

**DIRECTIVE 31.2
RECRUITMENT AND SELECTION -
EQUAL EMPLOYMENT OPPORTUNITY AND
RECRUITMENT**

Issue Date: 10/06/2020	By Order of Chief of Police
Rescinds: (Issue 09/04/2020)	CALEA Standards Referenced: 31.2.1; 31.2.2 & 31.2.3
Pages: 9	Ohio Standard 2

This directive consists of the following sections:

- [**31.2.1 Recruitment Plan**](#)
- [**31.2.2 Annual Analysis**](#)
- [**31.2.3 Equal Employment Opportunity Plan**](#)
- [**Addendum A. – College Internship Program**](#)

POLICY AND PROCEDURE:

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.

[\[Ohio Standard 2\]](#)

[31.2.1 Recruitment Plan](#)

[Statement of Objective](#)

The objective of the affirmative action recruitment plan is to allow the Miami Township Police Department to achieve a fair, obtainable representation of the composition of the community in which we serve.

The Miami Township Police Department shall engage in positive efforts to employ ethnic minority group members and females. The department may take affirmative action to achieve a ratio of minority group employees in approximate proportion to the make-up of the service area and an appropriate level of female employees.

[\[Ohio 2.2\]](#)

Plan of Action

Before each recruitment/selection process the Chief of Police will review Community and Department Demographics.

- Minority Representation - Any time there is a minority representation of 3% or more in the Township as indicated by the most current national census, and the department is not represented by a proportionate number of minority officers, the affirmative action recruitment plan may be implemented.
- Female Representation - Any time that the ratio of female police officers to male police officers in the Miami Township Police Department falls below the ratio of females in the available work force, preferential recruitment policies and the affirmative action recruitment plan may be implemented.

This review will allow the department to determine the area in which representation is low.

In seeking to employ qualified ethnic minority members and females, this agency may conduct research, develop and implement specialized minority and female recruitment methods. These methods may include, but not necessarily be limited to:

- Application form and related pre-employment inquiry forms are in compliance with applicable federal, state and local EEO laws.
- Position descriptions are reviewed periodically to properly identify job related requirements.
- Liaison with local minority community leaders to emphasize police sincerity and encourage referrals of minority applicants to the police agency.
- Active cooperation and utilization of the media in minority recruitment efforts. Regular personal contact with the minority or female applicant from initial application to final determination of employment.
- Increase overall recruitment efforts with special attention to locations and institutions that would lend themselves to contact with potential minority and or female applicants.
- Periodic review of the selection process to ensure it is non-discriminatory. No directives are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or females than of non-minorities or men.
- The encouragement of minority and female employees to refer friends to the agency for potential employment.
- Become involved with and provide notification to local minority organizations, female organizations, community action groups and community service programs at the time of recruitment.
- Encourage minority and female employees to participate in community programs.

The Chief of Police and the Support Services Supervisor shall be responsible for the plan administration.

31.2.2 Annual Analysis

We will continue to monitor our workforce make-up and endeavor to employ persons in such numbers and percentages that they are representative of our community. The Miami Township Police Department will endeavor to meet the goals as outlined within this policy at each hiring of personnel. The agency will conduct an annual analysis of the recruitment plan, selection processes and demographic of sworn personnel which will be forwarded to the Chief of Police for review. The analysis will be used to determine if progress was made toward the established goals. When necessary, after each evaluation process this plan will be revised and reissued.

[Ohio 2.7]

31.2.3 Equal Employment Opportunity Plan

The Miami Township Police Department has an Equal Employment Opportunity Plan to ensure equal opportunities for employment and employment conditions for minority persons and females. The EEO includes without limitations, the following commitments:

- To provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex or national origin.
- To identify and analyze all areas of the employment process to further the principal of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

In compliance with Title VII of the Civil Rights Act of 1964 and as amended by the Equal Employment Act of 1972, as well as, Section 504 of the 1973 Rehabilitation Act, as amended by in 1976 by Title 3 and the Americans with Disabilities Act of 1990, it is the policy of the Miami Township Police Department:

- To provide equality of opportunity in employment with the Miami Township Police Department.
- To carry out all programs and activities in such a manner that no person shall, on the grounds of race, color, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or subject to discrimination with respect to such programs or activities.

