

Topeka Police Department
Topeka, Kansas

2015 Annual Recruiting Analysis



March
2016



TOPEKA POLICE DEPARTMENT



2015 RECRUITING ANALYSIS

Within the 2015 Topeka Police Department's Recruiting Analysis and Strategy, several recommendations were made. Each recommendation dealt with the improvement of recruiting relative to females and minorities. Since that time the Topeka Police Department has put forth an effort to progress toward these recommendations.

RECRUITING EFFORTS

In July of 2015 the decision was made to re-evaluate the TPD Recruitment Team. Interested individuals, including those that were currently serving as a recruiter, were asked to submit a memorandum of interest to be selected for a position on the Recruitment Team. During the evaluation it was determined that 13 positions were needed within the Team. A diverse group of 13 individuals, including 1 Black male, 1 Hispanic male and 4 females, were selected for the positions by the Chief of Police.

In 2015, the Recruiting and Hiring Officer and the Recruitment Team attended 35 reported events. During those events thousands of contacts were made with an emphasis on recruitment for the position of entry level police officer with the Topeka Police Department and diversity inclusion. A complete list of those events is attached for review. As with past years, many individuals discuss interest at the career fairs, but one of two outcomes typically happen. Either they fail to indicate how they heard about the exam or fail to show up and take the exam if they registered. The career fairs are a great way for TPD to market the agency and to provide a face-to-face question and answer setting for interested individuals. However, the majority of applicants come from word of mouth referrals.

As outlined in the Recruiting Analysis from 2014, the Recruiting and Hiring Officer received a newer Ford Explorer and it was outfitted with vinyl window wraps with "Now Hiring Heroes" and the number for the Recruiting and Hiring Officer. It is deployed as the lead vehicle at City of Topeka parades/events and recruiting fairs, either by the Recruiting

and Hiring Officer or a Recruiter. This has generated mixed responses. The vehicle and its vinyl wrap are certainly gaining attention and showing our near constant state of hiring. However, individuals (including those supportive to law enforcement) have been heard making statements that the self labelling of "Heroes" is a bit arrogant and presumptuous. The recommendation for 2016 would be to have the wrap changed from "Now Hiring Heroes" to "Now Hiring Guardians" or "Guardians Needed", reflecting the term used by this agency to describe ourselves to the public. The term guardian has had a positive impact with the community and it is believed that it will have a more widely acceptable affect with those who view it.

COMMUNITY RECRUITING PROGRAM

In 2015, TPD created and promoted the Community Recruiting Program with the intent to reach out into minority communities and ask those leaders for assistance in recruiting from their respective groups, neighborhoods, and organizations.

- Community Recruiting Program
 - Invite community, minority, and organization leaders from Topeka and surrounding areas to attend a transparent informational seminar on the TPD recruiting efforts and hiring process. This includes a breakdown of where and why applicants drop out from the process.
 - The seminar is held bi-annually with the first being held on January 13th, 2016 and the second in July 2016.
 - Promote through meetings and media.
 - Open up to all interested applicants and citizens.
 - The goal of the Community Recruiting Program is to better inform the public of what is expected of someone who applies to the Topeka Police Department and how they can better prepare themselves for that process. By providing the knowledge to the leaders from minority communities/groups, they are better prepared to help recruit candidates from their respective communities and mentor them through the hiring process. The Community Recruiting Program strives to extend the recruiting efforts out into communities, that otherwise may not be reached, with the help of those who know their communities best. In doing so, it should help identify and bring forward more interested minority and female applicants to help in the goal of increased diversification of TPD to match the communities that are served.
 - Have open discussions on what the TPD can do to improve community relations and appeal to prospective candidates.
 - Conduct follow-up meetings and provide ongoing support for assisting community recruiters.

