

Louisville Metro Police Department

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| <h2>Standard Operating Procedures</h2> | SOP Number: 2.27 |
| | Effective Date: 09/10/11 Prv. Rev. Date: 09/10/18 Revised Date: 12/19/22 |
| | Accreditation Standards: KACP: 13.1, 13.2, 15.4 |
| | |
| Chapter: Personnel | |
| Subject: Recruitment and Selection | |

2.27 RECRUITMENT AND SELECTION

2.27.1 POLICY

The Louisville Metro Police Department (LMPD) strives to actively recruit and select applicants based on the best qualified applicant pool, which is representative of the demographics of the community as a whole. The **Administrative Services** Division is responsible for coordinating all sworn recruitment. Members who conduct recruitment activities will undergo training in personnel recruitment in order to be knowledgeable in these matters.

The LMPD maintains a recruitment plan for all full-time sworn personnel. Members of the Recruitment and Selection Unit of the **Administrative Services** Division are responsible for the administration of the recruitment plan. The recruitment plan includes elements of the demographic/geographic characteristics of the city and also includes past successful recruitment initiatives/efforts of the LMPD and comparable law enforcement agencies. The recruitment plan includes the following:

- Statement of objectives
- Plan of action to achieve these objectives

The Recruitment and Selection Unit conducts a **monthly** analysis report of the recruitment plan. The analysis includes the following:

- Evaluation procedures to measure the progress toward the stated objectives
- The results of the recruitment efforts, such as the number of applicants from each source and the number of successful hires
- Any revisions to the plan, as needed

2.27.2 EQUAL EMPLOYMENT OPPORTUNITY (KACP 13.2)

The LMPD strives to offer equal employment opportunities on the basis of merit, without unlawful discrimination, and fills positions without regard to a person's actual or perceived race, ethnicity/national origin, gender, gender identity/expression, sexual orientation, **marital status**, religion, socio-economic status, housing status, occupation, disability, age, politics, or other similar personal characteristics. The LMPD offers employment and promotional positions based on applicable federal law, Kentucky law, Louisville Metro Civil Service Board Rules and Regulations, Louisville Metro Police Merit Board Rules and Regulations, Louisville Metro Government Personnel Policies, and current collective bargaining agreements (KACP 15.4).

If a member believes that he/she has been subjected to discrimination, he/she should report the incident to his/her supervisor, commanding officer, or Police Human Resources (HR) without delay.

2.27.3 EMPLOYMENT VACANCY ANNOUNCEMENTS

Louisville Metro HR is responsible for posting employment vacancies on the city's website. Louisville Metro HR and/or the LMPD Recruitment and Selection Unit also advertise employment vacancies through other electronic

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2.27.3 EMPLOYMENT VACANCY ANNOUNCEMENTS (CONTINUED)

media, print media, and community/social service organizations. These postings include, but are not limited to, the following:

- A description of the duties, responsibilities, requisite skills, educational level, and other minimum requirements or qualifications to be met by the applicant
- The notice that the LMPD is an equal opportunity employer
- The filing/closing date for the position

2.27.4 EMPLOYMENT APPLICATION PROCESS (KACP 13.1)

Louisville Metro HR, the Louisville Metro Civil Service Board, and the Louisville Metro Police Merit Board are responsible for accepting applications for employment vacancies within the LMPD. Louisville Metro HR, the Louisville Metro Civil Service Board, the Louisville Metro Police Merit Board, and/or the LMPD Recruitment and Selection Unit are also responsible for notifying applicants of application errors or omissions, important testing dates, and the final employment determination/disposition. Applications will not be rejected due to simple errors or omissions which can be quickly corrected.

The LMPD's employment application process is in accordance with Louisville Metro Civil Service Board Rules and Regulations, Louisville Metro Police Merit Board Rules and Regulations, and Louisville Metro Government Personnel Policies. The employment application process is administered, scored, evaluated, and interpreted in a uniform manner, regardless of the desired position, by Louisville Metro HR, the Louisville Metro Civil Service Board, and the Louisville Metro Police Merit Board. The application process for sworn personnel consists of elements that are job-related (e.g. written examination, **medical** examination, psychological evaluation, etc.) in order to measure the applicant's fitness for duty as a sworn officer.

The elements of the application process may consist of, but are not limited to, the following:

- Initial written application
- Physical agility or proficiency
- Job-related skills evaluation/examination
- Oral interview
- Background investigation/check
- Polygraph examination (refer to SOP 8.28)
- Psychological examination/evaluation (refer to SOP 2.19)
- **Medical** examination/evaluation (refer to SOP 2.19)

At the time of the individual's formal application, candidates for all positions will be notified, in writing, of the following by Louisville Metro HR:

- All elements of the selection process
- The expected duration of the application process
- The process of reapplication, if the initial application is denied/rejected

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2.27.4 EMPLOYMENT APPLICATION PROCESS (CONTINUED)

Background investigations of each candidate will be conducted prior to employment. The background investigations will be conducted by personnel who are trained and knowledgeable in obtaining the required information. Background investigations consist of, but are not limited to, the following:

- A verification of qualifying credentials
- A review of any criminal record
- A verification of at least two (2) personal references and two (2) professional references

Background investigation materials are retained pursuant to applicable records retention schedules.

All who are applicants not selected for positions are informed, in writing, by the LMPD Recruitment and Selection Unit. The application records of those who are not selected for appointment are retained pursuant to applicable records retention schedules.

2.27.5 EMPLOYMENT APPLICATION RECORD RETENTION

All employment records (e.g. applications, forms, evaluations, etc.) will remain secure and confidential and accessed only by those individuals who are authorized to do so. Louisville Metro HR and the Administrative Services Division are responsible for the retention. The retention and disposal of all employment records (e.g. applications, forms, evaluations, etc.) is pursuant to applicable records retention schedules.