

	<b>RIDGEFIELD PARK POLICE DEPARTMENT</b> DEPARTMENTAL DIRECTIVE	Date Issued: <b>March 14, 2012</b>	Date Effective: <b>March 14, 2012</b>
		Distribution: <b>All Personnel</b>	
Directive: <b>General Order</b>		Directive #: <b>GO-D-006</b>	Status: <b>Revised</b>
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## Purpose

The purpose of this General Order is to establish a recruitment plan for full-time sworn personnel.

## Policy

The Ridgefield Park Police Department will utilize, analyze and when necessary, revise a recruitment plan. The goal of the recruitment plan shall be to outline agency steps to achieve the goal of ethnic, racial and gender composition among sworn officers that is in approximate proportion to the makeup of the Village of Ridgefield Park.

## Procedure

### I. Recruitment Plan Procedures

- A. The Department shall utilize a recruitment plan. The purpose for this is to provide a strategy to reach the goal of employing a sworn workforce that is in approximate proportion to the racial, ethnic and gender makeup of the Village.
- B. The recruitment plan shall include a statement of objectives.
- C. The recruitment plan shall include a plan of action designed to achieve the aforementioned objectives.

### II. Appendix A: Ridgefield Park Police Department Recruitment Plan

# Ridgefield Park Police Department

## 2021 Recruitment Plan

### I. Recruitment Plan Goals

This recruitment plan is established to outline agency steps to achieve the goal of ethnic, racial and gender composition among sworn police officers that is in approximate proportion to the makeup of the Village of Ridgefield Park.

The Ridgefield Park Police Department is committed to Equal Employment Opportunity. This recruitment plan does not establish a quota or any hard number goals, and the hiring standards of the Ridgefield Park Police Department will not be lowered or relaxed in any way. The plan is intended to attract qualified candidates from underrepresented ethnicities, races and genders to participate in the Department's selection process. In other words, it is anticipated that increasing the number of underrepresented (but qualified) applicants will increase the chances of candidates from those underrepresented groups getting hired.

### II. Current Demographics

- A. The service population of the Department refers to the residents of Ridgefield Park. According to the 2010 census figures (source: American Fact Finder, via [www.census.gov](http://www.census.gov)) the total population of the Village is 12,729. According to the 2017 American Community Survey 5 year estimates, the total population is estimated to be 13,154. This population estimate reflects 2017 as 2018 was not available on American Fact Finder, via [www.census.gov](http://www.census.gov).
- B. The available workforce refers to those who are eligible for employment with the Department. The numbers and percentages were obtained from American Fact Finder (via [www.census.gov](http://www.census.gov)). The available workforce figures represent New Jersey residents between the ages of 20 and 34 years of age.
- C. Totals for service population and available workforce do not add up to 100% due to Hispanic/Latino being an ethnicity and not a race.

### III. Objectives

- A. Objective #1: The sworn ranks of the Department are underrepresented with respect to Hispanic/Latino officers. Objective #1 is to attract Hispanic/Latino candidates to participate in the Department's selection process.

- B. Objective # 2: The sworn ranks of the Department are underrepresented with respect to Asian officers. Objective # 2 is to attract Asian candidates to participate in the Department's selection process.
- C. Objective # 3: The sworn ranks of the Department are underrepresented with respect to African American Officers. Objective # 3 is to attract African American candidates to participate in the Department's selection process.
- D. Objective # 4: The sworn ranks of the Department are underrepresented with respect to female officers. Objective # 4 is to attract female candidates to participate in the Department's selection process.

#### **IV. Research and Planning to Achieve Objectives and Goals:**

- A. Research was conducted to determine how to best target NJ colleges to recruit qualified, under-represented candidates to participate in the department's next **entrance exam process**. The following does not apply to the hiring of alternate route candidates or PTC certified police officers.
- B. Information was obtained from the State of New Jersey Website (<http://www.state.nj.us/highereducation/statistics/>) regarding the demographic statistics of New Jersey colleges. Colleges taken into consideration were those listed as "Senior Publics" and "Public-Mission Indeps". Not considered were proprietary independents and religious independents. The statistics for "Total Undergraduate Enrollment in N.J. Colleges by Race/Ethnicity, Fall 2017" were utilized, since this was the most recent data available.
- C. The categories titled Black, Hispanic and Asian were reviewed. The top three colleges in each category by percentage and the top three colleges in each category by enrollment were highlighted. Each college was then checked online to determine whether that college has a school, program or degree in criminal justice or a related field. Colleges that did not were eliminated.
- D. The same process was repeated while reviewing the statistics for "Total Undergraduate Enrollment in N.J. Colleges by Gender, Fall 2017".
- E. A list of colleges who ranked in the top 3 (by percentage or enrollment) in the categories for the underrepresented groups listed above (excluding colleges with no criminal justice program, school or degree) was compiled. The list is as follows:
  - The College of New Jersey
  - Kean University
  - Montclair University
  - New Jersey City University



