

Hamden Police Department General Orders

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Section: General Management

Rescinds: No Previous Version

Title: Recruitment, Retention, and
Promotion- Minority Police Officers

Approved By: Police Commission
Approval Date: January 27, 2016

PURPOSE

To establish procedures for the recruitment, selection, retention, and promotion of minority police officers to achieve the goal of racial, gender and ethnic diversity within the Hamden Police Department. Furthermore, to ensure that the Hamden Police Department is in full compliance with State of Connecticut Public Act 15-4 "An Act Concerning Excessive Use of Force".

Public Act No. 15-4 Section 2 (*Effective October 1, 2015*) Not later than January 1, 2016, each law enforcement unit, as defined in section 7-294a of the general statutes, shall develop and implement guidelines for the recruitment, retention and promotion of minority police officers, as defined in section 7-294a of the general statutes. Such guidelines shall promote achieving the goal of racial, gender and ethnic diversity within the law enforcement unit.

Public Act 15-4 Section 3 (*Effective October 1, 2015*) If a law enforcement unit serves a community with a relatively high concentration of minority residents, the unit shall make efforts to recruit, retain and promote minority police officers so that the racial and ethnic diversity of such unit is representative of such community. Such efforts may include, but are not limited to: (1) Efforts to attract young persons from the community such unit serves to careers in law enforcement through enrollment and participation in police athletic leagues in which police officers support young persons of the community through mentoring, sports, education and by fostering a positive relationship between such persons and police officers, the implementation of explorer programs and cadet units and support for public safety academies; (2) community outreach; and (3) implementation of policies providing that when there is a vacant position in such unit, such position shall be filled by hiring or promoting a minority candidate when the qualifications of such candidate exceed or are equal to that of any other candidate or candidates being considered for such position when such candidates are ranked on a promotion or examination register or list. For purposes of this section, "minority" means an individual whose race is defined as other than white, or whose ethnicity is defined as Hispanic or Latino by the federal Office of Management and Budget for use by the Bureau of Census of the United States Department of Commerce.

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DEFINITIONS

Minority: An individual whose race is defined as other than white, or whose ethnicity is defined as Hispanic or Latino by the federal Office of Management and Budget for use by the Bureau of Census of the United States Department of Commerce.

Promotion: The action of raising someone to a higher position or rank or the fact of being so raised.

Qualifications: Capacity, knowledge, or skill that matches or suits an occasion, or makes someone eligible for a duty, office, position, privilege, or status. Qualification denotes fitness for purpose through fulfillment of necessary conditions such as attainment of a certain age, taking of an oath, completion of required schooling or training, or acquisition of a degree or diploma. Qualification does not necessarily imply competence.

Recruitment: The process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner. The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization.

Retention: The act of keeping someone or something.

PROCEDURE

A. Recruitment

1. It is the responsibility of the Civil Service Commission and Personnel Department to establish the rules, regulations, and procedures to publicly advertise job announcements for employment with the police department. These announcements should include outreach to minority groups and organizations, and utilization of Internet recruitment services such as Policeapp.com. A message that minority and female candidates are strongly encouraged to apply should be part of all announcements. The announcements should include information on testing, educational and physical requirements, and descriptions of job duties and responsibilities.

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2. The Hamden Police Department shall assist the Personnel Department with the recruitment process by:
 - A. Attending job fairs/conferences
 - B. Attending college/university career events
 - C. Promoting and authorizing ride-a-longs
 - D. Maintaining an internship program
 - E. Utilizing social media markets to announce job recruitments
 - F. Attending community gatherings, such as community block watch and civic association meetings, as well as Town events including summer concerts, food truck festivals, farmers markets, National Night Out, and the annual fireworks show
 - G. Posting job recruitment flyers and notices in neighborhoods with a relatively high concentration of minority residents

B. Selection

The Hamden Police Department, through the Police Commission, shall make efforts to select and promote minority police officers so that the racial and ethnic diversity of the department is representative of our communities served. These efforts shall include the filing of vacant positions in the department by hiring or promoting a minority candidate when the qualifications of such candidate exceed or are equal to that of any other candidate or candidates being considered for such position when such candidates are ranked on an entry level or promotional list certified by the Civil Service Commission.

C. Community Outreach Programs

1. The Hamden Police Department shall engage in community outreach programs in an effort to recruit minority police officers so that the racial and ethnic diversity of the department is representative of the population served. An emphasis will be placed on attracting young persons from the communities served to careers in law enforcement.
2. Community outreach programs will include, but not be limited to, the following:
 - A. Citizens Police Academy- The Hamden Police Department shall continue to operate a Citizens Police Academy with a minimum of two sessions per calendar year. The academy is structured

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and intended to educate and teach members of the community about police practices and procedures, as well as department organization and functions. Increased community rapport, trust, and fellowship with department personnel are additional benefits realized from this program. Academy classes are held once per week for twelve weeks where classroom instruction is provided on police-related topics, such as motor vehicle stops, crime prevention, police technology, driving under the influence, juvenile laws, use of force, patrol procedures, firearm safety, computer crimes and Internet safety, and cultural awareness.

- B. Police Explorer Program- The Hamden Police Department shall continue to operate a Police Explorer Program that targets young members of the population served between the ages of 14-21 years of age who are interested in learning more about law enforcement (Refer to HPD Policy 012-004). The program prepares participants to become mature, caring, responsible citizens, and is also an excellent opportunity to learn and actually experience many aspects of police work. Explorers form unique relationships with trained and certified police officers as they are exposed to many facets of law enforcement. These areas include the job duties and responsibilities of police officers, forensic science, investigation techniques, and self-defense. Explorers also assist officers in a variety of situations including traffic direction and at community events.

- C. Police and Youth Program- This program exists as a means to build stronger relationships between the youth in our communities and the Hamden Police Department through planned events and projects with the Hamden Youth Services Bureau and Hamden Board of Education. The program provides opportunities for Hamden Police Department personnel to support and mentor young persons of the community.

- D. School Resource Officer Program- The Hamden Police Department maintains a full-time School Resource Officer

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Program at the Hamden Middle School and Hamden High School. The duties of the school resource officers, as they relate to supporting and mentoring young persons of the community, include, but are not limited to, the following:

1. To provide a classroom resource for law education using approved materials
2. To be a resource for students which will enable them to be associated with a law enforcement figure in the student's environment
3. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control
4. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
5. To promote the department's youth programs to the school populations, and serve as an ambassador and conduit to them.