

## Section 11 - Recruitment

### New York State Law Enforcement Accreditation Program

#### 11.1 Personnel Recruitment

##### ADMINISTRATION

**STANDARD 11.1** The agency has a written directive that outlines all components of the selection process for entry-level officers including the position(s) or other entity responsible for administering selection activities; and the position(s) or entity authorized to appoint them. The selection process will include, at a minimum, the following requirements:

- A. A job announcement must be posted for every entry-level law enforcement officer position describing the duties, minimum qualifications, the application process and noting that the agency is an Equal Opportunity Employer;**
- B. All candidates must pass a written test as part of the selection process;**
- C. All verbal and written tests used in the selection process are administered, scored, evaluated and interpreted in a uniform and non-discriminatory manner.**

*Commentary: The intent of this standard is to make sure that the general population receives adequate notice of any openings in the agency and to ensure that all individuals selected for an entry level law enforcement officer position are selected using the same criteria across the board. The Council recognizes that Civil Service rules and regulations, in particular those that apply to part-time employees, may vary among municipalities and that agencies should abide by those rules and regulations.*

##### Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. Copies of job announcements for every entry-level position are available for review. (Civil service announcements, provided they include the required information, are acceptable to demonstrate compliance.)
3. Documentation describing the methods by which verbal and written tests are administered, scored, evaluated and interpreted is available for review.
4. Examples of documents such as written instructions, answer sheets, practice problems, time limits are provided. Such components should be standardized.
5. Records of any verbal or written test results which have been scored, evaluated and interpreted according to the criteria used are available for review.
6. Interviews with personnel who have been through the selection process and with those responsible for the function verify that appropriate procedures were followed.
7. If the agency relies on an external organization to administer and/or process, all relevant documentation pertaining to the above is available for review.