POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) recognizes the importance of employing mature, even-tempered, intelligent, and honest personnel for all positions in the police service to the community. Toward that goal, the department will maintain and update a comprehensive recruitment program designed to attract the most qualified individuals for all of the jobs at the department.

The CRPD will maintain an active recruitment program. Department members actively participate with both the City of Cedar Rapids Human Resource Department and the Civil Service Commission in seeking the best possible candidates for establishing Civil Service lists and filling of all Civil Service vacancies within the department. Efforts in support of this recruitment program will be based on the individual job task analysis that has been established for the position being recruited.

AUTHORITY AND RESPONSIBILITY: [31.1.1]
The CRPD actively conducts and participates in the recruitment of full-time sworn employees. The Civil Service Commission, under the authority of the Code of Iowa, Chapter 400, will conduct testing, and certify a list of qualified police officer applicants as provided by law.

The Chief of Police or his designee will cooperate closely with the Civil Service Commission and the City of Cedar Rapids Human Resource Department in the recruitment and testing process and shall manage the department's efforts to attract and recruit applicants for actual vacancies.

The City of Cedar Rapids Human Resource Department assists the Civil Service Commission and the Chief of Police in the accomplishment of the goals and objectives of the recruitment program.

PROGRAM RECRUITING [31.1.2]
Department personnel will occasionally be assigned to act in the role of a recruiter for the department. Prior to this assignment, personnel will be briefed in the following areas:

- Recruitment needs and commitments;
- Career opportunities, salaries, benefits, and training;
- Federal and state compliance guidelines;
- Demographics of the community, its needs, its organizations, and its educational opportunities;
- Cultural awareness of the community and any ethnic groups present in the community;
- Techniques of informal record keeping systems for candidate tracking;
- Selection process and what is included;
- Recruitment programs of other jurisdictions;
Characteristics that typically disqualify candidates.

All department personnel are encouraged to actively engage in recruiting at their individual level and they will be notified via email when recruitment is starting.

**RECRUITMENT PLAN:**

During the course of an active recruiting campaign, personnel assigned to the recruiting program shall contact various community organizations and leaders seeking their assistance, referrals, and/or advice with reference to the department's recruitment program. The department shall also request permission to post job announcements with agencies that are in contact with individuals who are likely candidates for CRPD. [31.3.2]

The department may send recruiters to area schools for the purpose of discussing law enforcement career opportunities and recruiting interested candidates. The department may arrange visits to educational institutions during an active recruitment program or at the request of school officials. Area schools should be considered for participation in this program and should not be limited by the geographic borders of Cedar Rapids or Linn County.

At the beginning of an active recruitment campaign, Administrative Operations Division shall be responsible for submitting a report to the Chief of Police outlining the recruiting effort.

Annually, the CRPD’s Recruitment Plan of full-time sworn personnel will be reviewed and updated by the commander over Administrative Operations. The Recruitment Plan shall outline agency steps to achieve the goal of an ethnic, racial, and gender workforce composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the law enforcement agency's service community. The recruitment plan shall include the following:

- Statement of objectives [31.2.1a]
- Plan of action designed to achieve the objectives stated above [31.2.1b]
- Identify employees, inside or outside the agency, responsible for plan administration [31.2.1c]

**ANNOUNCEMENTS:**

All job announcements shall be publicized to the media prior to the official application filing deadline. The type and extent of media advertisement shall be in cooperation with efforts of the City of Cedar Rapids Human Resource Department. All job announcements authorized and distributed by the department shall include, at a minimum, the following:

- Description of the duties and responsibilities pertaining to the advertised position [31.3.1a]
- Listing of the requisite skills, education, and physical requirement [31.3.1a]
Recruitment of Police Personnel

POLICY TITLE: Recruitment of Police Department

STANDARD/REF #: 31.1.1; 31.1.2; 31.2.2; 31.2.3; 31.3.1a; 31.3.2; 31.3.3; 31.3.4

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 2/1/2020

REVISED DATE: 2/1/2020

REQUIRED REVIEWERS: Training Captain

- Statement indicating that the department/City is an Equal Employment Opportunity (EEO) employer [31.3.1c]
- Statement that a post offer physical, including a test for illegal drugs is required
- Filing deadline [31.3.1d]

STUDENT INTERN PROGRAM:
The department will sponsor Student Intern Programs when requested to do so by an approved college or university. Administrative Operations Division shall be responsible for the administration and control of the agency-sponsored intern program and shall further serve as the liaison between the department and the college or university requesting intern sponsorship.

APPLICANT CONTACT: [31.3.3]
Throughout the entire application and testing process, the Administrative Operations Division and/or the City of Cedar Rapids Human Resource Department shall maintain contact with job candidates in order to keep them abreast of their current application status.

APPLICATION REJECTIONS: [31.3.4]
The department shall not reject applications because of unintentional omissions, errors, or other deficiencies that are corrected prior to the testing process.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): [31.2.3]
The purpose of the Equal Employment Opportunity (EEO) Plan is to ensure that the department's employment practices are in compliance with Federal statutes and standards governing discrimination in employment. Recruitment is directed by City of Cedar Rapids Human Resource policy toward the goal of creating demographic workforce composition approximating the community.


MINORITY RECRUITMENT:
It is an objective of the CRPD to reflect the community we serve. The department will analyze the workforce annually and compare the results with the latest data provided by the U.S. Census Bureau. Minority population ratios of Linn County and the City of Cedar Rapids should be reflected in the workforce of the department. When the department is not meeting this objective, the department will formulate and put into action a plan toward adjusting workforce to population ratios. Department
members are encouraged and will be compensated for recruiting African-American, Hispanic, or Asian candidates who are hired by the CRPD.

**Minority Recruitment Incentive Program**

The incentive program will offer employees of the CRPD up to eight (8) hours of paid leave for any African-American, Hispanic, or Asian officer candidate they recruit, providing the candidate successfully completes the hiring process, is hired by the department, as well as completes the Field Training Officer (FTO) Program and is released for assignment. The Minority Recruitment Incentive Program shall be open to all employees of the police department, both sworn and civilian, except:

- The rank of Captain or above
- Personnel in the Administrative Operations Division with responsibility to the recruiting effort
- An employee making a successful recruitment as part of a departmentally-sponsored recruiting team effort

The application form for an officer with the City of Cedar Rapids contains a section where an applicant can list what influenced them to apply with the CRPD (i.e. an advertisement, school recruiting, or direct personal recruiting from a current employee). Due to this information, and information obtained in the interview process, no additional paperwork is required by the recruit or current employee to obtain the incentive, as the information is already tracked by the Administrative Operations Division. Should the recruit meet the above mentioned requirements, the incentive should be awarded.

**Recruitment Evaluation Report:**

Annually, the commander over Administrative Operations will conduct an analysis on the previous year’s Recruitment Plan and submit it to the Chief of Police. The analysis will include the following:

- Progress toward the stated objectives [31.2.2a]
- Results of recruitment efforts, i.e. number of applicants, and their demographics, along with number of successful hires compared to the total available workforce.
- Revisions to the Recruitment Plan [31.2.2b]
- Demographic data of sworn personnel [31.2.2c]