[Ohio 2.3]

Employment, Personnel and Program Practices

The Miami Township Police Department prohibits discrimination because of race, ethnic origin, religion, sex or disability in all respects of its personnel policies, working conditions, and relationship with employees and applicants for employment as well as to provide equal access to all programs in order to promote a continuing equal employment program by the department.

The Chief of Police shall be the department's Equal Employment Opportunity officer and will coordinate the department's equal opportunity efforts. It shall be the duty of the EEO officer to provide advice, conduct internal investigations and seek conciliation of employee discriminatory complaints.

EEO Complaint Procedure

A person feeling aggrieved shall within five days of the action submit such complaint in writing to the EEO officer. The grievant shall request a hearing through the EEO officer and shall select the first member of the hearing committee. The department shall select the second member. These two shall select the third member who becomes the Chairperson. The hearing committee will weigh the evidence presented before it, prepare findings of facts, conclusion of law, and a decision including appropriate corrective action, if any, to effectuate the Equal Employment Opportunity program. The decision of the hearing committee shall be final.

Program Implementation

The Chief of Police shall direct the implementation of the Equal Employment Opportunity plan to promote equal opportunity in every aspect of employment, policy and practice, including but not limited to: employment, demotion, assignments or transfers, recruitment or recruitment advertising, layoff or termination and selection of training. This implementation shall include, but not be limited to the following:

- A notice of the department's directive on nondiscrimination in employment shall be posted in a conspicuous place within the police department's main building.
- Notification of employment opportunities, new positions, vacancies, promotion possibilities and training opportunities shall be posted in a conspicuous place within the police department's main building.
- Newspaper advertisements and other public announcements of employment opportunities placed by or on behalf of the department shall state that Miami Township is an equal opportunity employer.
- The department shall continually evaluate all minority personnel for promotion opportunities and encourage minority employees to seek such opportunities.
- The department shall ensure that seniority practices and job classification do not have a discriminatory effect.

- The department shall develop and maintain records as related to aspects of the Equal Employment Opportunity plan.

Addendum A – College Internship Program

The Miami Township Police Department is committed to developing partnerships within our community. The College Internship Program is a joint effort between the Miami Township Police Department and regional colleges and universities to assist students (primarily Criminal Justice majors) to meet curriculum requirements for graduation.

OBJECTIVE

The Miami Township Police Department can benefit from non-paid, intern assistance in operational, administrative, and support functions while providing participants an atmosphere of learning. Participants in the College Internship Program should expect to:

- Strengthen self-directed learning skills,
- Correlate classroom education as it applies to realistic situations,
- Gain clarity and comprehension in the complexities of the criminal justice system.

The Miami Township Police Department's goal is to provide participants with:

1. Insight and realistic perspective in day-to-day agency function.
2. A greater appreciation of knowledge gained in the classroom as it comparatively applies to law enforcement.
3. A self-assessment platform on which to gauge his/her skills and abilities witnessed in real-world situations.
4. Clarification in determining whether or not the participating student wishes to pursue a career in policing as opposed to other criminal-justice-related opportunities.
5. Internal references for future applicants.

REQUIREMENTS

Assignments are unpaid, and participating students must meet the following requirements:

- Be enrolled in a four-year Criminal Justice program through an accredited college or university,
- Be in their junior or senior year of learning,
- Have a 3.0 or higher grade point average on a 4.0 scale,
- Require a minimum of 100 hours,
- Successfully pass a standard background check performed by the Miami Township Police Department.

Students with less than a 3.0 GPA may request this requirement be waived in the following circumstances:

1. They have a written referral letter from faculty other than their Field Placement Coordinator, or
2. The Chief of the Miami Township Police Department approves the request.

Internships are reserved for students motivated to achieve, and while exceptions may be made occasionally to the academic requirements, there must be strong justifications for doing so. Students from majors other than Criminal Justice may also be eligible for internship pending approval by the Chief of Police, the prerequisite 3.0 GPA, and junior/senior status. However, preference will be given to Criminal Justice majors. If the demand for internship is very high for a particular semester, non-criminal justice majors may not be permitted to do the internship.

If the college student is required to complete a culminating essay or paper regarding their experiences during the internship, the student will provide a copy of the culminating essay or paper to the Chief of Police and assigned supervisor at the conclusion of the internship.

