



HAVERFORD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject:

1.5.2 Recruitment Plan

Number of Pages:

44

Issue Date:

September 2025

Expiration Date:

Until Amended or Rescinded

Distribution List:

All Sworn Personnel

PLEAC Standards:

1.5.2

Authorized By:

Chief John F. Viola

Signature:

A handwritten signature in black ink that reads "John F. Viola".

Purpose

The purpose of this recruitment policy is to establish a structured approach for recruiting qualified individuals to serve with the Haverford Township Police Department. This policy ensures that recruitment efforts are aligned with the agency's mission and values while promoting transparency, fairness, and efficiency throughout the process.

Policy

It is the policy of the Haverford Township Police Department to actively pursue a strategic and systematic approach to recruiting qualified candidates who meet the professional, ethical, and operational standards of the agency. The Haverford Township Police Department seeks to ensure that its recruitment efforts reflect the diverse nature of the community while focusing on selecting individuals with the skills and values necessary to fulfill the mission of the agency.

Procedure

I. Recruitment Plan Responsibilities

- A. The Chief of Police holds ultimate responsibility for the recruitment plan and its successful execution. While the Chief may delegate tasks to designated personnel to oversee and implement recruitment activities, they remain accountable for ensuring that the recruitment goals are met and that the process aligns with agency standards and legal requirements.

1. The Chief of Police may assign specific personnel to manage the day-to-day recruitment operations. These individuals will be tasked with coordinating recruitment activities, ensuring compliance with equal opportunity regulations, tracking progress, and regularly reporting to the Chief of Police on recruitment outcomes.
- B. All employees will be informed about the agency's recruitment process and encouraged to actively support recruitment efforts. This includes participating in outreach initiatives, representing the agency at community events, and referring potential candidates to help build a strong, diverse, and qualified candidate pool.

II. Recruitment Plan

- A. The Haverford Township Police Department recruitment plan outlines the strategy, objectives, and actions to attract and hire qualified candidates who align with the mission and values of the department. The plan is designed to create a skilled workforce while ensuring transparency, fairness, and equal opportunity in the recruitment process.

1. Objectives of the Recruitment Plan:

- a) To recruit highly qualified candidates who meet the professional, ethical, and operational standards of the Haverford Township Police Department.
- b) To attract a pool of applicants with diverse backgrounds, which ensures that the department is composed of members who are representative of the community that they serve.
- c) To implement recruitment strategies that are inclusive and ensure equal opportunity for all applicants, regardless of background.
- d) To streamline the recruitment process to ensure efficiency while maintaining thoroughness and fairness.

2. Target Audience:

- a) The recruitment plan will target individuals who meet the following criteria:
 - (1) Meet the established qualifications for the position (age, education, physical/medical requirements).
 - (2) Possess values that align with the agency's mission (integrity, professionalism, community focus).
 - (3) Have a demonstrated ability to perform job functions, with or without reasonable accommodations.

3. Recruitment Strategies:

a) The Haverford Township Police Department will implement the following strategies to attract qualified candidates:

- (1) Build relationships within the community by participating in local events, community meetings, and job fairs at schools, colleges, and universities. These in-person events provide opportunities for agency representatives to connect with potential candidates and answer questions about careers in law enforcement.
- (2) Utilize social media platforms to post job openings, highlight the agency's values, and promote positive stories about agency personnel and community engagement efforts. Paid advertising on these platforms may be used to reach a broader audience.
- (3) Ensure that the agency website is user-friendly and up-to-date with job postings, application information, and recruitment videos. Include detailed information about the hiring process, qualifications, and benefits to encourage potential candidates to apply.
- (4) Partner with local high schools, community colleges, universities, and law enforcement academies to recruit students who are interested in pursuing a career in law enforcement. Participate in career days and establish internship or cadet programs.

III. Equal Opportunity

- A. The Haverford Township Police Department is committed to providing equal employment opportunities for all candidates, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic under local, state, or federal law.
- B. The recruitment process will ensure that all candidates are evaluated fairly and solely based on their qualifications, skills, and alignment with the agency's mission and values.
- C. Recruitment materials and outreach strategies will promote inclusivity, aiming to attract candidates from diverse backgrounds while fostering an environment that values equality and non-discrimination in all hiring practices.

IV. Review and Evaluation

- A. The recruitment plan will be reviewed and evaluated once every three years to ensure it remains effective and relevant to the needs of the agency and the community it serves. During each review, the plan will be assessed for its alignment with current recruitment goals, legal standards, and community demographics. Adjustments will be made as necessary to address evolving challenges and opportunities, ensuring the agency continues to attract a qualified and diverse workforce.

BY ORDER OF THE CHIEF OF POLICE