

# Memo

**To:** Deputy Chief Justin White

**From:** Sgt. Ryan Tackett

**Date:**

**Re:** 2016 Recruitment plan- [Analysis Completed 4-7-2017](#) - [Analysis Completed 2-8-2018](#)  
[Analysis Completed 1-25-2019](#)

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## 2016 Bowling Green Police Division Recruitment Plan

The goal and objective of the Bowling Green Police Division Recruiting Team is to assist the Personnel Director in finding qualified applicants within the available workforce. Providing the City of Bowling Green with qualified applicants for selection will insure the future success of the Police Division. The Recruiting Team will seek applicants that demonstrate the core values of the Police Division and encourage them to apply. In addition, the Recruiting Team should seek out women and minority applicants in an attempt to build a work force that represents the community we serve.

Action steps the recruiting team will take for our next hiring cycle will include:

1. Continue to attend job fairs during times when the Personnel Director has indicated hiring in the near future is likely. The team will maintain contact with the Deputy Chief so that only productive events are scheduled. Those events that are productive would be events that generated interest and inquiry from underrepresented groups. [Recruitment officers attended several job fairs at area universities, to include Bowling Green State University, University of Toledo, Ohio Northern University and Defiance College. All job fairs generated interest with the exception of Ohio Northern University, it is the recommendation of the recruitment team that we no long attend the ONU job fair.](#)

2. The recruitment team recognizes that potential candidates interested in the position of police officer, often use the internet and various sources of social media to look for agencies that are testing. Our plan is to use numerous internet and social media sources to recruit for new officers, to include Face book, Twitter, electronic signs, web pages and newspapers to reach a larger demographic interested in the law enforcement field. [The civil service job posting was placed on the City Of Bowling Green's Web page, the Police Division Web page, and the Police Division Twitter account. The job posting was placed in several local newspapers to include The Toledo Blade, The Sentinel Tribune, and The Findlay Courier, and placed on several job posting sites to include, Ohio Means Jobs and USA Jobs.com](#)

- The recruitment team will request the use the city's electronic signs located in front of the Police Division and in front of the Public Works building two months prior to applications being accepted, to announce the upcoming test. The announcement will direct interested

candidates to the City's website for more information. Once applications are being accepted the electronic signs will indicate the deadline for application submission. The recruitment team also requests the use of the city's portable electronic signs (to be placed in locations that are heavily travelled) to indicated that "applications for the position of police officer are now being accepted, please check [www.bg.org](http://www.bg.org) for more information."

- Once an official date is established for the acceptance of applications, the recruitment team will make an announcement on the division twitter account, and the division Face book page that the City Of Bowling Green is now accepting applications for the position of entry level police officer.
- The recruitment team will request that the job posting is advertised on numerous Law Enforcement websites to include, OACP and Police One.com

3. The recruiting team will continue to seek additional sources for qualified applicants.

[The recruitment team sent the job posting to the job board of several local universities, to include Bowling Green State University, University of Toledo, Owens Community College, Terra Community College, and Defiance College. The civil service notice was posted at the local National Guard Office.](#)

- The Civil Service Notification of Examination will be sent to several universities to include BGSU, University of Toledo, Owens Community College, Terra Tech and The University of Findlay.
- The Civil Service Notification of Examination will be sent to the local National Guard office and also to websites that advertise job posting to veterans.

4. The recruiting team recognizes that some potential candidates are unaware of the fitness standards required as part of the testing process. The team will publicize that the Ohio State Highway Patrol Academy entry Standards are part of the testing process and applicants must pass the tests to be eligible to proceed further in the hiring process. Applicants will also be informed about our continuing fitness standard. We will provide this information, on the recruitment portion of the BGPD webpage, a copy will be attached to the job posting and the application packet. [The Ohio State Highway Patrol fitness standards were included with the application.](#)

5. The recruitment team will be available during normal working hours to speak to or maintain correspondence with anyone who has questions about employment. The names and city email addresses of the division recruiters will be listed in the recruitment section of our webpage so interested candidates can ask questions about employment. [The recruitment officers were available during their shift hours for questions. Their email addresses were posted on the Police Division web page for questions to be sent and answered.](#)

6. The recruitment team will meet after each testing cycle to evaluate the success of each action step and every three years to evaluate the progress toward objectives. The meeting will include a discussion of where in the recruitment process underrepresented groups are being eliminated, if at all, and how to better prepare applicants for success in those areas. Included in the evaluation of action steps will be an examination of the demographic make up of the available workforce using the most recent census information. The plan will be reissued or revised depending upon the success of each action step. The testing cycle is in accordance with the rules of the Bowling Green Civil Service Commission. The Civil Service Commission eligibility list expires annually, but may be extended for an additional year at the will of the Commission.

The recruitment team was able to attend to all of the objectives outlined in the recruitment plan. Efforts were made to increase applicants for both women and minorities. The recruitment team attended job fairs at local universities and reached out to the Bowling Green State University equity and diversity office. Advertisements were taken out in the local news papers and announcements were sent to employment offices.

Multiple sources were used for the recruitment of new officer for the entry level police officer test that was given in the first quarter of 2017. The City of Bowling Green received 55 applicants, 12 were females, 43 were males. There were 9 minorities. 2 women passed, and 1 minority passed the test with a score above 80. (There were 7 no shows for the test). The police division had one entry level police officer position for this test and we were able to successfully hire a candidate from the list provided by the Civil Service Commission.

BGPD has intentions of hiring one officer for the calendar year of 2018, at this point the agency's plan is to use the list that was established in early 2017. The recruitment team responded to numerous e-mails and phone calls with subjects interested in learning more about employment opportunities. All interested parties were informed of the agency's plan to hire off of the current list, they were encouraged to check back periodically for further updates. The recruitment team did not attend any job fairs after the test was completed in early 2017.

The police division hired one officer in 2018 off of the 2017 list, he successfully completed the OSP basic academy and is now in the field training process. Beginning in 2019 voters voted for a change in the city charter related to the hiring process. Civil service will allow 10% military credit on a passing score, the previous percentage was 20%. The civil service also allowed for personnel to conduct backgrounds and interview the top five candidates, it was previously the top three. BGPD has approval to hire one new officer during the calendar year of 2019. BGPD plans to offer a test for an entry level police officer in early 2019. The recruitment team will attend job fairs at local universities, respond to emails and phone messages from interested candidates. The recruitment team will reach out to the Bowling Green State University equity and diversity office in a effort to increase our recruitment of minorities. The recruitment team will use all available social media accounts to notify interested parties of the testing date once it has been identified. The recruitment team would like to push for all employees to assist in the recruitment process, by identifying and referring all possible candidates to the City of Bowling Green's web page for testing dates.