

# Athens-Clarke County Police Department Recruitment Action Plan



**2019**

# Athens-Clarke County Police Department

## Hiring and Recruitment Plan 2019

The Athens-Clarke County Police Department is an Equal Opportunity Employer. The Athens-Clarke County Unified Government has adopted anti-discrimination policies that exceed the federal standard. It is the policy of the Unified Government and the police department to employ those applicants who are most qualified and match the job requirements without regards to sex, sexual orientation, gender identity, race, color, religion, disability (including pregnancy), national origin, citizenship, military or veteran status, genetic information, age, or any other status or classification protected by applicable federal, state, or local laws.

The Office of Professional Responsibility, Recruiting and Background Unit, is charged with the responsibility of administering this recruitment plan and with the recruitment of candidates for the position of sworn officer with an emphasis on seeking qualified underrepresented candidates. Communication Officer recruitment and requisitions are handled by the Central Communications Director. The goal of the Department is to approximate, especially within the sworn ranks, the demographic composition of the community. The Chief of Police reserves the right to make appropriate periodic changes to this document as to meet developing operational/situational needs.

The ACC Human Resources Director or his designee has the authority to conduct a review of all job descriptions, minimum experience and training requirements, job qualifications, and selection processes to determine whether any have the potential for affecting adversely the hiring of any group on the basis of sex, group status and/or identified groups.

The ACC Human Resources Director or his designee reviews the guidelines established pertaining to the application evaluation process used in developing eligibility lists. These guidelines are developed for the purpose of assisting the recruiting efforts to ensure continued uniform application in the evaluation process.

All phases of the selection process will be reviewed on a regular basis to ensure job relatedness, fairness, validity, and identify possible flaws within the process as well as make needed corrections.

The following charts document the current demographic comparison of sworn officers and communications officers of the Athens-Clarke County Police Department to the population of Athens-Clarke County.

Athens-Clarke County 2017 Census population estimate	125,691
White	55.3%
Black / African American	27.5%
Hispanic / Latino Ethnicity	10.7%
Asian	4.3%
Two or more races	2.2%
American Indian / Alaskan Native	0.1%
Native Hawaiian / Pacific Islander	0%
Female	52.4%
Male	47.6%

ACCPD Police Officers (254 Authorized)	218
White	181 – 83.0%
Black / African American	26 – 11.9%
Hispanic / Latino Ethnicity	9 – 4.1%
Other	2 – 0.9 %
Male	194 – 88.9%
Female	24 – 11.0%

ACCPD Communications Officers (33 Authorized)	30
White	19 – 63.3%
Black / African American	9 – 30%
Hispanic / Latino Ethnicity	2 – 6.6%
Other	0 – 0%
Male	8 – 26.6%
Female	22 – 73.3%

The Athens-Clarke County Police Department will make special efforts to recruit, with the intent to employ, qualified underrepresented groups to achieve the department’s objective of having an ethnic, racial, and gender workforce composition in approximate proportion of to the makeup of the available workforce in the community. These efforts will include, but are not limited to:

- Using the Athens-Clarke County Unified Government’s electronic application form that is in compliance with federal, state, and local equal opportunity guidelines and recommendations.
- Producing a quality recruitment brochure. The brochure will document current salary, benefits, and applicant processing information. This brochure may be delayed due to the ACC Pay Study salary changes and questions/issues regarding applicant salary incentives.
- The Department’s recruitment literature will include depictions of minorities in public safety roles to enhance its credibility and sincerity.
- All recruitment announcements and brochures shall contain the phrase “Equal Opportunity Employer.”
- Utilization of the internet to include the accgov.com website, social media platforms, and the police department’s website providing information relating to the department, recruitment, and the application process.
- Coordinating recruitment appearances at colleges, universities, and military bases.
- Continued recruitment incentive bonuses to Department employees who recruit new applicants that successfully complete the employment process.