as necessary in order to provide for the continued availability of qualified police officer candidates.
- Generally, the recruitment efforts of the Durham Police Department shall be as follows:
 1. As established within the written agreement with the Great Bay Community College Police Testing Alliance, Great Bay College shall advertise entry level employment opportunities through electronic, print or other media as determined by the alliance.
 - a) The Alliance shall make Media and other advertisements in conjunction with the testing cycle established.
 - b) Agencies that participate in the Alliance are committed to the concept of equal employment opportunity. All recruitment advertisements shall identify participating agencies as equal opportunity employers.
 - c) All advertisements and registration forms shall set forth the filing deadline for the written examination.
 2. In conjunction with each employee selection cycle, the Captain shall ensure contact with community service organizations, either in person or through recruitment literature, and shall request their assistance in the recruiting effort through referrals and recommendations based upon their knowledge of the community.

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3. As practical and necessary, a qualified representative of the Durham Police Department shall participate in on-site recruiting activities to include:
 - a) "Career days" held at the Oyster River High School and the University of New Hampshire or, in other area schools or, when sponsored by any community organization within the Town of Durham.

Entry Level Police Application Process

- The Durham Police Department participates in the Great Bay Community College Police Testing Alliance, and shall use entry-level applications supplied by the alliance for the sole purpose of registering for the Great Bay Test; the Durham Police Department shall not accept test registrations but instead will refer all entry-level test applicants to Great Bay Community College.
 1. Initial requests for Town of Durham Employment applications shall be directed to the Captain or his designee.
 2. Applicants shall be provided with the following documents:
 - a) A recruitment flyer that provides the candidate with a description of the duties, responsibilities, requisite skills, educational level and all other minimum requirements for the Durham Police Department.
 - b) A Town of Durham Employment Application.
 - c) Written instructions that require the submission of the Town of Durham Employment Application, a cover letter of interest, and a professional resume.
- Great Bay Community College holds applications and fees to enter the testing process. The Durham Police Department handles no applications for written testing.
 1. The Durham Police Department shall receive a list of eligible candidates from the vendor selected by the alliance to provide police testing services.
 2. Eligible candidates are subject to additional testing depending upon the hiring needs of the agency, and will be contacted based upon those hiring needs.
- The Durham Police Department, and by contractual agreement, the Great Bay Community College Police Testing Alliance, shall not reject applications because of omissions or deficiencies that can be corrected prior to the testing and interview process.

- All applicants are eligible to participate in the testing process. However, as established by N.H. statute, a candidate must meet the following minimum requirements before being hired as a police officer:
 1. Applicant must be a United States Citizen.
 2. Applicants must possess a high school diploma or a General Educational Development (GED) certificate as prescribed by the New Hampshire Department of Education. In the absence of proof of successful high school completion or GED test, the NHPSTC may recognize a transcript verification of successful completion of a minimum of two years of college work at an accredited institution.
 3. Applicants must have attained their 21st birthday at the time of appointment to sworn positions.
 4. Applicants must be able to perform all of the essential functions of the job of a police officer (with or without reasonable accommodation).
- The Durham Police Department shall maintain contact with the applicant from initial application to final employment disposition. Contact must be maintained through written correspondence as follows:
 1. Initial application, Letter of Instruction and Recruitment Flyer:
 - a) The letter of instruction shall provide the candidate with all of the information necessary to register for the written examination, as applicable. Additionally, this letter shall provide information regarding additional procedures that are followed for advanced testing and how they will be contacted by agencies participating in the process.
 - b) The recruitment flyer will provide the candidate with information relative to the Town of Durham and the Durham Police Department.
 - c) The application shall provide the candidate with instructions for participating in the testing process.
 - d) Candidates who submit their application to enter the testing process will receive written confirmation of the date, time, and location of the testing process from the Alliance.
 2. Candidates that participate in the written examination will receive their test scores, in writing, from the alliance, or its agent, no later than 30 days from the date of the examination. In all cases where a candidate is deemed to be in eligible

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for further considerations, specific information will be furnished that will illuminate the area of deficiency.

