



LYNCHBURG POLICE DEPARTMENT 2014-2016 RECRUITMENT PLAN

CALEA Standards (31.2.1 / 31.2.2)

I. PURPOSE:

The purpose of this document is to assist the Lynchburg Police Department in conducting an organized and efficient search for qualified applicants, especially in protected classes, to fill sworn and non-sworn position vacancies. The recruitment plan enumerates measurable recruitment objectives and key recruitment activities and procedures for enlisting the assistance of community organizations and leaders.

II. ESTABLISHMENT OF RECRUITMENT PROGRAM

The Lynchburg Police Department is an Equal Opportunity Employer. It is committed to the maintenance and promotion of the policy of nondiscrimination by incorporating sound merit principles in all aspects of personnel management affecting its employees and applicants. The Personnel & Training Unit of the Lynchburg Police Department is charged with the responsibility of administering this recruitment plan and with recruiting qualified candidates for all positions with an emphasis on seeking qualified minority candidates. The goal of the Department is to approximate, especially within the sworn ranks, the demographic composition of the community. The charts on the following page will document the current demographic comparison of officers of the Lynchburg Police Department to the population of the Lynchburg Metropolitan Statistical Area (MSA).

The Lynchburg Metropolitan Statistical Area includes: Lynchburg, Bedford City, Bedford County, Amherst County, Appomattox County, and Campbell County.

LYNCHBURG METROPOLITAN STATISTICAL AREA POPULATION (From the 2010 U. S. Census – Source: <http://www.lynchburgchamber.org/>)

<u>Category</u>	<u>Number</u>	<u>% of Population</u>
Total Population	248,968	
White	194,566	78.14 %
Black	45,483	18.26 %
Other	8,919	3.58 %

LYNCHBURG POLICE DEPARTMENT
 SWORN OFFICERS
 (as of February 1, 2014)

OFFICERS	NUMBER	% OF DEPARTMENT
White Male Officers	145	84.30 %
White Female Officers	12	6.98 %
Black Male Officers	9	5.23 %
Black Female Officers	1	.58 %
Other Officers	5	2.90 %
TOTAL Officers	172	
White Officers (Male & Female)	157	91.27 %
Black Officers (Male & Female)	10	5.81 %
Other Officers (Male & Female)	5	2.92 %
Male Officers (All Races)	157	91.27 %
Female Officers (All Races)	15	8.73 %

The Lynchburg Police Department currently has three minority employees in supervisory positions, one as an Assistant Supervisor, and two as Lieutenants. Although we continue to actively recruit black and female officers and are increasing the number of female officers in our agency, we have not reached a sworn workforce that is reflective of the community we serve and we will continue to enhance efforts in this area.

III. STATEMENT OF OBJECTIVES

It is the objective of the Lynchburg Police Department to employ the most qualified person for the position without regard to race, gender, age, color, religion, or national origin. The department seeks to employ the most qualified persons based on those job-related qualities and abilities required in a police officer, and having a work force that is representative of the community we serve.

The Lynchburg Police Department's Personnel and Training Unit will make special efforts to recruit, with the intent to employ, qualified minority group members and females to achieve the department's goal of having an ethnic, racial, and gender workforce composition in approximate proportion to the makeup of the available workforce in the community. These efforts will include, but not be limited to:

- A. Using the City of Lynchburg's electronic application form and related pre-employment documents that are in compliance with applicable Federal, State, and Local equal employment opportunity guidelines and recommendations.
- B. Producing a quality recruitment brochure. This brochure will document current salary, benefits, as well as department and applicant processing information. The brochure will emphasize the department's desire to hire qualified minority officers. This brochure will be distributed during recruitment activities at colleges, universities, and job fairs. In addition, these brochures may be distributed as needed at area high schools, community activities, neighborhood watch meetings, City Hall, and mailed to prospective applicants contacting our Personnel & Training Unit.
- C. Production of quality recruitment business cards. The cards will list minimum requirements and our hiring process along with contact information.
- D. Utilization of the Internet through both the City of Lynchburg's website, Facebook, Twitter, Youtube, and the Lynchburg Police Department website providing information relating to the department, recruitment, and the application process.
- E. Coordinating recruitment appearances at state colleges or universities. Officers participating in these recruitment appearances will be introduced to the department's employment philosophy, needs, applicant process and applicable Federal, State and Local equal employment opportunity guidelines and regulations. Emphasis will be placed on the utilization of underrepresented minorities for recruiting appearances.
- F. The Personnel & Training Unit will individually seek the assistance of business and civic leaders, particularly minorities, through personal visits and written formats to elicit input concerning recruiting activities for the Lynchburg Police Department.
- G. The use of mass media such as the internet and movie theatres to expose people to a career in law enforcement with the Lynchburg Police Department.
- H. Minority members of the Lynchburg Police Department's sworn staff to be interviewed, to obtain their thoughts and ideas on strategies to attract qualified minority candidates.
- I. All recruiting literature will state that the department is an Equal Opportunity Employer (EEOC).
- J. The Personnel & Training Unit Supervisor will be responsible for ensuring that the applicant process is conducted in such a manner that all applicants are given a fair and equitable opportunity to compete for the available positions. All facets of

the applicant process will be monitored for fairness and any facet found to have more than the minimal adverse impact on any minority will either be eliminated, modified to eliminate the adverse impact, or clearly demonstrate that it is a BFOQ.

K. The following activities will be completed in an on-going basis:

1. Conduct Written Exams
2. Oral Boards
3. Polygraph
4. Background Checks
5. Command Staff Review
6. Conditional Offers of Probationary Employment
7. Medical Clinical Evaluations
8. Psychological Evaluations
9. Physical Agility Tests

The Lynchburg Police Department's Recruitment Plan will be reviewed annually under the direction of the Chief of Police. The review is to ensure that:

- An analysis is completed to determine if progress was made toward the completion of stated objectives and that necessary revisions are made to redefine future efforts.
- Any adverse impact that may occur in the selection process is as a result of bona fide occupational qualification (BFOQ).
- The department recruits minority and female candidates to move toward our goal of being a workforce representative of the community we serve.

IV. EXECUTIVE APPROVAL

By approval of this plan, the Lynchburg Chief of Police has committed his support to the goals and objectives established by this recruitment plan, which includes Equal Employment Opportunity for all applicants of this department and will promote these goals and objectives with key leaders of the community and community organizations. The members of this organization who come in contact with any community organization or group will foster these goals and objectives.

Date 2-20-2014



Colonel Parks H. Snead
Chief of Police