



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Recruitment And Selection

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125-A

125-B

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Approved By:

I. PURPOSE

The purpose of this regulation is to set guidelines for the recruitment, screening, and selection for the hiring process of the Myrtle Beach Police Department. The recruitment, screening, and selection process is a vitally important element in the Myrtle Beach Police Department's efforts to attract qualified personnel. It is the policy of the Myrtle Beach Police Department to recruit and select the most qualified persons without regard to race, creed, sex, age or national origin.

II. POLICY:

The recruitment program will be conducted in a manner consistent and in compliance with Equal Employment Opportunity Commission (EEOC) regulations. The Myrtle Beach Police Department operates under the EQUAL EMPLOYMENT OPPORTUNITY POLICY adopted by the City of Myrtle Beach. The policy is maintained by the City of Myrtle Beach Department of Human Resources and Organizational Development and is available for all employees to review upon request.

To achieve maximum benefits, the recruiting process shall be a joint effort of the Myrtle Beach Police Department and the City of Myrtle Beach Department of Human Resources and Organizational Development. The Administrative Division Captain will have the authority and responsibility to administer the recruiting program through the Administrative Lieutenant assigned to Recruiting. All personnel assigned to recruiting duties will be trained in all personnel matters, in

order to effectively represent the management and operation of the Myrtle Beach Police Department.

III. PROCEDURE

A. ADMINISTRATIVE LIEUTENANT ROLES AND RESPONSIBILITIES

- 1) The Administrative Lieutenant assigned to Recruiting will be responsible for the development of recruiting strategies in order to establish a pool of applicants for positions at the Myrtle Beach Police Department.
- 2) The Administrative Lieutenant assigned to Recruiting will be trained in personnel matters, to include all EEOC Regulations, the application process, the testing process, the background completion process, and like responsibilities in all matters associated with the hiring process.
- 3) The Administrative Lieutenant assigned to Recruiting and other designees will be assigned to specific recruitment activities and to implement strategies that provide the Myrtle Beach Police Department with the best qualified candidates without regard to race, creed, sex, age or national origin.
- 4) The Administrative Lieutenant assigned to Recruiting and other designees will be trained in the following areas:
 - a. The recruitment needs and commitment of the Myrtle Beach Police Department.
 - b. The career opportunities, salaries, benefits and training of the Myrtle Beach Police Department.
 - c. EEOC/AA compliance.
 - d. City of Myrtle Beach demographic data, its various community organizations and educational institutions.
 - e. Cultural awareness in different ethnic groups.
 - f. An overall understanding of the recruitment and selection process.
 - g. Characteristics that may disqualify candidates.
 - h. Best practices in background investigations.
 - i. When representatives from the Department participate in recruiting activities, a member of the recruitment team will ensure that they receive the appropriate training and knowledge needed for this assignment.

B. RECRUITMENT PLAN

- 1) The Administrative Division and Administrative Lieutenant assigned to Recruiting shall develop a three (3) year strategic recruitment and retention plan that is evaluated annually. The recruitment plan shall include:
 - a. The demographics of the department compared to the service community, and current allocations at time of update.
 - b. A statement of objectives including diversity initiatives.
 - c. A plan of action to achieve the objectives in the recruitment plan.
 - d. Allocated resources to implement the action steps of the plan.
 - e. A written statement of support from the Chief of the Myrtle Beach Police Department.
 - f. A copy of the written recruitment plan shall be maintained by the Administrative Division.
- 2) The Administrative Division Commander or a designee will prepare an annual written evaluation of the Department's recruitment activities by July 15th. This will illustrate the following:
 - a. A measurement of the various recruitment and retention activities compared to the objectives achieved during the recruitment program.
 - b. An analysis of the effectiveness or ineffectiveness of the program.
 - c. Any recommendations for improvement in the program over the next fiscal year to achieve the strategic goal.
- 3) The Administrative Division Commander and the Administrative Lieutenant in charge of recruitment will designate personnel to assist in recruitment efforts. This will include staffing a Recruitment Team as well as provide direction to all employees involved in recruiting. This responsibility will include training designated personnel in matters, especially equal opportunity, and key recruitment objectives affecting the management and operation of the Myrtle Beach Police Department. The Recruitment Team may occasionally be assigned to visit local colleges for career day presentations or to conduct specific recruitment activities.
- 4) Recruitment Team members will be trained in the following areas:
 - a. The recruitment needs and commitment of the Myrtle Beach Police Department
 - b. The career opportunities, salaries, benefits and training of the Myrtle Beach Police Department
 - c. EEOC/AA compliance
 - d. City of Myrtle Beach demographic data, its various community organizations and educational institutions

- e. The City of Myrtle Beach diversity philosophy
 - f. An overall understanding of the recruitment and selection process
 - g. Characteristics that may disqualify candidates
- 5) Employee role in Recruitment
- a. The Myrtle Beach Police Department involves all personnel in recruitment activities by:
 - i. Participating in job fairs and other recruitment efforts
 - ii. Soliciting input concerning applicants known to officers or employees
- 6) Minority Role in Recruitment
- a. Whenever possible, minority employees from the Myrtle Beach Police Department shall be included in formal recruiting events. By placing minority personnel in recruitment roles, the Myrtle Beach Police Department can
 - i. Demonstrate their commitment to the minority population,
 - ii. Enhance the receptivity of the minority population to the recruiter,
 - iii. Increase the potential for recruiting minority personnel.