- Information relative to the length of eligibility, re-testing procedures and a contact number to update their address status on the list shall be supplied to candidates at this time. Candidates will be eligible for further consideration for a period of one year from the date of examination.
- Candidates selected for further testing by the Durham Police Department shall receive written or verbal status updates as necessary to keep them advised of the progress of their application.

Recruitment Reporting Requirements

- During an active hiring process, the Administrative Captain shall report to Chief of Police all recruitment efforts and strategies used during the process.
 1. This report shall document all activities of the reporting period with particular attention to key activities and indicators of program progress or success.
- Recruitment evaluation reports shall be done in conjunction with any report prescribed by the Department's EEO Plan or Affirmative Action Plan as prescribed by directives.

Employee Referrals

- Department employees are encouraged to support agency recruitment efforts, and to properly refer all persons expressing interest in a law enforcement career to the Captain for entry level information.
 1. Whenever an employee is successful in personally recruiting an individual to this department and the individual is hired by this agency, that member shall be eligible for one day off with pay, to be taken as scheduled with the employee's Division Commander.

Recruitment Plan

In order to meet the objectives of having highly qualified candidates, having the agency promoted as an equal opportunity employer, and enjoy a workforce that is comparable to the states demographic regarding race, ethnicity and gender; the following plan of action has been created. Although all members of the agency are expected to participate in the recruitment process, the Captain shall be responsible for the implementation of the plan.

1. Continue to develop the skills of staff members in the area of recruitment through training opportunities.

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2. Continue to develop relationships with organizations representing minorities that will enhance recruitment opportunities such as the NAACP, MAMLEO, National Black Officers Association, and the Office of Minority Affairs at the University of New Hampshire.
3. Seek out new organizations such as the Asian American Law Enforcement Association and the National Hispanic Law Enforcement Officers Association in order to reach a wider minority audience.
4. Continue to develop relationships with organizations that support our military men and women.
5. Periodically review brochure to make sure we are effectively highlighting the positive working environment at the Durham Police Department and the information remains updated according to the current DPOU contract.
6. Ensure our advertisements avoid setting standards that may screen out individual classes.
7. Continue to hire the individuals scoring at least 80% or higher on the Great Bay Regional Police Test.
8. Conduct recruitment through word of mouth.
9. Create and utilize advertisement for the agency that showcases the diversity of the agency as well as the attributes that may be appealing to a qualified applicant, such as specialized assignments.
10. Continue to participate in school activities such as, "Career Day". Attend recruitment outside the immediate testing alliance with Great Bay Regional College. Continue to participate in UNH Job Fair opportunities.
11. Continue to seek our interns through the UNH Criminal Justice program or similar programs that will allow us to evaluate their potential.
12. Ensure all grievances and internal complaints about recruiting, hiring, promotions and assignment selection will be handled promptly and in accordance with the collective bargaining agreements between the Town and the DPOA and/or the Town and the DPMMA.
13. Ensure all positions and specialized assignments will be open to all qualified department members.
14. Whenever possible, the department will use females and other minorities on oral boards for entry level selection and promotions.

15. Ensure Career development and training opportunities are open to all department members as the schedules of the department allow.
16. Ensure the employment environment at the Durham Police Department is inclusive and eliminates gender bias terminology. The department has published a harassment and discrimination policy statement and procedure that all members have been trained on. The department will follow the provisions of this policy. Substantiated complaints of unfair treatment of any member will be corrected, and any member responsible for unfair treatment will be subject to the disciplinary procedures of this department.
17. On May 7, 2001, the Durham Police Department adopted a formal policy strictly prohibiting the use of bias in any form in any business of the Durham Police Department. The policy was last updated on May 21, 2019. The policy is reviewed and department practices analyzed annually to ensure that all persons are treated equally and with dignity and respect. The policy enhances the ability of the agency to better serve the community, maintain the trust of the community, and attract qualified candidates.