CADET PROGRAM

Another initiative developed in 2015 was the proposal and manual for a Cadet program. Recruiting spent time reviewing successful programs from other Police Departments and reworking it to fit the agency and city. The Cadet program provides paid non-sworn positions within the agency for individuals 18-21 years of age who have the desire to work as a police officer for the Topeka Police Department. The Cadet makes a wage while attending work and assisting various Units / Bureaus within the agency. During this time the City of Topeka provides complete tuition assistance for the Cadet to obtain an Associate's Degree in Criminal Justice from Washburn University. This outreach program will not only provide desiring police officers with paid on the job training, but will also offer the opportunity for youth in the community, who may not otherwise financially be able, to obtain a degree from an accredited and esteemed university at no cost to them. This would provide a substantial recruitment boost in diverse populations throughout the city in an age demographic that typically provides challenges to recruit from. The 3 year Cadet would also provide an educated, trained, and qualified candidate. This program is to be fully implemented in the summer of 2016.

TESTING INITIATIVES

As outlined in the Recruiting Analysis from 2014, the department offered more frequent deliveries of the entry level exams in 2015. The written exam (POST) was held monthly with the physical ability course (POPAT) held quarterly. Providing the written exam monthly allowed otherwise qualified candidates the opportunity to retake the test and pass to continue on in the process. In 2015 the department saw several individuals who had once failed the POST subsequently take it and pass. Some of those candidates that took 2-4 attempts went on to be selected for the 52nd Recruit Training Academy in 2016. Also during 2015, the department saw a higher number of individuals register for, take, and pass the POST. Please review the following comparative table for specifics.

ANNUAL POST COMPARISON

Year	Registered	Tested	Passed
2014	551	128	68
2015	788	247	138

2015 ENTRY LEVEL TESTING DEMOGRAPHIC BREAKDOWN

RACE	MALE					FEMALE					TOTAL PASSED
	REG.	TOOK POST	PASSED POST	TOOK POPAT	PASSED POPAT	REG.	TOOK POST	PASSED POST	TOOK POPAT	PASSED POPAT	
White	447	158	103	90	85	85	27	12	10	8	93
Black	66	14	5	6	6	15	3	2	2	1	7
Hispanic	46	19	7	5	5	14	7	1	2	1	6
American Indian	6	2	1	2	2	4	2	1	0	0	2
Asian	6	3	2	2	2	0	1	0	0	0	2
Biracial	9	4	2	3	3	0	0	0	0	0	3
Not Given	45	5	2	0	0	25	0	0	0	0	0
Total	625	205	122	108	103	143	40	16	14	10	113

It was noticed that some of the numbers of individuals that took the POPAT are higher than those that passed the POST. This could be attributed to an individual not providing their race ("Not Given") at the POST, but it being listed appropriately at the POPAT. During 2015 it was also approved by the Civil Service Commission for a passed POST to hold for 1 year. This gives individuals who fail the POPAT more chances to pass it without having to take the POST again. It is also helpful in providing additional opportunities for military or other individuals who may not be able to attend the first offered POPAT following their passed POST, due to conflicts with assignments or their current work requirements.

HIRING PROCESS

Due to the testing initiatives the department is receiving applications more frequently in smaller batches. The smaller batches provide more consistent and manageable background investigations and hiring processes. During 2015, one White male applicant and one Black male applicant withdrew from our process due to being hired by another agency. The W/M was scheduled for his civil service interview. The B/M had received a conditional offer of employment from our agency prior to that, but had received a final offer from the other agency. During 2015, the department was able to recruit a Hispanic male applicant from another agency under our lateral transfer program. This applicant successfully made it through our hiring process and was selected to attend an abbreviated academy starting with the 52nd TPD Recruit Training Academy.

