

	SFASU POLICE DEPARTMENT	
	Policy 1.8 Recruitment	
	Effective Date: 10/27/2020	Replaces:
	Approved: John Fields Chief of Police	
	Reference: IACLEA 5.1.1a - d, and 5.1.2	

I. POLICY

The recruitment of all persons for sworn and non-sworn positions will be conducted in conjunction with the Human Resources Department. Stephen F. Austin State University (SFASU) Police Department will work closely with Human Resources during all phases of the recruitment, selection, and hiring process to ensure the best qualified applicant is hired for the vacant position and to strive to employ a workforce that reflects the rich diversity of the SFASU community.

Individuals assigned to recruitment/selection activities will have knowledge in employment practices, especially equal employment opportunity as it affects management and operations of the department.

All applicants who are applying for employment must do so online (<https://careers.sfasu.edu>) and for general questions about employment opportunities or benefits should be referred to Human Resources at (936) 468-2304.

II. PURPOSE

This policy establishes guidelines, consistent with SFASU policies, for the University Police Department (UPD) recruitment to ensure compliance with the university's affirmative action program. UPD is firmly committed to equal employment opportunity (EEO) and to compliance with all applicable federal, state and local laws that prohibit employment discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, gender expression and other protected classifications in employment decisions including, but not limited to, recruiting and hiring.

III. RECRUITMENT PLAN OBJECTIVE

It is the objective of the SFASU Police Department's recruiting efforts to hire, train, compensate, develop, promote, assign and treat people in such a way that the best qualified individuals available are selected and retained, and that both employees and the department receive maximum benefit in compliance with the standards set forth by the department and Human Resources (IACLEA 5.1.1a).

IV. PROCEDURES

A. Recruitment Plan

1. UPD will maintain a recruitment plan for full-time sworn personnel that includes the following elements:
 - a. Statement of objectives
 - b. Plan of action designed to achieve the objectives (IACLEA 5.1.1b)
 - c. Biennial analysis of progress toward stated objectives (IACLEA 5.1.1c)
 - d. Revise / reissue the plan as needed (IACLEA 5.1.1d)

B. Equal Employment Opportunity / Affirmative Action

1. UPD will work with Human Resources to adhere to the university's affirmative action policy (IACLEA 5.1.2).

C. Job Announcement and Recruitment Advertisements

1. UPD will collaborate with Human Resources to provide an accurate job description. When the performance dimensions are known, potential applicants are in a better position to relate their knowledge, skills and abilities to those required by the position to be filled.
2. UPD job announcements will be written so that they do not set standards or criteria that illegally screen out an individual on the basis of the individual's race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, gender expression or other protected classifications.
3. UPD job announcements and recruitment advertisements:
 - a. Will provide a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements (e.g., police officer applicants must meet all Texas

- Commission on Law Enforcement [TCOLE] requirements to be licensed as a peace officer).
- b. Nonexempt positions must be advertised for a minimum of 5 calendar days prior to making a job offer to an applicant.
 - c. All job offers must be coordinated through Human Resources before the offer is extended to selected candidates.
 - d. Vacant police officer positions will be advertised in appropriate media sources and will include publication within minority communities.
 - e. All job announcements will include the statement “UPD is an Affirmative Action / Equal Opportunity Employer.
 - f. Any application deadlines will be included on all job announcements.
4. When advertising job openings in various media, the following procedures will apply:
- a. Once a vacancy has been posted for external applicants, advertisements listing the job openings will be submitted to the appropriate media sources (for example: online job sites, industry organizations and special publications) by UPD after consultation with University Marketing Communications and Human Resources.
 - b. When a police officer vacancy is posted, the designated UPD recruitment/selection representative will send recruiting flyers to all academic police academies within a 250- mile radius of the SFASU campus.

V. JOB DESCRIPTIONS

1. UPD utilizes job descriptions maintained by Human Resources for each position within the department.
2. Job descriptions are available to UPD personnel upon request to Human Resources.