C. APPLICANT PROCESSING

- 1) Advertising and posting of job announcements for all positions within the Myrtle Beach Police Department shall be a joint effort of the City of Myrtle Beach Human Resources/ Organizational Development and the Myrtle Beach Police Department. The Myrtle Beach Police Department's job vacancy advertisements provide a brief description of the duties, responsibilities, requisite skills, minimum education requirement, physical requirements and any other minimum qualifications or requirements for the position to be filled.
- 2) To ensure job relevancy, the Myrtle Beach Police Department's recruitment strategies and procedures will be based on a detailed written analysis of the nature of the job to be performed, the knowledge, skills and training required to perform the essential job tasks and any prerequisite personal attributes. Job analysis shall be

maintained by the Recruiting Coordinator.

- 3) The Myrtle Beach Police Department will advertise for entry-level job vacancies through available resources including electronic, print, virtual, or other media. Advertising will include application deadlines as well as estimated process dates. We will provide sufficient advance time to allow a reasonable opportunity for interested applicants to respond to the deadline for filing applications.
- 4) All employment applications and recruitment announcements for the Myrtle Beach Police Department shall contain the phrase "Equal Opportunity Employer". The Police Department's recruitment literature will include depictions of women and minorities in law enforcement roles to enhance its credibility and sincerity.
- 5) All employment applications and recruitment announcements for the Myrtle Beach Police Department shall contain the phrase "Equal Opportunity Employer".
- 6) Applications are only received online on or before the closing date through the portal designated by the City of Myrtle Beach Human Resources Department. Once the application is screened, the file will be transferred to the Administrative Division and to the Administrative Lieutenant assigned to recruiting for processing.
- 7) The Administrative Lieutenant assigned to recruiting coordinator in conjunction with members of the Administrative Division Recruiting Team will be responsible for ensuring that contact is maintained with applicants for positions from the initial application to final employment disposition. Applicants will periodically be informed on the status of their application and these contacts will be documented.
- 8) Testing will be completed at the discretion of the Administrative Division Commander.

D. SELECTION PROCESS

- 1) All elements of the selection process are job related.
- 2) All materials used in the selection process are stored in a secure manner and disposed in a manner that prevents disclosure of the information within.

- 3) Each candidate filing an application for a vacant position will be informed, in writing, of the following:
 - a. Elements of the selection process which may include:
 - i. Screening of applications
 - ii. Interview
 - iii. Written Test
 - iv. Conditional Offer of Employment
 - v. Physical Ability Test, if applicable
 - vi. Background Investigation
 - vii. Evaluation by Medical Professional, if applicable
 - viii. Evaluation by Mental Health Professional, if applicable
 - ix. Polygraph Examination, if applicable
 - x. Final Offer of Employment
 - b. The expected time-line of the selection process.
- 4) All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner.
- 5) Candidates determined to be ineligible for appointment are notified in writing. All candidates with questions regarding ineligibility will be referred to a representative from the city's Human Resources Department.
- 6) Background Investigations
 - a. For sworn positions, a background investigation of each candidate is conducted prior to appointment to probationary status in accordance with South Carolina Criminal Justice Academy standards.
 - b. Personnel used to conduct background investigations are trained in collecting required information.
- 7) Polygraph Examinations.
 - a. An approved examiner licensed in the State of South Carolina will administer all polygraph examinations.
 - b. The results of a polygraph examination or other instruments used in the detection of deception will not be used as a single determinant of employment status.
- 8) Evaluation by Mental Health Professional.
 - a. All candidates for positions, after receiving a conditional offer of employment, will undergo an emotional stability and

psychological fitness examination conducted by a department-approved and qualified professional prior to final selection and appointment to probationary status.

- b. Results of all emotional stability and psychological fitness examinations will be retained for the entire period of employment and five years after termination of employment, as per the General Records Retention promulgated by the South Carolina Department of Archives and History regarding City Records.
- c. The Administrative Captain will keep all psychological fitness related files retained by the MBPD in a secure file, separate from personnel files and not subject to unmonitored disclosure.

9) Medical Examinations

- a. All candidates who receive a conditional offer of employment must submit to a medical examination performed by a licensed medical professional chosen by the city.
- b. The examination will be tailored to the specific job description for which they have applied and will determine the ability to perform all duties of the specific job with reasonable accommodations.
- c. All candidates must submit to a drug screening.

E. PROBATIONARY PERIOD

- 1) All employees are placed on probationary status for a minimum of one year from their date of hire before appointment to permanent status.
- 2) Each newly hired sworn member who is not currently certified in the class level designated for their position is required to satisfactorily complete entry-level training at the South Carolina Criminal Justice Academy.
- 3) All employees will be required to pass pre-service training as well as any job-specific training required for their position before appointment to permanent status.