

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

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| <b>Issue Date: 02/07/2025</b>       | <b>By Order of Chief of Police</b>                                     |
| <b>Rescinds: (Issue 04/12/2022)</b> | <b>CALEA Standards<br/>Referenced: 31.3.1; 31.3.2 &amp;<br/>31.3.3</b> |
| <b>Pages: 2</b>                     | <b>Ohio Standard 2</b>   |
|                                     | <b>Review: December 2025</b>   |

**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. Miami Township Police Department is continually recruiting viable applicants via the Township website. Should the Department be authorized additional personnel, a job announcement will be posted and/or emailed. 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**

The Miami Township Police Department has an ongoing recruitment process via the Township ([miamitwpoh.gov](http://miamitwpoh.gov)) website. Applicants can submit their pre-applicant card and resume by following the instructions on the Miami Township website under "CAREERS Openings at the Township" and clicking on GO HERE for Miami Township Police Department. Miami Township Police Department can pull from received pre-applicant cards and resumes for potential recruits to undergo the selection process. Should Miami Township Police Department need additional applicants, there will be a job announcement to attract them that will include the following elements.

- Recruitment advertisement via paid subscriptions.

- A job announcement can include 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 social media outlets, 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**

Should the Miami Township Board of Trustees authorize the allocation of additional personnel, Miami Township Police Department will have a recruitment program to attract applicants that include job announcement postings which will be managed by the Support Services Division Supervisor:

- Posting of job announcements with community service organizations and/or seeking 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 Accreditation Manager 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.