HIRING PROCESS DEMOGRAPHIC BREAKDOWN FROM 2015 APPLICATIONS

MALE										
RACE	APP. OUT	APP. IN	BACKGROUND INVEST.	MAJOR REVIEW	STAFF INTERV.	CIVIL SERVICE INTERV.	COND. OFFER	POLY. EXAM	PSYCH EXAM	MED.
White	85	70	70	54	36	28	27	27	22	22
Black	6	4	4	3	1	1	1(W)	0	0	0
Hispanic	5	4	4	3	3	3	3	3	3	3
American Indian	2	1	1	0	0	0	0	0	0	0
Asian	2	2	2	2	0	0	0	0	0	0
Biracial	3	3	3	0	0	0	0	0	0	0
Total	103	84	84	62	40	32	31	30	25	25

(W) = Voluntary Withdraw

FEMALE										
RACE	APP. OUT	APP. IN	BACKGROUND INVEST.	MAJOR REVIEW	STAFF INTERV.	CIVIL SERVICE INTERV.	COND. OFFER	POLY. EXAM	PSYCH EXAM	MED.
White	8	8	8	8	4	4	4	4	4	4
Black	1	0	0	0	0	0	0	0	0	0
Hispanic	1	1	1	1	1	1	1	1	1	1
American Indian	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Biracial	0	0	0	0	0	0	0	0	0	0
Total	10	9	9	9	5	5	5	5	5	5

*These statistics are generated from numerous sources and are accurate to the best of the department's knowledge. Current applications and the hiring process are now fully documented in a single detailed annual spreadsheet for quick and accurate review.

ACADEMY BREAKDOWN

The Topeka Police Department began a police academy in July 2015. Those hired as entry level officers were selected from September 2014, January 2015 and March 2015 applicant groups. Demographics for the 51st TPD Recruit Training Academy are as follows.

51ST TPD RECRUIT TRAINING ACADEMY

RACE	MALE	FEMALE	TOTAL
WHITE	18	4	22
BLACK	0	0	0
HISPANIC	3	1	4
AMERICAN INDIAN	0	0	0
ASIAN	1	0	1
BIRACIAL	0	0	0
TOTAL	22	5	27

The Topeka Police Department began a police academy in February 2016. While this academy started in 2016, its testing processes were conducted in 2015. Those hired as entry level officers were selected from June 2015, August 2015 and October 2015 applicant groups. Demographics for the 52nd TPD Recruit Training Academy are as follows.

52ND TPD RECRUIT TRAINING ACADEMY

RACE	MALE	FEMALE	TOTAL
WHITE	10	2	12
BLACK	0	0	0
HISPANIC	2	0	2
AMERICAN INDIAN	0	0	0
ASIAN	0	0	0
BIRACIAL	0	0	0
TOTAL	12	2	14

CONCLUSIONS

Similarly to 2014, the department is not having much success with individuals testing solely from their exposure to the Topeka Police Department through career/job fairs and national minority publications. The majority of applicants come from word of mouth due to the agency's reputation. The department is now utilizing social media in ways neglected in the past. Promoting the entry level test dates and positive community interactions through those sources is having an optimistic effect with applicant turnout. Having a dedicated media specialist in 2016 will only expand the department reach and recruitment into the community.

In 2015 the department saw the creation of two programs, Community Recruiting and Cadets, which give our community more investment within the agency. Both of these programs provide great opportunities to further the agency's goals in diversification and inclusion. Community Recruiting is under way with the first seminar having been held on January 13, 2016, several smaller follow up meetings since, and more scheduled. The next large seminar will be held again in July 2016 as part of the biannual delivery. The department has already seen early signs of an encouraging nature following that initial seminar. The POST held in February 2016 had a great turnout with minorities making up 73% of the entire testing pool that month. In all of 2015, minorities comprised only 25% of individuals taking the POST. The Cadet Program is set to be fully implemented by summer of 2016.

The department will continue to work with City 4 to update our recruiting videos and materials. More work will also be done conducting research and working up requests to replace our career fair stations with more current visual aids to reflect our "Guardian" message. The department has continued to work with individuals and organizations throughout the community to improve recruiting and hiring efforts. The Recruiting Officer and team will continue to be engaged in community events throughout the year, telling the TPD story and recruiting qualified diverse individuals of strong moral character to the agency.