



Fitchburg State University

Police Department

<u>Subject:</u> RECRUITMENT Reference: IACLEA: 5.1.1, 5.1.2, 5.1.3 MPAC: 21.2.2, 31.1.1, 31.2.3, 31.3.1, 31.3.4		General Order 5.1
<u>Effective Date:</u> April 23, 2020	<u>Review Date:</u> March 29, 2022	
<u>By Order of:</u> Michael J. Cloutier, Chief of Police		

PURPOSE:

The purpose of this General Order is to guide the Fitchburg State University Police Department in its hiring process and to ensure the agency maintains a pool of the most highly qualified candidates. The General Order aims to support the institution's Equal Employment Opportunity (EEO) plan by ensuring recruiting efforts in forums likely to draw candidates from those underrepresented groups identified in the EEO plan.

POLICY:

Fitchburg State University continually strives to uphold the principles of equality and fairness in dealing with every present or prospective member of our community. Our decisions regarding admission and education of our students, employment and promotion of our employees, and placement of our graduates are guided by our firm belief that these decisions must not be influenced by consideration of race, color, religion, national origin, age, gender, sexual orientation, or disability.

PROCEDURE:

The Fitchburg State University Police Department is committed to having a diverse workforce representing the Campus Community. To that end, the department, following the university's Equal Employment Opportunity Plan, seeks applicants for all full-time positions reflective of the campus diversity.

IACLEA 5.1.1a / MPAC 21.2.2

Chapter 5 - Recruitment and Selection

To achieve diversity, the department seeks to hire the most qualified individual for each position and consideration may be granted to an **equally qualified** candidate of a minority or protected demographic.

IACLEA 5.1.1b

The university will post open vacancies through the department's social media as well as solicit applicants from the University's Police Academy Program.

MPAC 31.1.1

Every two years the Chief and Command staff will review the recruitment process and the department's demographic to determine if any changes should be made to ensure the aforementioned objective is being met. The Chief or designee will amend the objective, or recruitment plan, as necessary.

IACLEA 5.1.1c & d

The Fitchburg State University Police Department relies on the University's Equal Employment Opportunity Plan, as well as hiring practices under Massachusetts' General Law Chapter 151B when selecting potential employees from its applicant pool. MGL Ch. 151B in short, states that it is unlawful to discriminate based on race, color, religious creed, national origin, or sex.

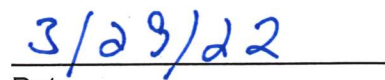
IACLEA 5.1.2 / MPAC 31.2.3

The Fitchburg State University Police Department reviews all job postings and descriptions with Human Resources for each vacancy within the department. Each job description provides applicants with the specific position duties and responsibilities as well as the knowledge, skills, and abilities required to carry out those duties and responsibilities. Each posting is available on the University's Human Resource website and is accessible any time during the application period. Human Resource maintains a copy of all postings, and a copy of the job description relevant to their hire is provided to the employee during each evaluation period. The application filing deadline will be included in all vacancy postings. Each job posting will identify the university as an equal opportunity employer.

IACLEA 5.1.3/ MPAC 31.3.1

Approval:


Chief of Police


Date