

**DIRECTIVE 31.3
RECRUITMENT AND SELECTION
JOB ANNOUNCEMENTS AND PUBLICITY**

Issue Date: 09/04/2020	By Order of Chief of Police
Rescinds: (Issue 06/17/2020)	CALEA Standards Referenced: 31.3.1; 31.3.2 & 31.3.3
Pages: 2	Ohio Standard 2

This directive consists of the following sections:

- [31.3.1 Job Announcements](#)**
- [31.3.2 Notification Expectations](#)**
- [31.3.3 Maintaining Applicant Contact](#)**

POLICY AND PROCEDURE:

A task as important as the recruitment and selection of personnel should be approached from a positive viewpoint. Miami Township Police Department’s goal is to identify and employ the best candidates available. Therefore, job announcements and publicity regarding recruitment & selection should be geared toward attracting those candidates through multiple media outlets, community and educational organizations and involvement from current department members.

[31.3.1 Job Announcements](#)

Whenever there is an actual or forecasted entry-level vacancy and the Township Board of Trustees authorizes the hiring of personnel, there will be a job announcement to attract applicants that will include the following elements.

- A job announcement providing a description of the duties, responsibilities, requisite skills, educational level and any other qualification or requirement. [\[Ohio 2.4\]](#)
- Advertisement of all entry-level job vacancies through electronic, print or other media.
- Advertisement as an Equal Opportunity Employer included on all employment applications and recruitment advertisements.
- Publication of entry-level job vacancies at least ten days prior to any official application filing deadline, with the official filing deadline indicated on all announcements and advertisements.

31.3.2 Notification Expectations

Whenever there is an actual or forecasted entry-level vacancy and the Township Board of Trustees authorizes the hiring of personnel, there will be a recruitment program to attract applicants that includes job announcement posting to include:

- Posting of job announcements with community service organizations and/or seeks cooperative assistance from key community leaders.
- Posting of job announcements to local colleges and police academies.
- Recruitment assistance from agency personnel and internal posting.

31.3.3 Maintaining Applicant Contact

The Administrative Assistant shall ensure that entry-level applicants are apprised of their status in the recruitment and selection process from the time of initial application to final employment disposition.

- Application receipt should be acknowledged within five working days of the closing date for accepting applications.
- Applicants should be periodically informed of the status of their application.
- All applicant contacts shall be documented.

Applicants Not Rejected for Minor Omissions or Deficiencies

Applications that possess minor omissions or deficiencies that can be corrected prior to the testing or interview process by the applicant shall not be rejected solely for such omission or deficiency but shall be corrected and the candidate continued in the process.