- Rutgers University
- Thomas Edison State College
- William Paterson University
- Fairleigh Dickinson University-Metro
- Felician College
- College of St. Elizabeth
- St. Peter's University
- Seton Hall University
- Caldwell College
- Georgian Court University
- Monmouth University

#### **V. Activities to Achieve Goals and Objectives- Testing Process**

- A. A review of the 2021 recruitment plan calls for recruitment activity during the year, and not just in response to an imminent hiring process.
- B. The officer in charge of the department's recruitment activities shall ensure that at least one college is visited during the course of the year. Attendance may be during a career fair, visit to a classroom or any other forum deemed feasible.
- C. During such visit, officers assigned shall distribute information regarding the department's minimum qualifications and information pertaining to its recruitment goal.
- D. When manpower dictates, officers who represent the aforementioned underrepresented groups shall be assigned to attend.
- E. Officers so assigned shall interact with students as much as possible and answer any questions about employment with the department.
- F. Resumes obtained shall be kept on file for an amount of time to be determined by the Chief of Police. In the event that an entrance exam is conducted, the Chief of Police will instruct a designee to review the resumes and contact qualified candidates to inform them of the upcoming testing process.
- G. If the collection of resumes is not anticipated, invite those with the necessary qualifications to submit resumes via mail.

- H. When a testing process is announced, the resumes shall be reviewed, and those with the qualifications shall be contacted and made aware of the testing process.
- I. In the event that a testing process is conducted, anonymous surveys shall be distributed to determine the percentage of underrepresented candidates who took the exam, and whether or not their attendance was the result of recruitment efforts.

## **VI. Activities to Achieve Goals and Objectives-Alternate Route**

If hiring via the Alternate Route program is anticipated, the following plan of action should be considered:

- A. Contact the Bergen County Police Academy and request that all Alternate Route Candidates in the current basic class send a resume to the Department. Information may also be sent to the candidates via Academy staff describing the Department's recruitment goal and objectives, in order to encourage qualified, underrepresented candidates to apply.
- B. If applicable, obtain the contact information for any available alternate route candidates from previous classes who are not yet employed as police officers. Contact these candidates and ask them to send a resume, unless previously interviewed by the Department.
  - 1. The Chief of Police has the discretion to contact other police academies to request resumes and/or information regarding alternate route candidates in the same manner outlined above in paragraphs A and B.
- C. Compile the resumes of any alternate route candidates that were previously sent to and/or kept on file with the department.
- D. The Chief of Police or his designee will review the aforementioned resumes and he/she or his/her designee will contact qualified candidates and invite them to an interview.
  - 1. To be eligible for an interview, these resumes must be from candidates who have graduated from or currently are enrolled in a basic police training course conducted at a NJ Police Training Commission approved school in the State of New Jersey. Graduation must have been within the time frame for the candidate's PTC certification to still be active. Candidates who do not possess other minimum qualifications need not be interviewed.

## **IV. General Guidelines**

- A. A plan which is implemented as per the above referenced objectives may serve to satisfy multiple objectives. For example, attendance at a single career day function

may satisfy the requirements of all objectives (Hispanic, Asian, African American and female recruitment) as long as officers attending the event work to actively recruit participation from all three of those groups.

- B. An officer assigned by the Chief of Police will be responsible for the oversight, administration and annual analysis of this recruitment plan. This officer may utilize any Department personnel deemed necessary to conduct or assist with the administration of this plan, subject to the approval of the scheduling officer.

## **V. Review and Revision**

- A. The person responsible for the recruitment plan administration shall conduct an annual review which shall be forwarded to the Chief of Police. The Chief of Police or Department Commander may also assign any officer deemed appropriate to complete this task. The review report shall include the following:
  - 1. Progress, if any, made toward the stated objectives;
  - 2. An explanation of any changes deemed necessary to the plan;
- B. The review shall be submitted to the Chief of Police. If changes are proposed in the review, the Chief of Police will review the proposed changes and determine whether they will be utilized to revise the recruitment plan. The Chief of Police may direct that other changes be made that are not proposed in the review, and may consult any staff that he/she deems appropriate when making such decisions.
  - 1. The Chief of Police may assign the above referenced tasks and such decision making authority to any supervisor, provided that the Chief of Police approves any revisions prior to the plan being implemented.