

# St. Joseph, Missouri Police Department



|  |   |                                 |
|--|---|---------------------------------|
| DIRECTIVE TYPE:<br><b>GENERAL ORDER</b>                  |   | INDEX NUMBER:<br><b>GO 0120</b> |
| SUBJECT<br><b>RECRUITMENT AND SELECTION OF PERSONNEL</b> |   |                                 |
| EFFECTIVE DATE:<br><b>7-19-01</b>                        | REVISED:<br><b>7/04/05, 7/21/06, 08/04/08, 09/08/09</b> | AMENDS/RESCINDS:<br><b>N/A</b>  |
| Revisions continued:<br><b>05/11/10, 02/10/26</b>        |   | DISTRIBUTION:<br><b>A (All)</b> |

## **I. POLICY**

The quality of a Department and its members are a direct result of its ability to attract and hire quality personnel. It will be the policy of the St. Joseph Police Department to participate in recruitment/selection efforts which identify and hire the most-qualified candidates in a fair and impartial way, without regard to race, sex, religious belief, disability or other non-merit factors.

## **II. PROCEDURE**

**A.** Members of the Department will coordinate recruitment and selection efforts with the Human Resources Department, which recruits employees for all departments for the City of St. Joseph.

1. Individuals assigned to recruitment activities shall be knowledgeable in personnel matters, especially equal employment opportunity/affirmative action as it affects the management and operations of the Department.

**B.** Job announcements and recruitment notices will follow these criteria:

1. Job announcements shall be the responsibility of the City's Human Resource Department and will describe the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
2. Entry level job vacancies may be advertised through print, electronic, or other media.
3. All notices and job announcements will advertise the department as an equal opportunity employer.
4. Job announcements will advertise official application deadlines.
5. Be posted with community service organizations (such as Community access TV, local colleges, Chamber of Commerce, etc.) to achieve a broader dissemination of recruitment information.

**C.** Applicants who meet the basic criteria set forth by the Human Resource Department will then receive an applicant hand-out informing them of testing procedures, times, and dates in ac-

cordance with hiring procedures developed by the Human Resource Department and the St. Joseph Police Department.

1. All elements of the selection processes for sworn and non-sworn personnel will be developed and administered with the purpose of measuring traits and characteristics that are job-related in a fair and uniform manner.  
Section 5 of the City of St. Joseph Personnel Manual and the Supervisor's Handbook outlines the process for the referral, interview, and selection of civilian personnel.
2. Polygraphs may be used as an investigative aid in the selection process for sworn personnel; however they shall not be used as the sole determining factor in employment status.
3. All background investigations will be conducted by investigators who are trained in the proper collection of necessary information such as: verification of qualifying credentials; a review of any criminal record; and verification of at least three personal references. The office of Professional Standards will be responsible for all background investigations conducted by the Department. The Professional Standards Sergeant may at his/her discretion assign out civilian back ground investigations to qualified investigators only. All back grounds conducted by these personnel will be forwarded to the Professional Standards Sergeant for final review and storage.

  
Paul Luster

-Chief of Police

2-10-26  
Date