

**DIRECTIVE 31.1  
RECRUITMENT AND SELECTION -  
ADMINISTRATIVE PRACTICES AND PROCEDURES**

<b>Issue Date: 09/04/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 06/05/2020)</b>	<b>CALEA Standards Referenced: 31.1.1 &amp; 31.1.2</b>
<b>Pages: 2</b>	<b>Ohio Standard 2</b>

**This directive consists of the following sections:**

**[31.1.1 Agency Participation](#)**

**[31.1.2 Assignment / Recruitment](#)**

**POLICY AND PROCEDURE:**

The goal of the Miami Township Police Department is to recruit and hire qualified individuals while providing equal employment opportunity. The recruitment and selection process strives to have a diverse work force that reflects the citizens we serve.

Non-discrimination and equal employment opportunity are the policy of the Miami Township Police Department. The department shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations and interviews.

Miami Township shall utilize due diligence in ensuring that prospective employees have the proper temperament, knowledge and attitude to handle the important job of Ohio Peace Officer. Miami Township has appropriate mechanisms in place in order to achieve this mission. All Miami Township employment requirements are related to the skills that are necessary to be a successful employee.

[Ohio Standard 2]

**[31.1.1 Agency Participation](#)**

The Administrative Assistant is responsible for the administration of the Miami Township Police Department recruitment and selection processes. The Miami Township Police Department oversees and administers all aspects of the recruitment and selection process. The goals of the recruitment and selection process are to:

- Recruit the highest caliber employee available.
- Establish fair and impartial recruitment practices which do not discriminate on the basis of sex, sexual orientation, gender identity, age, national origin, veteran status, military status, race, color, religion or disability.
- Manifest positive recruitment practices which result in lower rates of personnel turnover, fewer disciplinary problems, higher morale, better community relations and more efficient police service.

### **31.1.2 Assignment / Recruitment**

The Administrative Assistant and the Chief of Police are assigned to recruitment activities. They will be issued and maintain current copies of the department policies that contain the departments' employee recruitment and selection policies. They shall have demonstrated and documented knowledge through annual training and testing of department policy, personnel matters, Equal Employment Opportunity and the affirmative action recruitment plan as it affects the management and operations of the agency [Ohio 2.1 through 2.7]. Among the knowledge and skills to be maintained by personnel involved in the recruitment process is:

- Miami Township Police Department's recruitment needs and commitments.
- Career opportunities, salaries, benefits and training.
- Federal and state compliance guidelines.
- The community and its needs, including demographic data, community organizations, educational institutions, etc.
- Cultural awareness of different ethnic groups in the community.
- Techniques of record keeping systems for candidate tracking.
- The selection process, including procedures involving all phases of the selection process.
- Recruitment programs of other jurisdictions.
- Characteristics that disqualify candidates.
- Medical Requirements.

Whenever possible, police personnel in protected classifications will be actively used in recruitment activities, assisting to eliminate barriers in hiring or recruitment, via their depiction in agency roles on any recruitment literature and attendance at job fairs, academy presentations, etc. if utilized.