INTERNSHIP ORIENTATION

Orientation is the initial meeting between the student and their assigned supervisor. It is intended to introduce the student to the location and individuals with whom he/she will be reporting to and assisting. At the orientation, students will review a written schedule that will be mutually agreed upon between intern and supervisor. This schedule may be adjusted as necessary as required by the intern through approval of the assigned supervisor.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES

The Miami Township Police Department places great emphasis on the need for confidentiality, privacy, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency, the student must be able to demonstrate high levels of maturity and integrity. Additionally, interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are occasionally encountered in policing.

To facilitate good rapport with the chosen agency, interns must also have good listening and interpersonal skills. In addition to possessing these personality traits, all interns must abide by the following rules:

1. Always dress appropriately.
2. Do not use profanity, regardless of what others are doing.
3. Always be on time and do not leave early.
4. Do NOT allow yourself to be put into dangerous situations.
5. Do not become involved in gossip.

6. Ask questions and show enthusiasm.
7. Do not discuss sensitive information with non-agency people.
8. Do not become argumentative or disrespectful.
9. Be honest and forthright about any unusual situations.
10. Never, at any time, under any circumstance, carry a personal firearm on your internship site.

DRESS CODE

Unless otherwise instructed by their supervisor, the following dress code will apply:

- Male interns shall wear either professional attire (dress shirts buttoned at the neck, conservative neckties, business-type trousers, and polished business or dress shoes) or business casual attire (polo shirts without emblems, business-type trousers, and polished business or dress shoes.)
- Female interns shall wear either professional attire (business suits, dresses, blouses, skirts, shoes, pantsuits, or dress slacks) or business casual attire (polo shirts without emblems, business-type trousers, and polished business or dress shoes.)

IDENTIFICATION AND ACCESS

Upon assignment and placement, the student's supervisor may arrange for the student to obtain an intern identification card and/or access card. If issued, the intern shall display the identification at all times while in police facilities and while riding with patrol officers. Further, the intern will maintain possession of the identification card and/or access card until he/ she has completed their assignment with the police department. At that time, the identification card and/or access card will be returned to the supervisor.

FACILITY ACCESS AND PARKING

The Miami Township Police Department has designated parking lots available; however, parking can be quite limited at times. Interns will park in the upper parking lot, closest to McPicken Drive, near the flagpole as parking permits.

THE INTERNSHIP EXPERIENCE

During the course of a student internship, participants are exposed to a variety of activities and situations. The following is a brief list of issues any intern might encounter, witness, perform, or anticipate:

- Observe/participate in routine patrol
- Observe arrests
- Observe criminal investigations
- Observe dispatch operations
- Observe/participate in community relations and crime prevention
- Observe/assist Records/Administrative functions

- Assist in preparing reports and other administrative duties/functions as requested
- Observe court proceedings
- Observe inter- and intra-departmental staff meetings
- Perform legal research to extent requested
- Assist in special legal projects as requested by agency
- Observe prisoner transports
- Participate/interact on regular basis related to public inquiries
- Assist social media management

It is impossible to outline in great detail the responsibilities and the role an intern will play in the assignment. In general, students should observe the professional work of the Miami Township Police Department and, to the extent granted by assigned supervisor, observe and/or participate in the objectives of the agency.

POLICE RIDE HOURS

Every rider will have to complete a Risk and Release form once they report at the Miami Township Police Department to ride.

RESTRICTIONS

Interns will be exposed to many areas of police work. Supervisors will ensure that interns are not placed in a position where they would be unduly exposed to volatile incidents. Due to the sensitivity of ongoing investigations, the Chief of Police or Investigations Lieutenant may prohibit interns from observing or assisting detectives at any time deemed necessary. Interns shall not be:

- Involved in covert police functions.
- Permitted access to the police firearms range during “live fire.”
- Permitted to operate any department vehicle.
- Allowed to carry a firearm.

PROGRAM DISQUALIFICATION AND/OR DISMISSAL

A standard, but thorough background check will be conducted on all interns. Misdemeanor convictions and pattern arrests will be reviewed on a case-by-case basis. Convictions that will exclude participation from the program include but are not limited to:

- Felony conviction
- Any violent crime conviction
- Sex Offense conviction
- Theft or dishonesty

NOTE: An arrest and/or conviction for any of the above listed offenses while participating in the College Intern Program will result in dismissal with notification to the respective University or College’s Field Placement Coordinator. Additionally, the

student agrees to notify the student's supervisor immediately in the event of any law enforcement contact while participating in the College Internship Program. Failure to do so may result in dismissal and potential notification to the respective University or College's Field Placement Coordinator