



# Recruitment Plan

## GOAL AND OBJECTIVES:

The goal of the Berkeley Township Police Department Recruitment Plan is to attract qualified individuals to pursue a career with Berkeley Township. The objective is to achieve an overall racial and gender composition of the police department in comparison to the service population of the Township through the departments recruiting activities. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

## GENERAL:

Berkeley Township Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.

Berkeley Township Police Department has a residency preference in all hiring matters. Applicants must be a bona fide resident of Berkeley Township Police Department at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once the Berkeley Township Police Department residents have been exhausted from the Civil Service Certification List, Ocean County residents are then provided with preference. If the Ocean County list is exhausted, applications will be open to residents of the State of New Jersey.

The Berkeley Township Police Department has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination, to bypass the Civil Service hiring process and be exempted from the Civil Service testing process.

The Berkeley Township Police Department is an equal opportunity employer in all facets of the personnel process.

The Chief of Police, or designee, is responsible for the administration of the Recruitment Plan.

### **CURRENT DEMOGRAPHICS:**

The demographics composition of the service area and agency are represented in the following table:

Race/Ethnicity	Population		Curreny Sworn Officer Totals		Curreny Sworn Officer Female	
	#	%	#	%	#	%
White	37628	86%	79	98.75	1	1.25
Black or African American	1400	3.20%	1	1.25	0	
Hispanic-Any Race	3894	8.90%	4	5	0	0
American Indian/Alaska Native	0	0	0	0	0	0
Asian	1444	3.3	0	0	0	0
Native Hawaiian/Pacific Islander	0	0	0	0	0	0
Two or more races	1881	4.3	0	0	0	0
<b>Total</b>	<b>43754</b>	<b>100</b>	<b>80</b>	<b>100%</b>	<b>1</b>	<b>100</b>

### **RECRUITMENT ACTIVITIES:**

**Activity #1:** Identify and maintain contact with local minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations.

Activities include, but are not limited to:

- Provide recruitment information and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Attend Summer Concert Series with an information booth
- Attend ALPS functions and recruitment fairs
- Initiate a Junior Police Academy

**Activity #2:** Advertise on the Department's *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

**Activity #3:** When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid off officers in an effort to employ such officers as to meet the agency's recruiting goals.

**Activity #4:** Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.

## **ANNUAL REVIEW, EVALUATION AND REPORTING**

- The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limited to, performing an annual agency demographic review, determining whether any substantial disparities have been reduced, and if need be, revising the Recruitment Plan accordingly if the goals and objectives are not met.
- N.J.S.A. 52:17B-4.10 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31<sup>st</sup> for the preceding year. The data required to be reported is listed in the New Jersey Attorney General Guideline "Promoting Diversity in Law Enforcement Recruiting and Hiring" in Paragraph III.