

December 20, 2011

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

**Index as:**

Americans with Disabilities Act of 1990 (ADA)

Equal Employment Opportunity (EEO)

Recruitment

Selection

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**POLICE RECRUITMENT AND SELECTION PROGRAM**

**120.00 POLICY**

- A. To establish guidelines within the Ferguson Police Department for the purpose of attracting qualified personnel who are motivated, intelligent, ethical, progressive and dedicated and who represent the racial, ethnic and gender composition of the community.
- B. As technology advances and the value of problem solving or community oriented policing increases, the demand for specialized police services also increases. Qualified applicants must understand the value of linkage to government and community resources.

**120.01 PROCEDURE- RECRUITMENT**

- A. Every member of the Department should act as recruiters during their daily contacts with the public, the responsibility of the recruitment program will belong to the Chief of Police.
- B. Recruiters will consist of the Chief of Police, Commanders, every supervisor and selective members of the Department who present a positive professional image and are effective oral communicators.
- C. Human Resources will coordinate the recruitment process with the affected department. A variety of recruitment methods may be used to obtain qualified applicants to fill vacant positions. Recruitment tools may include, but are not limited to:
  - 1. Posted announcements on the City's website and department bulletin boards;
  - 2. Posted announcements on field and career specific websites;
  - 3. Publications in community and local newspapers;
  - 4. Posted announcements on community bulletin boards;
  - 5. Use of area employment offices and recruitment agencies;
  - 6. Use of universities and colleges;
  - 7. Publications in professional association newsletters/journals; and

8. Review of applications on file.

**Equal Employment Opportunity Policy Statement**

- D. It is the policy of the City of Ferguson not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, gender, age, disability, or other legally protected statuses. This policy extends to all stages of the employment process, including but not limited to:
1. Recruiting or advertising for employment;
  2. Evaluating the skills, education, and experience of applicants;
  3. Establishing rates of pay and terms conditions, and privileges of employment (including training opportunities); and
  4. Promoting, upgrading, demoting, transferring, laying off, and terminating employees.

All City programs shall also be offered in a nondiscriminatory manner.

- E. The City will provide reasonable accommodation for qualified persons with disabilities who are employees, or applicants for employment, and who can perform the essential functions of the job with or without accommodations, in compliance with the **Americans With Disabilities Act of 1990 (ADA)** and all applicable federal, state, and local laws.
- F. For additional information on recruitment see City of Ferguson “Personnel Rules and Regulations” Manual, October 2009.

120.02 **SELECTION PROCESS FOR APPLICANTS**

The selection process, as well as the appropriate policies and procedures for the appointment of commissioned and non-commissioned employees of the Ferguson Police Department will be to administer a process in a uniform manner that will be evaluated equally, ensuring only the most qualified applicants are offered employment.

120.03 **PROCEDURE - SELECTION**

- A. All applications received by the published closing date and time will be initially screened by Human Resources and the department to determine whether applicants’ qualifications meet the basic requirements for the positions.
- B. Based on this process, the department will identify the top applicants to undergo additional screening. Additional screening will be undertaken to determine how well an applicant’s abilities and qualifications meet all of the specific requirements of the position and the needs of the City. These additional screening processes will evaluate such factors as background, knowledge, education, previous experience and

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aptitude. Depending on the type of position, this screening process may include, but not be limited to, any or all of the following:

1. Written tests or questions;
2. Physical exams;
3. Oral interviews;
4. Reference checks;
5. Driver's license check;
6. Background records check (i.e. police);
7. Any other methods which assist in evaluating an applicant's abilities and qualifications.

- C. For additional information on Recruitment and Selection see City of Ferguson "Personnel Rules and Regulations" Manual, October 2009.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned below the text "By order of:".

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 17.1, 17.2