

The City of Shaker Heights  
Department of Police

**Recruitment Plan**

**Jeffrey N. DeMuth**  
Chief of Police



**An Accredited Law Enforcement Agency**

## **THE SHAKER HEIGHTS POLICE DEPARTMENT**

### **RECRUITMENT PLAN UPDATED: November 1, 2017**

#### **STATEMENT OF SUPPORT FROM CHIEF OF POLICE**

The Chief of Police shall ensure full departmental support of the recruitment effort in order to ensure the availability of the highest quality applicant possible.

#### **OBJECTIVES**

1. To maintain actual sworn officer strength as close as possible to authorized budgeted strength by having an eligible list of applicants.
2. To actively recruit the best available candidates for actual and forecasted vacancies in the department.
3. To actively recruit women and minority candidates who are underrepresented in the department.
4. To actively represent the department as an Equal Opportunity Employer.

#### **SWORN OFFICER STRENGTH**

The Shaker Heights Police Department has a budgeted strength of **68** officers.

#### **KEY ACTIVITIES**

The Chief of Police shall be responsible for contacting Human Resources and requesting that arrangements be made for a police entrance examination. This request shall be made far enough in advance to allow time for the recruitment of qualified personnel that are representative of the community. The administration of the Recruitment Plan shall be the responsibility of the **Support Services Training Unit Sergeant** who shall henceforth be referred to as the Recruiting Coordinator. The Recruiting Coordinator shall prepare an itemized recruitment budget and submit it to the Chief of Police.

Due to the nature of employment in the public sector, specifically the Civil Service positions, it is not possible to develop an exact key activity timetable for the objectives of the Recruitment Plan. However, many of the action items listed in the Plan are performed on an ongoing basis, to include, but not limited to the following:

#### **PRIOR TO EXAM**

1. Meet with Human Resources regarding details of the exam.
2. Gather literature to distribute during recruitment effort. If any revisions are necessary or new literature is required, this should be accomplished during this month. All literature shall indicate that the City of Shaker Heights is an Equal Opportunity Employer.
3. Post notices throughout the department advising sworn personnel that recruitment efforts will commence shortly, and those interested in participating should contact the Recruitment Coordinator.

4. Send letters to local women's and minority colleges requesting information on job fairs that will be held on their campus.
5. Contact OPOTC to obtain a list of Basic Police Office Training Academies currently in session. Contact the Academy Commanders requesting a mailing list of current students in order to mail employment information to them. Emphasis placed on open enrollment, women and minority students.
6. Send notices to community organizations announcing that recruitment will commence shortly and inquire as to the possibility of making a presentation at one of their meetings.
7. Select personnel to assist in the recruitment effort. Be sure to include women and minority members, if possible.
8. Development presentation and displays for job fairs, community organization meetings, and public areas.
9. Develop a lesson plan for recruiter training and obtain or develop training literature.
10. Schedule and conduct recruiter training.
11. Answer correspondence received from inquiries made during previous month.
12. Make a second contact with institutions and/or organizations that have not responded.
13. Mail recruitment information to possible candidates. Retain list for later notification of examination.
14. Review summaries of recruitment activities from recruiters.
15. Schedule recruitment activities, assign personnel, and conduct recruitment activities.
16. Review summaries of recruitment activities from recruiters.
17. Obtain list of businesses that are willing to display recruitment posters and other literature.
18. Examination is officially announced by Civil Service Commission.
19. Ensure that contacts made during the recruitment effort receive notification through the mail that applications are now being accepted.
20. Send job announcements and recruitment information to colleges and universities including those for women and minorities.
21. Place recruitment posters and literature in businesses previously identified.
22. Send recruitment summary report to the Chief of Police. The report should include a summary of all activities conducted, expenses incurred, problems encountered, effectiveness of the recruitment effort, and suggestions for future recruitment efforts. The effectiveness can be judged by the applications received, and the gender and racial makeup of the applicants.

These activities are scheduled upon the assumption that the Civil Service Commission will notify the department six months before the exam. The timetable may have to be compressed or expanded to compensate for any deviation.

**REVIEW AND UPDATE**

Annually, the Recruitment Coordinator shall evaluate the progress made toward the Recruitment Plan's objectives and recommend revisions to the plan, if necessary.

Copies of the revised plan shall be issued to the Chief of Police, Recruitment Personnel and a copy shall be maintained on file with accreditation.

Approved by the order of

(Signature on file in the Office of Professional Standards)

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Jeffrey N. DeMuth  
Chief of Police