

	Houston Independent School District		DIRECTIVE: 420-019
	Police Department Directives		EFFECTIVE DATE: July 8, 2003
	SUBJECT: Recruiting Departmental Employees		REVISED DATE: January 17, 2022

PURPOSE

Due to the varying nature of policing and the high level of authority and discretion provided to officers, law enforcement agencies must recruit and hire only those who are best qualified and who demonstrate high moral and ethical character.

The purpose of this directive is to mandate procedures for the recruitment of HISD Police Department Police Officers and civilian support staff. This directive applies to all Houston Independent School District Police Personnel.

This agency's policy is to recruit and hire a diverse workforce of individuals who personify the agency's missions and values.

RECRUITERS

All employees are encouraged to actively solicit prospective recruits to fill vacant positions in the police department. If an employee discovers a potential recruit, the employee should notify the Captain of the Support Operations and provide them with the information to contact the potential applicant.

GENERAL GUIDELINES

The District adheres to a nondiscrimination policy in employment, training, promotion, and program accessibility for all staff members and students by all applicable state and federal regulations.

The HISD Police Department shall refuse to hire or discharge any individual or otherwise discriminate against any individual concerning compensation, terms, conditions, or privileges of employment or based on any of the following protected characteristics:

- a) Race, color, or national origin;
- b) Sexual Orientation;
- c) Religion;
- d) Age;
- e) Disability; or
- f) Genetic information.

RECRUITING PLAN

The Houston Independent School District Police Department plans to fill sworn vacancies on an as-needed basis. This ensures the goals of the police department and the school district will be met.

The police department will strive to meet its recruitment objectives by including in the recruiting process:

- a) Minorities who are fluent in non-English languages and who are aware of the cultural environment in which HISD Police Officers operate;
- b) Efforts that demonstrate the active role in law enforcement of women and minorities;
- c) Recruitment activities inside and outside of the agency's jurisdiction, when necessary to attract valuable law enforcement candidates.
- d) Testing minorities and females will be analyzed to ensure that the selection process is nondiscriminatory and that no standards are used, which have the effect of eliminating from consideration a significantly higher percentage of minorities or women than of non-minorities or males.

All applicants will be subject to the following criteria:

- a) A written test designed to measure general aptitude
- b) Panel interview/oral board
- c) Medical screening
- d) Psychological screening
- e) Physical fitness test
- f) Firearms qualification test

RECRUITING

Recruitment efforts for applicants for HISD Police Officer positions shall include, but are not limited to:

- a) Recruiting Officers will visit regional police academies that have basic peace officer classes in the final stages of training to recruit graduates from the program;
- b) Brochures describing the HISD Police Department, explaining its mission statement, and providing details of the qualifications for employment as a police officer will be distributed to regional police academies, colleges, criminal justice facilities, governmental, and other locations. The Chief of Police or designee shall approve all such materials before being distributed.
- c) Presentations at community awareness programs, law enforcement functions, and any other appropriate locations to discuss the advantages of employment as an HISD Police Officer;
- d) Officers assigned to recruiting keeping files of "active" and "inactive" prospective applicants;

ADVERTISING OF POSITION

Each job announcement will describe the duties, responsibilities, educational level, and other qualifications or requirements. The department will advertise entry-level job vacancies through electronic, print, or other media. Each job announcement will contain the following statement: "This position is to be filled without regard to age,

race, creed, national origin, sex, or disability. We are an Equal Opportunity Employer." Each job announcement will include an application deadline.

ANNUAL ANALYSIS

The police department will conduct an annual analysis of the recruitment plan. The analysis report shall include the following:

- a) Number of applications by race and gender
- b) Number of applicants who applied by race and gender
- c) Number of applicants disqualified by race and gender
- d) Number of applicants not selected by race and gender
- e) Number of applicants hired by race and gender
- f) Number of applicants who completed the field training program by race and gender
- g) Number of applicants who completed their probationary period by race and gender

Approved By



Pedro Lopez Jr., Chief of Police