

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 120-A

REFERENCE STANDARDS: 31.1.1 et al 31.2.1
32.1.1 et al 31.2.2
34.1.1 et al

SUBJECT: Recruitment, Selection and Promotion

PURPOSE: The recruitment, selection and promotion of law enforcement personnel are very important tasks. The purpose of this directive is to establish procedures and define duties that will ensure the fair and efficient administration and management of the entire process.

POLICY: It is the policy of the Village of Hanover Park to recruit, select and promote personnel in a manner that is consistent with State and Federal law as well as the Village Ordinances and the Employee Handbook.

I. Recruitment and Selection

- A.** The Director of Human Resources is responsible for administering the recruiting process that includes advertisement, application processing, administering applicable testing procedures, and establishing a preliminary eligibility list.
- B.** The Hanover Park Police Department will at all times strive to actively participate in the recruitment process for positions within the police department to attain the highest caliber of personnel available. Recruitment shall be done in a manner that is fair, consistent and nondiscriminatory in order to achieve the goal of maintaining a sworn officer workforce composition that is in approximate proportion to the ethnic, cultural, racial, and gender makeup of the available workforce within Hanover Park and the general vicinity.
 - 1.** The Chief of Police and Deputy Chiefs of Operation and Support Services will work closely with the Director of Human Resources to ensure effective coordination of all recruitment activities. The Deputy Chief of Operations shall be responsible for the overall administration of the police department's recruitment function. With input from the command staff, the Chief of Police will assign sworn personnel to the department's Recruitment Team. The purpose of the Recruitment Team is to assist in various recruitment activities. The Chief of Police will also designate a member of the command staff as the Recruitment

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Team Coordinator, who shall be responsible for the overall administration and activities of the Recruitment Team.

2. The Recruitment Team Coordinator shall be responsible for conducting an annual written analysis of the police department's recruitment function. This analysis shall be submitted to the Chief of Police. The analysis report will include the following:
 - a. Evaluation of the progress made toward the recruitment plan objectives with recommendations for revisions or adjustments to the recruitment plan.
 - b. Evaluation of the plan of action with revisions or adjustments that are needed to be made.
 - c. Review of the Department's ethnic and gender composition as it relates proportionately to the available workforce in the community.
 - d. Recommendations for improvement in the plan.
 3. Personnel assigned to the Recruitment Team shall receive training in the following topics that are pertinent to the Department's recruitment functions:
 - a. Department Directives 120-A, 133-A, and 134-A.
 - b. The Village of Hanover Park Human Resources Department's Recruitment Plan for Hiring Police Officers and Equal Opportunity Employment Plan.
 - c. The Village of Hanover Park's Employee Handbook.
 - d. Relevant community background information including demographic data and workforce availability information.
 5. Recruitment guidelines are outlined in the Village of Hanover Park Employee Handbook and Regulations, this Directive, and the Village of Hanover Park Human Resources Department's Recruitment Plan for Hiring Police Officers.
 6. The department encourages all of its members to participate in the recruitment process by internally publicizing any openings and encouraging personnel to become involved in seeking out qualified personnel to apply.
- C. It is the policy of the Village of Hanover Park and the Hanover Park Police Department to provide equal opportunity in employment to all qualified persons. Discrimination against any person during the recruitment process because of race, color, national origin, sex, religion, age, disability, or any other protected status under applicable local, state or federal law is prohibited.
- D. The objectives of the Department's Recruitment Plan for full time sworn personnel are as follows:

1. To attract well qualified applicants to the Department in sufficient numbers so as to satisfy actual or anticipated vacancies that are created either by attrition or growth.
 2. To support recruitment activities and efforts of the Department, including where under representation exists, in accordance with plans established by the Village of Hanover Park, the Department of Human Resources and the police department.
- E. The Deputy Chief of Operations shall be responsible for the development and administration of the Department's plan of action designed to achieve the objectives of the Recruitment Plan. Some of the activities performed as part of the plan of action include the following:
1. Utilizing the Strategic Enforcement and Prevention officer, (SEP), to distribute recruitment flyers at various village and/or department community events.
 2. Recruitment Team attendance at job fairs, including those targeting the minority population.
 3. Establishing a link on the Village of Hanover Park's municipal website to the Department recruitment video.
 4. Broadcast of the recruitment video on the Village of Hanover Park village hall television monitor.
 5. Appearance of a Recruitment Team member on the local cable access television channel.
 6. Distribution of recruitment brochures to foreign consulates, community colleges, park district facilities, and community organizations.
 7. Posting of police officer job information and notification of testing process through NEOGOV, the village's job application computer program.
 8. Recruitment Team attendance at community events and Area Response Team community meetings.
- F. The Chief of Police shall be responsible for ensuring appropriate testing are followed prior to establishing a police officer entry level eligibility list. Such testing procedures may include (among other things), a written examination and oral interview.
- G. The Chief of Police shall be responsible for ensuring applicable background check procedures are followed after establishing a police officer entry level eligibility list:

1. Background investigations coordinated through the Investigative Division may include:
 - a. Criminal history inquiries
 - b. Drivers license validation
 - c. Fingerprinting and photographing of the applicant
 - d. Employment and personnel reference interviews
 - e. A polygraph examination
- H. The Chief of Police shall provide recommendations to the Director of Human Resources regarding which candidate(s) should be made offers of employment. The Chief of Police may recommend any candidate from the police officer entry level eligibility list, without regard to time of examination or placement on the list.
- I. The Village Manager will be responsible for approving and issuing a conditional offer of employment and appointing the qualified candidate.
- J. Once a conditional offer of employment is made, the Human Resources Director will insure that additional assessments are completed. These assessments include a post conditional offer psychological evaluation and a medical assessment.
- K. An individual who has been on the entry level eligibility list for more than 2 years and has not been selected for employment as a police officer shall be removed from the list.
- L. Entry level police candidates must be at least 21 years of age and not reached 35 years of age by the date of the exam. The age exceptions included at 65 ILCS 5/10-2.1-6(a) & (d) will apply, as they may be amended from time to time.

II. SWORN OFFICER LATERAL HIRING

The following procedure addresses the creation of a police officer lateral hiring eligibility list. At their discretion, the Chief of Police may recommend a candidate from either the police officer entry level or lateral hiring eligibility lists, and the Village Manager may make an offer of employment to a candidate from either the entry level or lateral hiring eligibility lists.

- A. Qualifications. Candidates for lateral entry sworn officer positions:
 1. Must currently serve as a full-time sworn law enforcement officer in good standing for a municipality or public law enforcement agency in a comparable position.
 2. Must have a minimum two years of full-time experience with a municipal or public law enforcement agency in a comparable position.
 3. Must have successfully completed the Illinois Basic Law Enforcement Academy and possess certification from the Illinois Law Enforcement Training and

Standards Board or qualify for the Illinois Law Enforcement Training and Standards Board "Out of State Reciprocity" requirements, to include:

- a. Mandatory Firearms Training
 - b. Law for Illinois Police
 - c. Equivalency Exam
4. Must be at least 21 years of age and not reached 35 years of age by the date of the exam. The age exceptions included at 65 ILCS 5/10-2.1-6(a) & (d) will apply, as they may be amended from time to time.
 5. Must possess an associate's degree or 60 semester hours or 90 quarter hours of college credit from an accredited degree granting college or university as listed in the current edition of Accredited Institutions of Post-secondary Education published by the American Council on Education (courses from a trade school and/or technical school are not applicable toward the required college credit) OR 24 months of honorable active duty in the United States Armed Forces and have not been discharged dishonorably or under circumstances other than honorable or have served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and have not been discharged dishonorably or under circumstances other than honorable, OR the equivalent combination of both the above described education and the above described military service.
 6. Must possess a valid driver's license and ability to obtain a Firearm/Weapon License.
 7. Must have no felony convictions and be of good moral character.
- B. Examination Process. The examinations of lateral entry candidates shall be job-related and practical in character and relate to those matters which will fairly test the capacity of the persons examined to discharge the duties of the position.
1. The initial examination of candidates may include:
 - a. Oral Interview(s)
 - b. Background Investigation
 - c. Polygraph Examination
 2. Candidates receiving a conditional offer of employment will be required to pass the following:
 - a. Psychological Exam
 - b. Medical Exam, Including Drug Screening
- C. Eligibility List. Acceptable candidates shall be placed on a new or current lateral entry eligibility list in alphabetical order, from which the Village Human Resources Department and/or Chief of Police may select at their discretion to fill vacancies depending on qualifications, experience, and the Police Department's operational needs.

Acceptable candidates will remain on lateral entry eligibility list for a period of two years.

- D. Wages and Seniority. Upon hire, lateral entry candidates may be placed at the contractual step pay level comparable with their full years of experience, for a maximum of three steps. Lateral candidates shall be considered entry-level employees in all other ways including, but not limited to, shift seniority and vacation time selection.
- E. Probationary Period. Lateral entry candidates are subject to a 12-month probationary period, which may be extended for unsatisfactory performance and/or extended period(s) of leave.

III. Promotion

- A. Guidelines for promotion within the Hanover Park Police Department will be based upon the Village of Hanover Park Personnel Rules and Regulations.
- B. The Chief of Police will coordinate the promotional process with the Director of Human Resources.
- C. Promotions are made by the Village Manager based on the needs of the Village, interviews, supervisor recommendations, merit evaluations or written, field and/or other testing procedures or any combination of the above.