

RECRUIT POLICY

PURPOSE AND SCOPE

This policy establishes the guidelines for Hartford Police Department Recruit Program.

Definitions:

Recruit- is a non-sworn employee of a police department. In this position, their duties involve undergoing training to gain the necessary knowledge and experience to complete the police academy and become an entry-level police officer

POLICY

It is the policy of the Hartford Police Department to offer a Recruit Program for Recruits to train and prepare qualified individuals for a career in law enforcement. The Department shall ensure that individuals participating in the program are properly appointed, trained, and supervised.

RECRUITMENT, SELECTION AND APPOINTMENT

The Hartford Police Department shall recruit and appoint only those applicants who meet the high ethical, moral, and professional standards needed to become a law enforcement officer.

Applicants shall be required to meet and pass certain pre-appointment procedures as designated by the Chief of Police and/or the City.

REQUIREMENTS

Individuals in the Recruit program shall:

- (a) Have a High School Diploma or equivalent.
- (b) Be at least the age of 18 years old.
- (c) Must have a valid Michigan driver's license and good driving record.
- (d) Have a high level of discipline, morals, and ethics.

IDENTIFICATION

Recruits shall conform to all the uniform regulations and appearance standards of the department. The identification worn by uniformed Recruits shall be different and distinct from that worn by regular department personnel; it will include the designation "Recruit" on the uniform.

RECRUIT COORDINATOR

The Chief of Police shall delegate certain responsibilities to the Lieutenant or an authorized designee the Recruit Coordinator.

The responsibilities of the Recruit coordinator include, but are not limited to:

- Overseeing the Recruit program and maintaining associated documentation.
- Making individual assignments.
- Ensuring performance evaluations are completed.
- Monitoring individual educational and job performance.
- Maintaining a liaison with other agency Intern/Recruit program coordinators.

ORIENTATION AND TRAINING

Newly hired Recruits will receive an orientation of the Department and its facilities before reporting to their first assignments. On-the-job training will be conducted in compliance with Department Field Training guidelines. Training sessions will be scheduled as needed to train Recruits for as many assignments as possible. This job specific training is offered to prepare Recruits to successfully complete an academy training and enter the police force as an entry level officer. These sessions will offer an opportunity for Recruits to receive continuous feedback regarding their progress towards becoming a law enforcement officer.

RECRUIT TRAINING MATERIALS

Each Recruit will be issued Recruit training materials. The Recruit training materials are an outline of the subject matter and/or skills necessary to properly function not only as a Recruit with the Department, but as an officer. The responsibility of retaining and utilizing this subject matter falls on the Recruit. The training material for this program will mirror, the materials in the Departments Field Training Program.

ROTATION OF ASSIGNMENTS

Job assignments should rotate on a regular basis to enhance the career development of each Recruit. Department needs and concerns will take precedence over individual considerations, with the final decision resting with the Recruit Coordinator and/or the Chief.

In general, the more experienced the Recruit becomes the more they will be assigned to positions requiring advanced technical skill or responsibility.

Job assignments include but are not limited to:

- Ride-Alongs
- Administrative
- Office
- Trainings

RIDE-ALONGS

All Recruits are required to participate in department ride-alongs as approved by the Recruit Coordinator or Chief. Applicable waivers must be signed in advance of the ride-along. Recruits shall wear their issued uniforms while on a ride-along. A Recruit shall never operate a Department vehicle, unless directed to do so in a training environment only.

FIREARMS

Recruits shall not carry personal firearms on duty. Recruits shall not carry a department firearm at any time while in uniform unless;

- In a situation where they need to defend themselves or another from death or great bodily harm.
- They are involved in a Department sanctioned training.

SUPERVISION

All Recruits shall be under the direct supervision of a Certified member of the Department or an authorized designee as approved by the Recruit Coordinator or Chief.

PERFORMANCE EVALUATIONS

Performance evaluations for Recruits shall be completed and turned into the Recruit Coordinator or the Chief at the end of each session.

DISCIPLINE AND TERMINATION

Hartford Police Recruits are bound by all Hartford Police Department and Hartford City, Rules, Regulations, Directives, Policies and Procedures. Any and all violations of afore mentioned items, will be addressed pursuant to the Policy Manual.

A police recruit will be terminated if they fail the police academy.

PROMOTION

A Hartford Police Department Recruit may be offered employment as a Probationary Officer for the Hartford Police Department after successful completion of the police academy.