Salisbury University Police Department

CHAPTER 31 – RECRUITMENT

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The department shall maintain a recruitment plan and conduct an annual analysis of the plan for full-time
sworn and civilian personnel that includes, but not limited to, the following elements:

A. Statement of objectives;
B. A plan of action designed to achieve those objectives;
C. Identification of employees responsible for plan administration; and
D. The progress towards stated objectives and revisions to the plan as needed.

 Recruitment strategies should reflect the nature of the job performed as well as the knowledge, skills,
abilities, training and prerequisite personal attributes necessary to perform the essential functions of the position
being recruited.

Recruitment activities occur when there is a vacancy and the program is designed to attract the most
qualified candidates for any actual or forecasted vacancy, provide for appropriate job announcements and expand
outreach efforts to ensure compliance with affirmative action and equal employment opportunity guidelines.

All departments of Salisbury University, including the University Police Department, actively participate in
the University’s Equal Employment Opportunity plan and initiate their own objectives for compliance as necessary.
The University is committed to minimizing adverse impact or disparate treatment in all areas of recruitment,
selection, and hiring of faculty and staff, to include sworn and civilian personnel of the University Police
Department.

The University Police Department or Office of Human Resources will measure adverse impact by
comparing statistics concerning demographics of our service area, the available workforce and departmental
demographics. If departmental hiring practices adversely impact upon a protected class, the procedure causing the
adverse impact will be reviewed and changed as necessary.

All department employees are encouraged to recruit applicants for sworn or civilian positions which fall
under the parameters of this directive.

31.3 Job Announcements and Publicity

31.3.1 Job Announcements and Recruitment Notices for all Personnel

 The Administrative Commander, along with the Office of Human Resources, shall be responsible for
coordinating the advertisements for any job vacancies or testing being conducted for any sworn or civilian
positions within the department. Job announcements shall include:

A. A description of the duties, responsibilities, requisite skills, educational level and other minimum
 qualifications or requirements;
B. Advertise entry-level job vacancies through the University’s webpage, print or other media;
C. Advertise the agency is an equal opportunity employer on all employment applications and
 recruitments advertisements; and
D. Advertise official application filing deadlines.

If the university prepares any photographic recruitment literature, it shall include women and minorities
in law enforcement employment roles. The Administrative Commander and the Office of Human Resources shall
ensure that brief descriptions of positions are maintained to distribute to applicants or other persons who express
an interest in employment in these positions.

(Revised 07/11/2013)