
	Florida State University Police Department	
DEPARTMENT RECRUITMENT		
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Policy - Recruitment

The purpose of this general order is to establish a recruitment process that will attract quality applicants for potential employment with the Florida State University Police Department. The Florida State University is an equal opportunity employer.

Procedures

A. Personnel Officer. The Lieutenant for Support Services of the Florida State University Police Department will be designated as the Personnel Officer for the Department.

1. The Personnel Officer or designee will be trained in the Florida State University's rules and regulations relating to recruitment, equal employment opportunity and the hiring process [CFA 8.01].
2. The Personnel Officer will be the Department's liaison with the University Human Resources.

B. Recruitment, Selection and Hiring Process. The recruitment, selection and hiring process will be coordinated with the University Human Resources.

1. Position vacancies shall be advertised with the University Human Resources as soon as the Chief has determined that a position will be filled. In regards to the position of Law Enforcement Officers the University Human Resources will have an open pool of applicants.
2. The Department of University Human Resources will refer all qualified applicants to the Police Department for consideration of employment.
3. Omissions or deficiencies in an application that can be corrected prior to the testing or interview process will not be cause for rejection of the application.
4. The Personnel Officer will maintain contact with the applicants until their employment disposition.

C. Recruitment Activities. All recruitment activities will be conducted by or in cooperation with the University Human Resources. Police Department personnel assigned to recruitment activities shall be trained in personnel matters and equal employment opportunity [CFA 8.01].

1. The University Human Resources will advertise vacant positions on its Employment Webpage.
2. That Application Form explicitly states that "Florida State University is an Equal Opportunity/Affirmative Action Employer" on its front page. Recruiting literature published by

the Police Department will have the following statement: "The Florida State University Police Department is an Equal Opportunity Employer" [CFA 8.03].

If the applicant pool is too small or does not contain an adequate mixture of minority applicants, the Police Department's Personnel Officer will request the University Human Resources to arrange for advertising in the media or other appropriate means to recruit the desired candidate(s).

3. The Department may recruit at Florida police academies. Periodically updated recruitment brochures or other pertinent literature, approved by the University Human Resources, may be left at these police academies.

D. Equal Employment Opportunity.

1. The Department shall fully comply with the Florida State University's Equal Opportunity and Non-Discrimination Statement and American Disabilities Act (ADA) discussed previously in the Policy Section of this general order.
 - a. The Lieutenant for Support Services, in addition to being designated as the Department's Personnel Officer, shall further be designated as the Equal Opportunity Officer of the Department. The Equal Opportunity Officer shall be the Department's liaison with the Diversity Enhancement Section of the Department of University Human Resources. The Equal Opportunity Officer shall be trained in all aspects of equal opportunity and diversity enhancement requirements by on-the-job training as well as through attendance at classes offered by reputable sources [CFA 8.01].
 - b. The Equal Opportunity Officer shall monitor and ensure the Department's compliance with equal opportunity and diversity enhancement requirements.
2. The Department shall strive to have minority employees in approximate proportion to the makeup of the service community.
 - a. The Equal Opportunity Officer will monitor the makeup of the Department's work force.
 - b. If a particular minority group is underrepresented, the Personnel Officer/Equal Opportunity Officer will contact the Diversity Enhancement Section of the University Human Resources for assistance in implementing the Department's Recruitment Action Plan. The Recruitment Action Plan shall be based on setting and achieving specific goals and objectives [CFA 8.02]. It shall include, at a minimum:
 - 1) An analysis of the work force;
 - 2) Measurable objectives;
 - 3) Key activity steps and timetables;
 - 4) Periodic evaluation; and
 - 5) Procedures to make revisions to the Plan in order to correct inequities.
 - c. The University Human Resources may aid the Police Department in meeting the equal opportunity objectives of its Recruitment Action Plan by advertising positions and using the media to advertise positions when necessary.
 - d. The Diversity Enhancement Office of the University Human Resources may assist the Police Department in locating community organizations in Florida (other than those routinely solicited by University Human Resources) that will assist recruitment efforts by posting

position vacancies for members of groups that are insufficiently represented within the agency's sworn ranks.

Glossary.


Recruitment Action Plan - The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. This Plan focuses on: 1) additional recruitment steps to be taken to increase the likelihood of hiring a member of an underrepresented group; and 2) ensuring that applicants are treated fairly in the selection process (and in other personnel activities) by giving them the same opportunities for employment. The role of the Recruitment Action Plan is to create a "level playing field" for all applicants and employees. A Recruitment Action Plan is a document that is designed to state the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

University Human Resources - The department within the Florida State University responsible for the pre-hiring phases of all University positions. This includes the application phase, the screening interview, developing a computerized job pool, and assisting with advertising for open positions.

Indexing. This general order shall be indexed as:

Equal Opportunity Officer
Equal Employment Opportunity
Personnel Officer
Recruitment
Recruitment Action Plan
Training, Recruiting

Attachments None

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